

AGENDA REQUEST FORM
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

Meeting Date 6/9/14	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align:center; padding: 2px;">Open Agenda</td> <td style="width:50%; text-align:center; padding: 2px;">Special Order Request</td> </tr> <tr> <td style="text-align:center; padding: 2px;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="text-align:center; padding: 2px;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	Open Agenda	Special Order Request	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item Number GG-1
Open Agenda	Special Order Request					
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

TITLE:
 Three Year Successor Agreement of the Collective Bargaining Agreement between The School Board of Broward County, Florida and the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialists/Campus Monitors) effective July 1, 2013 – June 30, 2016

REQUESTED ACTION:
 Adopt the amendments to the Three Year Collective Bargaining Agreement between The School Board of Broward County, Florida and the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialist/Campus Monitors) effective July 1, 2013 through June 30, 2016.

SUMMARY EXPLANATION AND BACKGROUND:
 This Agreement provides for a 2.5% salary increase effective January 1, 2014 to eligible employees for the 2013-2014 school year.

 Copies of all supporting documents are available at the Board Members' Office on the 14th floor of the K.C. Wright Administration Center and available online via the Broward County Public Schools eAgenda at:
<http://eagenda3.broward.k12.fl.us/cgi-bin/WebObjects/eAgenda>

SCHOOL BOARD GOALS:
 •Goal 1: High Quality Instruction
 •Goal 2: Continuous Improvement
 •Goal 3: Effective Communication

FINANCIAL IMPACT:
 The estimated financial impact for the 2.5% salary increase for eligible employees will generate a total payroll cost of approximately \$1,776,721 for the 2013-2014 school year, including fringe benefits.

- EXHIBITS: (List)**
1. Executive Summary
 2. Letter from the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialist/Campus Monitors) confirming ratification (forthcoming Friday, June 6, 2014)
 3. Collective Bargaining Agreement between The School Board of Broward County, Florida and the Federation of Public Employees

BOARD ACTION: <div style="text-align: center; font-size: 1.5em; font-weight: bold;">ADOPTED</div>	SOURCE OF ADDITIONAL INFORMATION: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;">Robert W. Runcie</td> <td style="width:30%;">754-321-2600</td> </tr> <tr> <td>Dorothy Davis</td> <td>754-321-2140</td> </tr> <tr> <td style="border-top: 1px solid black;">Name</td> <td style="border-top: 1px solid black;">Phone</td> </tr> </table>	Robert W. Runcie	754-321-2600	Dorothy Davis	754-321-2140	Name	Phone
Robert W. Runcie	754-321-2600						
Dorothy Davis	754-321-2140						
Name	Phone						

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
 Dorothy W. Davis, Acting Director
 Employee & Labor Relations

Dorothy W. Davis
 JUN 09 2014

Approved in Open Board Meeting on: _____

By: *[Signature]* School Board Chair

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT

ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

Telephone: (754) 321-2600

Facsimile: (754) 321-2701

June 5, 2014

TO: School Board Members

FROM: Dorothy W. Davis, Acting Director
Employee & Labor Relations

VIA: Robert W. Runcie
Superintendent of Schools

SUBJECT: **Additional Information for GG-1, Three Year Successor Agreement of the Collective Bargaining Agreement between The School Board of Broward County, Florida and the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialists/Campus Monitors) effective July 1, 2013 - June 30, 2016, for the June 9, 2014 Regular School Board Meeting**

Attached is additional information regarding GG-1, Three Year Successor Agreement of the Collective Bargaining Agreement between The School Board of Broward County, Florida and the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialists/Campus Monitors) effective July 1, 2013 - June 30, 2016, for the June 9, 2014 Regular School Board Meeting.

The additional information is Exhibit #2, Letter from the Federation of Public Employees (Facilities Service, Maintenance, Transportation, Security Specialists/Campus Monitors) confirming ratification.

RWR/DWD;jh
Attachment

c: Senior Leadership Team

**EXECUTIVE SUMMARY OF
SUBSTANTIVE CHANGES IN THE COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA AND
FEDERATION OF PUBLIC EMPLOYEES (MAINTENANCE, FACILITIES,
TRANSPORTATION AND SECURITY SPECIALISTS/CAMPUS MONITORS)
2013-2014 SCHOOL YEAR**

1. Employees shall receive a 2.5% salary increase effective January 1, 2014 for the 2013-2014 school year.
2. A Head Facilities Serviceperson or Building Operations Supervisor may be temporarily assigned to the nightshift to monitor and address any performance concerns. The time period of the assignment shall be no less than ten (10) consecutive workdays and no more than thirty (30) consecutive workdays.
3. All newly hired facilities service employees shall complete the required basic facilities service certification within the one hundred thirty-one (131) working days probationary period.
4. Established principals of progressive discipline to align with School Board Policy 4.9 and the District's practices.
5. Employees interviewing for a job vacancy within the District during work hours shall be allowed time off with pay for the interview. The time off to interview must be pre-approved.
6. The Apprenticeship Program will be maintained at a minimum level of five (5) apprentices based on the existence of available funded vacant positions.
7. Employees within the bargaining unit may apply for a Hardship Transfer based on a serious medical problem or a mileage hardship.



FEDERATION OF PUBLIC EMPLOYEES

*A Division of the National Federation of Public and Private Employees
An Affiliate of District 1- Marine Engineers Beneficial Association (MEBA), (AFL-CIO)*

DANIEL D. REYNOLDS
Division President

ANTHONY MARCIANO
Division Secretary/Treasurer

June 3, 2014

Mr. Robert Runcie, Superintendent of Schools
Broward County School Board
600 S.E. Third Avenue
Fort Lauderdale, FL 33301

SENT VIA US MAIL AND FACSIMILE TO (754) 321-2701

Dear Mr. Runcie:

This letter is to advise you that the Federation of Public Employees held a ratification vote for the School Board Maintenance, Facilities Service, Transportation and Security Specialists Bargaining Unit on June 2, 2014.

Please be advised that the majority of bargaining unit employees in attendance voted to accept the Collective Bargaining Agreement between the Federation and the School Board of Broward County for the 2013-2014 term.

If you need any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Silvernale".

Jim Silvernale
Business Representative

JS:yf

cc: Dorothy Davis, Director of Employee Relations
Lorenzo Calhoun, Specialist - Employee Relations

CONTRACT BETWEEN

FEDERATION OF PUBLIC EMPLOYEES
**(Maintenance, Facilities Service, Transportation,
Security Specialists and Campus Monitors)**

AND

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

2013-2014 SCHOOL YEAR

JULY 1, 2013 — JUNE 30, 2016

NOTE:

New language is underlined.

Deleted language has ~~strikethrough~~.

TABLE OF CONTENTS

	Preamble
Article 1	Recognition/Definitions
Article 2	Management Rights
Article 3	No Strike/No Lockout
Article 4	Non-Discrimination
Article 5	Grievance Procedure
Article 6	Arbitration
Article 7	Probationary Period
Article 8	Seniority, Lay-Off and Re-call
Article 9	Hours of Work, Overtime, Emergency Call-Back
Article 10	Employee Responsibilities and Rights
Article 11	Federation Rights and Privileges
Article 12	Vacancies, Transfers and Reassignments
Article 13	Safety and Uniforms
Article 14	Leaves
Article 15	Insurance and Benefits
Article 16	Wage and Salary
Article 17	Contracting Out of Public Services
Article 18	Drug Free Workplace
Article 19	Total Agreement
Article 20	Term of Agreement
Attachment I	Memorandum of Understanding (Certification Incentive — Auto Mechanics)
Attachment II	Memorandum of Understanding (Coverage Weekends and Holidays)
Attachment III	Last Chance Agreement
Attachment IV	Memorandum of Understanding Campus Monitors
Attachment V	Memorandum of Understanding Accident Review Committee
Attachment VI	Memorandum of Understanding SOMAT

PREAMBLE

THIS AGREEMENT entered into by and between THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA, hereinafter called the Board, and the FEDERATION OF PUBLIC EMPLOYEES, a Division of NFOPAPE (AFL-CIO), Affiliated with District 1-MEBA (AFL-CIO), hereinafter referred to as the FOPE.

Witnesseth:

WHEREAS, the Board and the FOPE have negotiated in good faith, with the FOPE acting as the exclusive agent for certain non-instructional personnel included in the certified unit with respect to wages, hours, and terms and conditions of employment and whereas, the parties following extended and deliberate negotiations, and having had an opportunity to discuss freely any and all issues, have reached certain understandings which they desire to confirm in this Agreement. In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE 1 RECOGNITION

The Board recognizes the FOPE as the sole and exclusive bargaining agent for the bargaining unit of employees as certified by the Public Employees Relations Commission in Certification #470 and with all amendments, described as follows:

- A. **INCLUSIONS:** Transportation Employees (bus operators, relief operators, trainers, specialists and dispatchers), mail service employees, garage employees, safety employees, regular full-time and part-time security specialists, campus monitors, facility service employees — including pool men, yard men, warehouse employees — including those in property and inventory, building and maintenance employees — including those who perform functions classified as building trades, maintenance employees, head facility service employees, and regular part-time facility service employees.
- B. **EXCLUSIONS:** Administrative, clerical, instructional, managerial, and confidential personnel, student facility service employees, seasonal employees, purchasing department employees, irregular part-time and contract employees, and all other employees employed by the Broward County School Board.
- C. **DEFINITIONS:** The terms listed below, when used in any provisions of this contract, shall be defined as follows:
- “Employee” – Any employee in this FOPE bargaining unit as defined and certified by Public Employees Relations Commission (PERC). Employees may also be referred to as bargaining unit members.
 - “Superintendent” – The Superintendent of the District or their designated representative.
 - “District” – The School District of Broward County, Florida.
 - “Immediate Supervisor” – The person in an administrative or supervisory position directly responsible for the supervision and direction of an employee and to whom the employee is directly responsible. An immediate supervisor shall be a person who is not a member of the bargaining unit represented by FOPE.
 - “Board” – The School Board of Broward County, Florida.

- “Bargaining Unit” – Employees in job classifications within the unit represented by the FOPE.
- “FOPE” – Federation of Public Employees, a division of the National Federation of Public and Private Employees, an affiliate of District 1 – MEBA AFL-CIO.
- “Permanent Employee” – An employee who has satisfactorily completed their probationary period, as defined in Article 7-A.
- “Permanent Part-Time Employee” – An employee who has satisfactorily completed their probationary period, as defined in Article 7-A, in a position which calls for the employee to work less than the normal work week, but at least twenty (20) hours per week.
- “Operator” – A school bus driver.
- “Seniority” - Bargaining unit seniority shall be defined as the total length of continuous service in the certified unit after the completion of the appropriate probationary period, from the first day of hire into the certified unit covered by this Agreement between the FOPE and the School Board.
- Example: After an employee completes his/her probationary period, the seniority date shall be determined from the start of the probationary period.

For Maintenance, Facilities, and Security Specialists/Campus Monitors, bargaining unit seniority shall be defined as the total length of continuous service from the first day of hire into the bargaining unit covered by this Agreement on a 244/261 day calendar between the FOPE and the School Board.

- “Years of Service for Purposes of Compensation” Verified enumerated experience in this unit for one day more than half of the employee’s calendar will constitute one “full year’s employment.”

ARTICLE 2 MANAGEMENT RIGHTS

The management and the operation of the school system rests solely and exclusively with the School Board. The School Board shall have, subject to the limitations of this Agreement only, the right to hire, promote, demote, assign work, discipline employees, suspend, discharge, transfer employees; lay off employees for lack of work and/or other legitimate reasons, to direct the working force, to establish work rules and job descriptions for unit employees, to unilaterally determine the purpose and mission of the Board, including subcontracting as set forth in this Agreement, set standards of service to be offered to the public, and otherwise exercise control and discretion over its organization and operations. However, the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matters have a practical consequence of violating the terms of this Agreement.

In all matters involving a decision of the Board to discipline an employee of this unit, up to and including discharge, said discipline shall be for just cause except as provided in Article VII.

No provision of this Agreement shall be construed as to prohibit the Board from unilaterally complying with all federal, state and judicial requirements.

No provisions of this Agreement shall be construed as to grant employee rights other than as are expressly stated herein.

The Superintendent of Schools shall exercise full authority granted under Florida Statute, Chapter 230.33 (6) (f), (1981) to close any or all schools during a situation deemed an emergency.

ARTICLE 3
NO STRIKE/NO LOCKOUT

The FOPE, its officers, agents, representatives and employees agree that they will not strike, as defined by the Public Employees Relations Act and agree not to participate in a strike against the Board by inciting or supporting, in any positive manner, a strike. During the term of this Agreement the employer agrees that it will not authorize, cause, or engage in any lockout of employees unless a lockout should become necessary for the protection of the employer's property.

Section 447.203 (6), Florida Statutes (1999) defines the term "Strike" as follows:

"Strike" means the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with a public employer for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the public employer; the concerted failure of employees to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage. The term "strike" shall also mean any overt preparation, including, but not limited to, the establishment of strike funds with regard to the above-listed activities.

ARTICLE 4
NON-DISCRIMINATION

- A. The parties agree that there shall be no discrimination with respect to race, color, creed, sex, handicap, age, or national origin as required by law in the application of the terms of this Agreement.
- B. The rights granted to the FOPE in this Agreement shall be granted to the FOPE exclusively as the sole and exclusive bargaining agent and shall not be granted to any employee organization seeking to represent employees in the bargaining unit.
- C. Each employee in the bargaining unit has the right, freely and without fear of penalty or reprisal, to join the FOPE or to refrain from any such activity. Any employee who exercises his/her rights under this Agreement shall not be subjected to discipline, reprimand, warning or reprisal because of such participation.
- D. Administrative procedures have been established by the State of Florida and the United States for the handling and processing of claims of unlawful employment discrimination based on race, color, religion, sex, national origin, or disability. FOPE and the Board encourage bargaining unit members who believe that they have been victims of employment discrimination based on race, color, religion, sex, national origin, or disability to file such claims with the United States Equal Employment Opportunity Commission, the Florida Commission on Human Rights, or the applicable Florida or Federal court. Claims of employment discrimination based on race, color, religion, sex, national origin, or disability shall not be processed as grievances.

ARTICLE 5
GRIEVANCE PROCEDURE

- A. Any dispute or grievance arising between the employer and the FOPE or any bargaining unit member over the interpretation or application of this Agreement shall be settled in the following manner.

Step One

Within seven (7) working days after the occurrence could have reasonably been known or the grievant became aware of the event giving rise to the grievance, the employee, with or without the assistance of the on-site representative, shall take it up with the Manager/Designee who shall render a decision within five (5) working days and, if the grievant is not satisfied with the response then:

Step Two

Within seven (7) working days following the decision at Step One, the grievance shall be reduced to writing and signed by the aggrieved employee and the FOPE Business Representative and a copy given to the appropriate administrator, as determined by the Superintendent or his designee. The FOPE representative, the grievant, and a representative designated by the employer shall meet and attempt to resolve the dispute. Department Head or Director shall render a decision within seven (7) working days. If, after reviewing the contractual language, the grievance is not resolved in Step Two, then the grievant and the FOPE may proceed to Step Three:

Step Three

Within seven (7) working days following the decision at Step Two, the written grievance may be processed through that administrator who is of a higher level in the line of authority than the administrator in Step Two.

The FOPE Representative, the grievant and a representative designated by the employer shall meet and attempt to resolve the dispute. The response to the grievance shall be rendered within twelve (12) working days thereafter. If the FOPE is not satisfied with the response in Step Three, then:

Step Four

If the FOPE is not satisfied with the response in Step Three, the FOPE may request such dispute or grievance be submitted to Arbitration, Article 6.

B. Grievances Involving Termination

Employees terminated or recommended for termination may file grievances at Step 3 within ten (10) days of when the employee was notified.

- C. Any grievance or dispute not submitted according to the foregoing procedure shall be foreclosed for all contractual and legal purposes.
- D. No employee shall be entitled to use the grievance procedure until the employee has completed their required probationary period. This includes employees who wish to grieve the Drug-Free Workplace Last Chance Agreement.
- E. Time limits set in this Article shall not include Saturdays, Sundays or paid Holidays or days off on a School Board calendar. Grievances filed during the period of June 15 to August 15 may be held in abeyance until the first week of the school year if grievant, witnesses and/or supervisor are on leave. Timeline for grievances held in abeyance will begin the first day students return.
- F. Nothing herein shall preclude the earlier settlement of any grievance directly by agreement between the Employer and the FOPE; however, such settlement shall not constitute an admission that the contract was violated, nor shall it be used as a precedent for future contract interpretation.
- G. The grievance/arbitration procedure shall be subject to all State and Federal laws and judicial interpretations.
- H. The FOPE shall not be required to process grievances for employees who are not members in good standing of the FOPE.
- I. Failure of administrator to respond to a grievance within the prescribed time limits will allow FOPE to automatically move the grievance to the next step.
- J. Any grievance that is a class grievance shall be presented for resolution at Step 3 of the grievance procedure. For the purposes of this section a class grievance shall not be solely determined by the number of grievants. Such determination shall be made based upon both the number of grievants and the effects the disputed issue has on the working conditions of employees in the same group as the aggrieved and/or employees covered by this agreement.

K. Security Specialists and Campus Monitors shall have the right to bypass step one and start the grievance process at step two.

ARTICLE 6
ARBITRATION

- A. If the FOPE is not satisfied with the disposition of the grievance in Step Three, the grievance may be submitted by the FOPE to arbitration within thirty (30) working days of the date of disposition at Step Three.
- B. Either party may request a list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. The arbitrator shall be selected from the list submitted by the Federal Mediation and Conciliation Service in accordance with its rules, which rules shall likewise govern the arbitration proceedings. The parties agree that the award of the arbitrator shall be final and binding.
- C. The power of the arbitrator shall be limited to the interpretation of this Agreement. He shall have no power to add to or to subtract from or modify any of the items of this Agreement, nor shall he/she have power to establish or change any wage scale or classification.
- D. The fees and expenses of the impartial arbitrator shall be paid by the loser. All other expenses in connection with the presentation of a matter to the arbitrator shall be borne by the party incurring them.
- E. The grievance arbitration procedure shall be subject to all State and Federal laws and judicial interpretations.

ARTICLE 7
PROBATIONARY PERIOD

- A. For purposes of this contract, a probationary period shall be one hundred thirty-one (131) workdays.
- B. Probationary employees shall accrue sick leave and employees on a 261 day calendar shall accrue vacation after completing their forty-fifth (45th) workday.
- C. Probationary employees shall not be able to utilize their sick leave until after their ninetieth (90th) workday. Said employees may not utilize vacation leave until the completion of their probationary period. Should the employee be terminated prior to completion of their full probationary period, all leave shall be returned to the School Board.
- D. During said probationary period, the Board may suspend, discipline or discharge a probationary employee for any reason whatsoever except for lawful union activities, and no claim will be made by the employee or by the FOPE that the action was improper.
- E. During the probationary period, the affected employee is not entitled to any representation, nor may the employee file a grievance under this contract, nor under the School Board policy grievance procedure. The only exception to this rule is for disciplinary action which is a result of lawful union activity.

F. **TEMPORARY EMPLOYEES**

- 1. A temporary employee shall be automatically terminated by the School Board after six (6) months of temporary status, except when the temporary employee is replacing a bargaining unit employee on disability income, worker's compensation, or maternity leave. Temporary employees shall not be eligible for any fringe benefits (i.e., paid holidays, annual leave, sick leave, retirement, etc.).
- 2. Through a Memo of Understanding, the FOPE may approve of six (6) month extensions.
- 3. Temporary employees who are placed in full-time positions shall be entitled to have up to six (6) months of time previously worked accrued as a temporary employee credited to their probationary period, provided such temporary service is continuous, at the same work location and immediately preceded placement in a full-time position.

G. Probationary bus operators shall not perform extracurricular trips during evening hours, weekend hours or out-of-county. Emergency extracurricular trips may be performed after efforts have been made to assign a permanent employee on the trip list to such trip. Emergencies will be determined by the Director of ~~Pupil Transportation~~ Student Transportation & Fleet Services or designee.

H. **CERTIFICATE OF COMPETENCY REQUIREMENTS**

1. Retain the present yearly certificate of competency requirements for the following trades, which are at the top of the pay scale:

- (a) Electrician
- (b) Plumber
- (c) A/C and Refrigeration Mechanic

This certificate of competency requirement should be satisfied either prior to joining the School Board or within six (6) months of initial employment in that craft, which is well within the probationary period.

2. Reduce the requirements for the carpenter craft to include an initial successful passing of either the rough or finish carpentry specialty contractors license to qualify as a School Board carpenter. Unless the individual is a graduate of a State of Florida apprentice program, this license requirement shall be satisfied prior to joining the School Board. This will assure a minimum qualification for new carpenters joining the craft. All present carpenters will be "grandfathered" effective 7/1/93. Those presently holding both restricted licenses will be allowed to comply with the new minimum requirements.

3. Prior to being reclassified from apprentice to tradesperson, effective July 1, 1993, all apprentice graduates from the Broward County School Board and/or other similar curriculum must comply with the State of Florida craft certificate of competency in accordance with items 1 or 2 above. Apprentice graduates from other than the State of Florida programs shall be required to obtain a certificate of competency prior to employment.

ARTICLE 8
SENIORITY, LAY-OFF AND RE-CALL

A. SENIORITY:

1. Bargaining unit seniority shall be defined as the total length of continuous service in the certified unit after the completion of the appropriate probationary period, from the first day of hire into the certified unit covered by this Agreement between the FOPE and the School Board.

EXAMPLE: After an employee completes his/her probationary period, the seniority date shall be determined from the start of the probationary period.

For Maintenance, Facilities, and Security Specialists/Campus Monitors, bargaining unit seniority shall be defined as the total length of continuous service from the first day of hire into the bargaining unit covered by this Agreement on a 244/261 day calendar between the FOPE and the School Board.

2. Employees shall lose their seniority as a result of the following:
 - (a) Termination
 - (b) Retirement
 - (c) Resignation
 - (d) Layoff exceeding one year
 - (e) Failure to report to the Personnel office within five (5) days of receipt of recall notice.
3. In the event a unit employee leaves the unit but remains with the district outside the unit and returns to the unit within one (1) year, he/she shall retain the previously earned accumulated seniority upon re-employment in the bargaining unit.
4. Authorized leave shall count for seniority purposes and such leave shall not be considered as an interruption of service.
5. Employees whose positions have been eliminated through layoff or otherwise, shall be considered first for equivalent vacancies which may become available and for which they are technically and physically qualified to perform the job. Such employees shall be recalled in descending order of seniority with the employee who is (1) technically and (2) physically qualified to perform the job.

B. LAYOFF:

In the event the School Board determines that the number of employees in the bargaining unit must be reduced for any reason, such reduction shall be based on objective, reasonable and nondiscriminatory standards which (1) shall not be arbitrary or capricious; (2) shall not deprive employees of their rights conferred by this agreement or laws of Florida and the United States; (3) shall be capable of uniform application; and (4) seniority and ability according to the provisions of this Article.

1. Prior to implementing a district-wide reduction (school-based reduction for facilities servicepersons and security specialists), the Superintendent or designee, shall meet with representatives of the FOPE to discuss the proposed School Board action and solicit their suggestions.
2. The School Board shall determine the net number of positions to be reduced and the classifications in which layoff shall occur.
3. Employees with the least bargaining unit seniority in each affected classification (district seniority for facilities servicepersons and security specialists/and campus monitors) shall then be laid-off using the following guidelines:

- | | | |
|--------|---|----------------------------------|
| First | - | Temporary Employees |
| Second | - | Part-Time Employees |
| Third | - | Probationary Full-Time Employees |
| Fourth | - | Regular Full-Time Employees |

Retained employees must be qualified for their assigned positions.

In the event that there is a scheduled layoff in one (1) or more of the trade classifications (plumbers, carpenters, electricians, etc.) or non-trade classifications (bus operators, bus attendants, facilities servicepersons and security specialists), the leadman in that respective trade or non-trade shall also be subject to layoff in that classification utilizing his/her seniority date as if he/she was working in that classification rather than working as a leadman.

In the event there is a reduction in force in the foremen classification, foremen shall be laid off in reverse order of seniority. Any foreman who is scheduled to be laid off shall have the right to return (bump back) to the journeyman job classification in which

he was a foreman and to utilize all his bargaining unit seniority for purposes of avoiding said lay off.

In the event that there is a reduction in force in the facilities serviceperson classifications, the facilities servicepersons with the least district seniority shall be laid off first and thereafter each employee in reverse order of his/her district seniority.

In the event that there is a reduction in force in the security specialist or campus monitor classifications, the security specialists and/or campus monitors with the least district seniority shall be laid off first and thereafter each employee in reverse order of his/her district seniority. Employees who have been identified for lay-off and have successfully completed their probationary period shall be eligible to displace other probationary security specialists/campus monitors district wide.

4. A laid off employee is not entitled to replace another employee in a different classification. However, if the employee identified for layoff is qualified for a bargaining unit vacancy which exists in the District, then said employee(s) shall be offered the vacancy if he/she is qualified for the position.

C. **RECALL**

1. Employees whose positions have been eliminated through layoff or otherwise shall be considered first for equivalent vacancies which may become available and for which they are technically and physically qualified to perform the job. Such employees shall be recalled in descending order of district seniority.
2. Each employee on layoff shall be required to provide the District Personnel Office, in writing, with a current address to which a letter of recall may be sent. Employees being recalled shall be notified by "Certified Mail Return Receipt Requested" and shall have five (5) working days from the date of the receipt of notice to respond to the School Board's offer. The School Board reserves the right to temporarily assign employees to the vacancy until the recalled employee reports for work. If the letter is mailed to the address provided by the employee and is returned to the School Board because the address is incorrect, the School Board has fulfilled the obligation of this sub-section.

If the School Board does not receive an affirmative response, the employee shall be removed from the recall list and the School

Board shall have no further obligation to the employee. If the recall notice is returned and not received, the employee shall retain his/her place on the recall list for the next job opening for which he/she is qualified. However, after the second returned notice, the employee's name will be dropped from the recall list and the School Board shall have no further obligation to the employee.

3. An employee who has been laid off shall maintain recall rights for twelve (12) months from the date of layoff or until he/she refuses a recall opportunity, fails to respond to a recall letter, submits a resignation, or accepts employment with another, employer within the Florida Retirement System (FRS) whichever is less.
4. Written notice of layoff shall be given to the affected employee twenty (20) working days before the action is to become effective.
5. An employee who fails to apply to two (2) vacancies for which he/she is qualified, shall be removed from the layoff list.

An employee who applies for a vacancy and is offered the position and subsequently declines the position, shall be removed from the layoff list.

6. An employee who has started his/her sixth year of service and who will qualify for retirement by the end of that year shall be permitted to complete the sixth year so as to acquire the necessary service to become vested in the retirement system.

ARTICLE 9
HOURS OF WORK, OVERTIME, PAY,
EMERGENCY/CALL-BACK

A. DUTY HOURS

1. The normal work day for full-time permanent facilities and maintenance employees shall not be longer than eight (8) hours not including unpaid lunch period. Facilities employees shall have a thirty (30) minute unpaid meal break. Maintenance employees shall have a forty (40) minute meal break, thirty (30) minutes of which shall be unpaid. The additional ten (10) minutes of paid meal break shall be taken in increments of five (5) minutes from their morning and afternoon breaks, respectively.
2. The normal work day for transportation employees shall be no longer than eight (8) hours per day; however, effective beginning the 2013-2014 school year, Bus Operators shall be guaranteed thirty-seven and one half (37.5) hours per five day work week; and Bus Attendants shall be guaranteed thirty-five (35) hours per five day work week, excluding breaks and lunch period. Transportation relief bus operators shall be guaranteed forty (40) hours per five day work week. Based on the operational needs of the District/Department, routes may be adjusted to provide equalization of driving time. Transportation dispatchers, specialists/trainers and ESE transportation trainers shall be guaranteed forty (40) hours per five day work week, not including one (1) hour lunch break. Time worked that exceeds the guaranteed time shall be compensated based on the actual time worked.
3. Operators who work year round school, shall be guaranteed thirty-seven and one half (37.5) hours per five day work week; and Bus Attendants who work year round school shall be guaranteed thirty-five (35) hours per five day work week, including the summer school months. Time worked that exceeds the guaranteed time shall be compensated based on the actual time worked.
4. The normal workday for full-time permanent security specialists and campus monitors shall be seven and one-half (7 1/2) consecutive hours, including a thirty (30) minute unpaid lunch period. However, those locations that have assigned security specialists and campus monitors to a lesser/greater schedule may continue to do so.

5. In the event an employee is regularly assigned and works the 4-10 work week, the employee shall be paid for all scheduled hours when utilizing authorized paid leave.
6. The determination of the daily and weekly work schedules and the starting time of such schedules shall be established by the Board and/or Management for each of its departments covered by this Agreement, and such schedules and starting times may be changed by the Board and/or Management from time to time to suit the varying conditions of the School Board.
7. Facilities servicepersons shall not be assigned a split shift (break in work hours).
8. To the extent possible, schedules for operators and attendants shall be equally established by the Board for each school term no later than October 1st annually. Prior to routes being changed after October 15th, such changes will be discussed with the operator. A FOPE representative may be present if requested by the operator.
9. The Board reserves the right to establish and to administer school calendars for all bargaining unit employees; FOPE shall be a member of the district calendar committee (which establishes the school calendar.)
10. Regular part-time employees shall be employed no less than four (4) hours per day, excluding the lunch period.
11. Transportation employees who work the summer school program shall be guaranteed four and one half (4.5) hours of work per scheduled workday, excluding breaks and lunch period. Routes will be adjusted in the summer to provide equalization of driving time. Time worked that exceeds the guaranteed time shall be compensated based on the actual time worked.

After all available routes have been selected, should other routes become available, positions shall be filled on the basis of seniority.
12. The basic work calendar for security specialists shall be one hundred and ninety-six (196) days. The one hundred and ninety-six (196) day calendar shall include six (6) paid holidays designated on the annual School Board adopted calendar. Security Specialists assigned by the School Board to a Board

adopted two hundred and forty-four (244) day calendar, shall not be entitled to the six (6) paid holidays.

13. The basic work calendar for campus monitors shall be one hundred and eighty-six (186) days. The one hundred and eighty-six (186) day calendar shall include six (6) paid holidays designated on the annual School Board adopted calendar. Should campus monitors be assigned by the School Board to a Board adopted two hundred and forty-four (244) day calendar, they shall not be entitled to the six (6) paid holidays.
14. Head Facilities Serviceperson and Building Operations Supervisors at all locations shall work the day shift. If, there is a performance concern with the night facility crew that is affecting the school, the Head Facilities Serviceperson and/or the Building Operations Supervisors will be assigned temporarily to night shift to monitor the facility crew until the irregular situation is corrected. The duration of this temporary assignment shall be for a period not less than ten (10) consecutive workdays and shall not exceed thirty (30) consecutive working days, except when mutually agreed upon by the Board and FOPE Representative. The effected employee shall receive the night differential as per Article 16. The Assistant Head/designated Facility Serviceperson assigned to the dayshift, shall not receive the night differential as outlined in Article 16. The employee shall be given a two (2) week notice of change of assignment or sooner if mutually agreed upon. Assignment may not be made for arbitrary or capricious reasons.
15. On teachers planning days and all other days when students are not in school or summer school, all facilities servicepersons shall have their hours changed to the day shift without forfeiting their night differential pay.

B. OVERTIME

1. Employees who are required to work in excess of forty (40) hours in a seven (7) day pay period beginning Monday through Sunday, shall be compensated at an hourly rate, one and one-half (1 1/2) times their regular hourly rate.

When employees are needed to move furniture, laborers will be called to work first. If there is not a sufficient number of laborers to complete the furniture moving task, facilities servicepersons will be called to work overtime. The employees will be called to work overtime in accordance with Article 9B.

2. Overtime Procedures—Physical Plant Operations / Facilities / Vehicle Maintenance / ETS / BECON / Warehouse / Administrative Site Operations /Transportation

a. Planned

When required, overtime shall be worked first by the primary backlog and the rotary overtime list(s) shall be activated for additionally required manpower. When the need for overtime is known and planned in advance, the following process will be utilized.

1. Development of the Rotary Overtime Roster —Physical Plant Operations / Vehicle Maintenance / Facilities / ETS / BECON / Warehouse / Administrative Site Operations /Transportation

a. **Facilities**

The Head Facilities Serviceperson at each school or location shall establish and post a rotary list of facilities service staff and mobile unit staff, excluding substitutes, in accordance with employee's seniority, senior employees first. Overtime shall be assigned in accordance with this list starting with the employee with the greatest seniority at the school or location. Once an employee has been offered an overtime assignment, whether that employee accepts or declines the offer, the employee's name shall be placed at the bottom of the rotary list. A new list shall begin each school year.

b. **Physical Plant Operations / Vehicle Maintenance / ETS / BECON / Warehouse / Administrative Site Operations /Transportation**

1. A dated seniority roster by bargaining unit date of all Physical Plant Operations maintenance / vehicle maintenance / ETS / BECON / Warehouse / Administrative Site Operations /Transportation employees shall be developed for the

purposes of assigning maintenance/ transportation employees to overtime work. The list shall be established by zone for each craft assigned to the zone. Employee names shall be placed on the roster in order of the most senior to least senior employee. Overtime shall be offered on a rotating basis beginning with the most senior employee named on the roster who is qualified to perform the duties required of the overtime work. Once an employee has worked an overtime assignment, that employee's name shall be placed at the bottom of the roster with a notation of the date that the overtime was worked. If the next name on the roster is not qualified to perform the duties required of the overtime, that employee's name shall remain at the top of the roster for first consideration of future overtime work until that employee actually performs the overtime.

2. A dated seniority roster by bargaining unit date of all Plant Operations maintenance / vehicle maintenance / ETS / BECON / Warehouse / Administrative Site Operations /Transportation employees shall be developed for the purposes of assigning maintenance/transportation employees to overtime work for those occasions when the zone overtime list is exhausted and the zone still has a need for overtime. Employee names shall be placed on the roster in order of the most senior to least senior employee. Overtime shall be offered on a rotating bases beginning with the most senior employee names on the roster, who is qualified to perform the duties required of the overtime work. Once an employee has worked an overtime assignment, that employee's name shall be placed at the bottom of the roster with a notation of the date that the overtime was worked. If the

next on the roster is not qualified to perform the duties required of the overtime, that employee's name shall remain at the top of the roster for first consideration of future overtime work until that employee actually performs the overtime.

2. Overtime Refusal by Employee

- a. If a qualified employee refuses an overtime opportunity, that employee's name shall be placed at the bottom of the rotation roster with a notation of *refused* and date that the refusal occurred. The next named person on the overtime roster shall then be considered. The overtime roster shall be continually updated and made available for review at any time by any employee and the FOPE / site steward.
- b. An employee, however, shall not be charged with refusing overtime, if at the time of the request, the employee is on approved leave. If an employee is on leave, a notation shall be made on the overtime roster and the employee's name shall remain at the top of the roster until the employee returns from leave and is afforded an overtime opportunity.

3. Failure to Appear

If an employee accepts the overtime request but fails to appear for the overtime at the specified date and time without notifying the supervisor in charge of the overtime prior to the shift, he/she will be removed from the rotary list for six (6) months from the date of the failure to appear without proper notification. This provision shall not apply to emergency call-back situations.

4. Temporary Employees

- a. Temporary employees shall not be offered overtime unless all regular employees in that backlog have rejected a request for overtime.

However, temporary employees may be used during holidays or dates which are designated days off for permanent employees.

b. Emergency

If any area or district is involved with a situation which mandates the immediate need for on-site personnel to complete a job to ensure that a school be restored to full service, then those persons already on the job will be utilized to perform the work. However, if additional personnel are needed, then the following procedure shall be utilized:

1. The next shift will be contacted to see if they can continue the project if they are working.
2. If the next shift cannot assist, then the planned overtime procedure will be utilized to select personnel. An immediate response will be required from the employee who is contacted.
3. If there is no shift working, the department supervisor will have the authority to utilize anyone in an emergency situation.

5. Failure to Follow the Overtime Roster

- a. In the event an employee is by-passed on the overtime roster, he/she shall receive the next two available overtime opportunities for which he/she is qualified. A notation of the unit, zone and/or district rotary lists shall be made indicating that the employee is entitled to back-to-back overtime opportunities.
- b. The first time that a supervisor does not follow the overtime roster pursuant to the procedures outlined above, the site steward shall notify the Employee Relations Department and the appropriate administrator who shall take

appropriate action to ensure that the overtime provisions are followed.

- c. The second time that a supervisor does not follow the overtime roster pursuant to the procedures outlined above, the site steward shall notify the Employee Relations Department who shall notify the appropriate administrator that appropriate disciplinary action must be taken.
- d. The third time that a supervisor does not follow the overtime roster pursuant to the procedures outlined above, the site steward shall notify the Employee Relations Department who shall then notify the Superintendent's office.
- e. If a supervisor fails to follow the overtime roster more than three (3) times, the principles of progressive discipline shall be followed.
- f. Seniority lists shall be reviewed and agreed to by the FOPE / Designee on a quarterly basis.
- g. On a monthly basis, the FOPE shall be provided with an overtime report regarding all overtime hours worked by all bargaining unit members.

C. CALL BACK

Employees who are called back to work outside their regularly scheduled hours of duty shall receive no less than four (4) hours of straight time pay. Time and one-half (1 1/2) shall be paid for all hours worked in excess of forty (40) hours.

Facilities servicepersons who are called back to work on a scheduled holiday shall receive a minimum of five (5) hours straight time.

D. STANDBY - HOLIDAYS AND WEEKENDS

Establishes standby procedures for district maintenance employees, for weekends and holidays. See Attachment II.

E. EMERGENCY WORKING CONDITION

In the event that, due to conditions beyond the control of the Board, including but not limited to hurricanes, windstorms, and tornados, the Superintendent, or his or her designee, or the School Board, or any other public official, declares an emergency and directs the School Board to commence emergency operations and/or orders the schools, facilities or administrative areas to be closed, Bargaining Unit members shall be compensated as described below:

1. Any Bargaining Unit member regularly scheduled to work during the time of the emergency or who is ordered to return home during the emergency or prior to the completion of said employee's shift shall be paid for all hours during the emergency period which the employee had been scheduled to work. However, make-up days may be required for those instructional days not waived by the State for Transportation and Security employees.
2. Any employee on pre-approved sick leave, annual leave, or personal day before the declared emergency shall suffer no loss of pay and no leave time shall be deducted from the applicable leave bank.
3. Any employee who is ordered or assigned by the Board to work during the declared emergency shall be compensated at double the employee's straight time base hourly rate for all hours actually worked. This compensation shall be in addition to any compensation which would otherwise be due the employee under the provisions of paragraph 1 (above).
4. Full-time employees who fail to report to work after a call-back shall not be compensated for days not worked while schools are closed due to the emergency conditions unless on approved leave prior to the time of the call-back.

F. COMPENSATORY TIME

1. By written mutual agreement between the employee and appropriate director/administrator, compensatory time may be given in lieu of overtime at the rate of one and one-half (1-1/2) hours for each hour worked. Use of compensatory time must be requested in writing, requests shall not be unreasonably denied, and shall be mutually scheduled between employee and administrator. Records must be maintained in SAP.

2. Compensatory time must be used within the fiscal year in which it was earned, however an employee may carry over up to thirty-five (35) hours per year from one fiscal year to the next. Any compensatory time that is not carried over from one fiscal year to the next shall be paid based upon the rate in effect on June 30th. Payment shall be made by the last day of August and shall include applicable deductions.
3. Upon the transfer/promotion of an employee to another location/department, the employee's accrued-but unused compensatory time shall be paid based upon the pay rate in effect prior to the transfer/promotion within sixty (60) days of the effective date of the transfer/promotion.
4. The provision of this section is pursuant to the Fair Labor Standards Act (FLSA).

G. BREAKS

1. Except bus operators and attendants and maintenance employees, employees shall be granted a fifteen (15) minute paid work break during each continuous four (4) hours of employment.
2. The appropriate administrator and the employee shall agree on the break schedule and lunch period schedule. It is the parties' intent that this lunch period be uninterrupted except in emergencies.
3. If the employee is required to work during the scheduled break/lunch period, the employee shall be permitted to receive the break/lunch period as soon as possible thereafter.
4. The above break periods shall be considered as employee's free times and accordingly, the employee shall not be restricted in any fashion, whatsoever, except as provided below, as to where the employee may enjoy such meal or rest period.
 - a. It is understood that maintenance employees who are required to drive a School Board vehicle shall be able to utilize such vehicle to obtain nourishment during their scheduled lunch period. However, the Superintendent/Designee may develop rules regarding the congregation of vehicles at meal sites and reasonable travel time, types of establishments to be frequented by employees while on duty, etc. Prior to issuing any work rules, the School Board shall meet with the FOPE and provide a copy

of the rules and give consideration to any input that is provided by the FOPE.

- b. During break periods, employees may be required to remain at their job site, unless the break period is scheduled to be taken while the employee is in transit from one work site to another work site.
 - c. Employees (excluding transportation) who work five (5) hours or more per day shall be entitled to a minimum of a thirty minute (30) unpaid meal period.
 - d. Employees shall not consume alcoholic beverages during work hours or during meal breaks, whether paid or unpaid.
5. An unpaid lunch period for employees assigned to the Pupil Transportation Department shall be scheduled, where appropriate, by the appropriate administrator.
6. Security specialists/facilities servicepersons who are required to work during any part of their scheduled lunch period shall be permitted to receive the entire thirty (30) minute lunch period later in the same day.
- Day shift facilities servicepersons who are required to work during any part of their scheduled lunch period shall notify their Administrator at the time said lunch period is interrupted to ensure that an alternative lunch period may be designated.
- If the entire make up lunch is not scheduled for the same day, the lunch period shall be considered time worked and security specialists shall be paid for the entire lunch period.
- Campus monitors' lunch period shall not be interrupted. However, if their lunch is interrupted, then the above section shall apply to campus monitors.
7. Maintenance employees shall combine five (5) minutes of their morning break and five (5) minutes of their afternoon break with their thirty (30) minute unpaid meal break for a meal break of forty (40) minutes. Said employees shall have a ten (10) minute paid morning and afternoon break.
- H. An employee who is required to remain on stand-by duty on the employer's premises shall be considered working on stand-by and shall

be paid compensation at the employee's regular hourly rate of pay, except as provided in Section B of this Article. An employee who is provided a beeper/pager or who is not required to remain on the employer's premises but is merely required to leave word at the employee's home or with School Board officials where the employee may be reached is not entitled to stand-by pay.

I. **ERRORS IN PAYCHECK**

1. **Overpayment of \$100 or less** — In the event of a mistake resulting in an overpayment to an employee, the employee shall be notified in writing of such overpayment which shall state the total amount overpaid and the reasons for the error. Upon notification, at the employee's option, such overpayment shall be recovered from one check or recovered from the remaining checks with equal deduction being made from each check. In either case, such recovery shall not be made until the employee has received one additional check without such deductions being made.

Overpayments should be recouped in the calendar year in which it was discovered. However, if the financial burden in doing so would be excessive, the Superintendent/Designee may extend the repayment plan into the next fiscal/calendar year except for employees who are leaving the school system or are on a year long unpaid leave of absence.

2. **Underpayment** — In the event of a change which results in an underpayment to an employee, the employee shall be properly compensated on or before the next possible paycheck following discovery of the error.
3. **Overpayment Greater than \$100.00 (except for former employees):**
 - a. The School Board may collect overpayments not to exceed two (2) years in duration from the date that the overpayment is discovered. For example, if an employee was overpaid for the last five years, the Board can only recover the most recent two years of the overpayment.
 - b. The Payroll Department shall notify the affected employee via a Notice of Salary Adjustment Form that an overpayment in excess of \$100.00 has occurred. The form will contain two payback options for the employee to select. If the employee

finds one of the options acceptable, he/she shall complete the form and return it to the Payroll Department.

- c. If the employee can verify inability to repay according to either of the options mentioned in subsection (b) above acceptable, he/she will check the box on the form requesting a meeting with the Payroll Department and return the signed form.
- d. If the affected employee requests the meeting referenced in subsection b above or does not return the signed form within five (5) workdays of receipt thereof, the Payroll Department shall set-up a meeting with the affected employee for the purpose of determining how the overpayment will be recouped. The employee is entitled to be accompanied by a representative of his/her choice.
- e. Overpayments should be recouped in the calendar year in which it was discovered.
- f. The Superintendent/designee will determine the payback schedule and the amount of dollars per paycheck and notify the employee by certified mail prior to the first paycheck reduction.* The number of payments in the pay back schedule shall not be less than the following:

\$1-\$100.00	1 Payment or more at the employee's option
\$100.01 - \$500.00	4 Payments
\$500.01 - \$1,000.00	8 Payments
\$1,000.01 - \$1,800.00	12 Payments
For amounts above \$1,800.00 no payment shall exceed \$500.00 per paycheck.	

If the employee can verify that the payment schedule in Subsection (f) above presents an undue financial hardship, the employee may negotiate an alternate repayment schedule with the Payroll Department.

*If the affected employee is on an unpaid leave of absence, the payback will involve direct payment from the employee to the Board.

J. **AGGREGATE METHOD OF COMPUTING TAXES**

The Board agrees to use the I.R.S. approved aggregate method of computing taxes on negotiated salary increases and one-time payments provided the I.R.S. allows this methodology at the time raises are paid.

ARTICLE 10
EMPLOYEE RESPONSIBILITIES AND RIGHTS

- A. **MAINTENANCE APPRENTICESHIP:** The School Board and the FOPE agree to maintain its cooperation with the maintenance apprenticeship program currently in effect dated June 20, 1974. The Apprenticeship Committee shall be composed of four (4) representatives appointed by the Superintendent and four (4) representatives selected by the FOPE.
- B. **INSERVICE--NON-INSTRUCTION:** The FOPE and the School Board jointly endorse the implementation of a non-instructional in-service and training program for unit employees. The parties agree to establish an in-service committee comprised of three (3) representatives from the FOPE, three (3) representatives from the School Board and the non-instructional in-service coordinator.
- C. **SAFETY COMMITTEE:** The Board shall continue the safety committee now in existence and shall establish safety committees as needed and recommended by the Safety Department. Employees are encouraged to report safety concerns to their site-designated Safety Representative. The on-site steward shall serve as the Safety Representative for their worksite. For those departments/sites that do not have an on-site steward, the Safety Representative shall be selected by the FOPE, and the names and work locations of all Safety Representatives shall be submitted to the Employee Relations Department within thirty (30) days of the start of the school year for an annual appointment. In the event a Safety Representative transfers, retires/resigns, or chooses to no longer serve on the Committee, the FOPE shall submit the name of a new representative to the Employee Relations Department.
1. The Safety Representative shall notify the location Administrator in writing of safety concerns on the designated Safety committee form.
 2. The location Administrator shall address the safety concerns, which have been identified in writing by the Safety Representative, within a reasonable period of time. The location Administrator shall notify the Safety Representative and the Senior Manager/Designee, in writing, of a proposed plan of action with which to resolve the safety concerns.
 3. The Senior Manager/Designee shall notify the Safety Committee, in writing, upon resolution of the safety concerns at the designated location.

4. The Board and the FOPE shall mutually agree, one week prior to a scheduled meeting, as to issues/concerns which may be included on the Safety Committee's agenda. The FOPE and Management Designee shall be mutually responsible for the preparation and distribution of the agenda.

D. INSERVICE — FACILITIES:

1. The FOPE and the School Board agree to develop and implement an in-service training program for facilities personnel including pool operators. The parties agree to establish a committee comprised of four (4) representatives from the FOPE, and four (4) representatives from the School Board.
2. Upon satisfactory completion of the Board facilities service training courses, permanent facilities servicepersons shall receive the following one-time payments:

Basic — \$75.00
Professional — \$125.00
Master — \$200.00

- E. PROFESSIONAL EDUCATION NETWORK:** The Superintendent will recommend to the School Board that one employee representative, nominated by the FOPE, shall serve one term each school year as the non-instructional representative on the in-service Professional Education Network. The representative shall receive a supplement from the School Board for serving in this capacity once, and serve on a rotating basis.

F. INSERVICE TRAINING— SECURITY SPECIALISTS:

1. The District shall provide an annual eight (8) hours mandatory seminar during a preplanning day for security specialists only and an additional eight (8) hours of mandatory training on a teacher planning day during the second half of the school year. Security Specialists shall receive their regular daily rate of pay for attending the training and shall be released by their school. The training will be coordinated by Human Resource Development.
2. This District shall provide crisis intervention training.

G. INSERVICE TRAINING — CAMPUS MONITORS

A total of eight (8) hours of inservice training shall be conducted for campus monitors on up to two (2) planning days during the school year.

Campus monitors shall receive their regular daily rate of pay for attending the training. The training will be coordinated by the Human Resource Development (HRD). All campus monitors shall be released at the same time as students on the four (4) early release days on which grades are due. If the Administrator deems it necessary for the Campus Monitor to remain on Campus during/after student dismissal, the Campus Monitor shall be paid for all extra hours worked. It shall be mandatory for all campus monitors to attend the training on the scheduled planning day(s).

- H. **YEAR ROUND ROUTE:** Bus operators and attendants work calendar shall be 192 days per year. Bus operators and attendants who select one of the Year Round Schools shall remain on the routes the entire year, including summer sessions.
- I. **ROUTE SELECTION—SENIORITY:** The route selection process for all regular bus operators, ESE certified bus operators and attendants will be initiated every year no later than one week prior to the beginning of the regular school year according to seniority. Attendance and evaluation of the previous year will be considered during the bidding process. Employees shall remain in said assignment or portion of said assignment, unless an employee is relieved from the assigned route by virtue of the other provisions of this agreement. Operators/Attendants shall not be removed from their selected routes, due to unverified complaints, unless their health and safety is being threatened. Such removal will be determined by the Director of Student Transportation and Fleet Services. Bus operators/bus attendants with unsatisfactory attendance/evaluation shall be placed two (2) years below seniority date and remain on said assignment for that school year. During the next school year, with a satisfactory attendance/evaluation, bus operator/bus attendant shall revert to original seniority date.

J. **ROUTE BIDDING — DURING LEAVE**

During the bidding process, prior to a regular or summer school term, an operator/attendant who has been absent from work due to illness or Worker's Compensation during the preceding year, may bid on a route upon providing a release from the employee's physician.

Should a route become vacant due to attrition, that route shall be posted within five (5) working days for a period of five (5) working days. If a new route is established, that route shall be posted within three (3) working days for a period of five (5) working days. The recipient of the route shall be notified within three (3) working days following the closing of the bidding process. The Board shall not be required to post a vacant bus

route within the last thirty-five (35) working days of the school year. When routes are taken away due to the lack of students' participation, the affected Operators/Attendants will be given preference on new and vacant routes according to seniority, with no decrease from original route time, when possible.

Any operator while on an approved leave, Disability/Worker's Compensation, sick and maternity leave, shall have their routes maintained for sixty (60) working days or the remainder of the school year, whichever is less.

K. **BUS SHUTTLING**

Shuttling of buses for service or repair during the regular employee's work week will be performed by the operator assigned to the vehicle, unless the bus requires major repairs as determined by the garage foremen, in which case a mechanic may be authorized to shuttle the bus. Buses needing body repair must be brought into the repair shop within twenty-four (24) hours, excluding weekends and holidays. Operators who are required to shuttle buses involved in accidents shall be compensated for the time actually worked when shuttling buses beyond the guaranteed work week. Operators will not have the right to refuse the shuttle unless released by their immediate supervisor.

For purposes of this section, routine maintenance (oil, lubrication, tune-ups, etc.) broken windows caused by stress and body work that is the result of a preventable accident do not constitute a "repair" that requires a shuttle.

L. **TRANSPORTATION—SUMMER**

1. Bus operators and attendants will be awarded routes during the summer months according to area seniority in their classifications. If an operator/attendant fails to perform their duties (except in a case of illness or emergencies beyond the control of the operator), for the length of time agreed to jointly between them and the immediate supervisor, summer school privileges will be taken away for the next summer only. If the operator/attendant and immediate supervisor agree that an operator/attendant will work a shorter calendar, this agreement must be in writing.
2. ESE operators and attendants who work during the regular school year for four (4) consecutive years or more shall have priority for assignment to summer school ESE routes.

Bus operators who have two (2) to three (3) consecutive years of driving ESE routes during the regular school year.

Bus operators who are ESE certified, who have driven ESE routes, but not consecutive years.

Bus operators who are ESE certified, with one (1) year or less of driving ESE routes.

Operators certified and not driven ESE routes.

All other Bus Operators who are not certified.

3. Transportation employees who work in summer school shall accrue appropriate sick leave utilizing formula used during school year. Accrued hours shall be credited to employees by the first paycheck in September (following the end of summer school).

M. **TRANSPORTATION EARLY RELEASE DAYS:** There shall be no reduction in transportation employees' route time on early release days.

N. **VEHICLE/EQUIPMENT:** Every reasonable effort will be taken to retain assigned vehicles/equipment to the route selected by the employee.

Employees shall be provided with appropriate personal protective equipment based on the operational needs of the District or the job duties of the employee. Employees will follow safe practices and operating methods on all jobs assigned. Employees shall be required to wear the safety devices, protective clothing, or equipment provided by management for employee protection.

O. **TRANSPORTATION ACCIDENT REVIEW COMMITTEE:** Operators may serve only one (1) year on the Accident Review Committee. Operators may not serve two consecutive terms. The Pupil Transportation Department shall select an operator by seniority from each area to serve on this committee. The candidates will be discussed with the FOPE before the final selection is made.

Transportation employees involved in an accident shall be notified by the Accident Review Committee after the ruling on preventable accidents and shall be required to sign off on the ruling with the option to appeal the decision, and shall be given notification of the appeal hearing date and time to appeal.

P. PERFECT/GOOD ATTENDANCE AWARD

Transportation

To reward transportation employees who exercised particular care in the maintenance of their personal health and job attendance during the school year. The School Board and the FOPE provides a perfect/good attendance award.

The parties agree that certain exclusions of lost time (jury duty leave and temporary duty authorization) will not disqualify an employee from receiving the perfect/good attendance award.

The parties agree to add to the aforementioned exclusions any lost time for collective bargaining meetings with the Board with prior approval of the Superintendent or designee.

1. Perfect Attendance (0 day/year)

An employee without any absenteeism during first semester shall receive three hundred dollars (\$300.00). Payment shall be made by the last pay period in January. If an employee has no absenteeism for the second semester, the employee shall receive an additional three hundred dollars (\$300.00). Payment shall be received by the last pay period in July. No employee shall receive more than six hundred dollars (\$600.00) for the school year.

1st Semester		2nd Semester
Absences/Payment	+	Absences/Payment
0 - \$300	+	0 - \$300

2. Good Attendance (2 days/year):

Transportation employees on regular calendar may receive up to two hundred dollars (\$200.00) total for the entire year if they have no more than two (2) absences per year. It is possible to earn up to one hundred dollars (\$100.00) per semester provided absences don't exceed two (2) days per year. Payment for the first semester attendance shall be made by the last pay period in January. Payments for the second semester shall be paid by the last pay period in July.

1st Semester		2nd Semester
Absences/Payment	+	Absences/Payment

1 = \$100	+	1 = \$100
0 = \$100	+	2 = \$100
2 = \$100	+	0 = \$100

3. Combination (1 day/year)

A transportation employee on regular calendar may be eligible to receive four hundred dollars (\$400.00) if the employee has one semester of perfect attendance (no absences = three hundred dollars (\$300.00), plus one semester of good attendance [one absence = one hundred dollars (\$100.00).

1st Semester		2nd Semester
Absences/Payment	+	Absences/Payment
0 = \$300	+	1 = \$100
1 = \$100	+	0 = \$300

Half days out will be totaled to equal a full day. 2 half days = 1 full day. Checks shall be distributed by the last day of the month following the last payroll period of the semester. Checks shall be awarded minus applicable taxes.

4. Good Attendance Award-**Year Round Transportation Employees** (3 or fewer absences per year based on the regular school calendar)

Year round transportation employees who have three (3) or fewer absences per year, shall receive up to two hundred dollars (\$200) as a Good Attendance Award. Said employees shall earn one hundred dollars (\$100) for each semester in which they have three (3) or fewer absences.

1st Semester	2nd Semester	Total
Absences/Payment	Absences/Payment	Payout for Year
0 = \$100	3 = \$100	\$200
1 = \$100	1 = \$100	\$200
1 = \$100	2 = \$100	\$200
2 = \$100	1 = \$100	\$200
3 = \$100	0 = \$100	\$200

5. Combination Attendance Award-**Year Round Transportation Employees** (2 or fewer absences per year based on the regular school calendar)

Year round transportation employees who have one (1) semester of perfect attendance plus one semester of good attendance (i.e., two or fewer absences), shall receive four hundred dollars (\$400.00).

1st Semester Absences/Payment	2nd Semester Absences/Payment	Total Payout for Year
0 = \$300	1 = \$100	\$400
0 = \$300	2 = \$100	\$400
1 = \$100	0 = \$300	\$400
2 = \$100	0 = \$300	\$400

6. Half days out will be totaled to equal a full day. Two half days=one full day. Checks shall be distributed by the last day of the month following the last payroll period of the semester. Checks shall be awarded minus applicable taxes.
7. Payment for the first semester attendance shall be made by the last pay period in January. Payments for the second semester shall be paid by the last pay period in July.

Maintenance, Facilities Servicepersons, Security Specialists, & Campus Monitors

To reward maintenance, facilities servicepersons, security specialists, and campus monitors who exercised particular care in the maintenance of their personal health and job attendance during the school year, the School Board and the FOPE provide a perfect attendance award. Maintenance, facilities servicepersons, security specialists, and campus monitors who worked the full school year without any absenteeism as listed in ISI 1137 printout, shall be eligible for the award. Maintenance, facilities servicepersons, security specialists, and campus monitors shall receive a certificate of recognition and a check in the amount of two hundred dollars (\$200) (minus applicable taxes).

The perfect attendance award is a one-time benefit for maintenance, facilities servicepersons, security specialists, and campus monitors who had perfect attendance during the school year. This award shall not be applicable to the maintenance, facilities servicepersons, security specialists and campus monitors in future school years, unless specifically called for in the agreement.

Security Specialists/Campus Monitors

To reward security specialists/campus monitors who exercised particular care in the maintenance of their personal health and job attendance during the school year, the School Board and the FOPE provide a **good attendance** award. Security specialists/campus monitors who worked the full school year with no more than two (2) days of absences, shall be eligible for the award. Security specialists/campus monitors shall receive a certificate of recognition and a check in the amount of one hundred-fifty dollars (\$150) minus applicable taxes.

The good attendance award is a one-time benefit for security specialists/campus monitors who had good attendance during the 2006-2007 school year. This award shall not be applicable to the security specialists/campus monitors in future school years unless specifically called for in the agreement.

Q. TRANSPORTATION SAFETY AWARD

To reward excellence in safe driving, the FOPE and the School Board agree to establish a safe driving award. To qualify for the award, an operator shall meet the following criteria:

1. The operator must drive a minimum of one hundred and sixty (160) days during the previous and current two (2) school years.
2. An operator shall have earned an accident-free record (i.e. non-preventable accident) and not been charged with a moving violation by the Pupil Transportation Department or any law enforcement officer during the school years.

The accident-free record will include the operator's record in both school operated and privately operated vehicles.

Failure by an operator to report infractions (i.e. accidents, tickets, etc.) to the employee's immediate supervisor will disqualify the operator from the safety award program.

The Board agrees to establish a fund containing ninety eight thousand two hundred and ninety six dollars (\$98,296) for the purpose of funding the safe driving award program. Bus operators who qualify for the safe driving award at the conclusion of each school year shall receive a one-time stipend. The dollar amount for each stipend will be determined by dividing the ninety eight

thousand two hundred and ninety six dollars (\$98,296) fund by the number of bus operators who qualify for the award.

If the operator is in the second (2nd) year of safe driving and goes out on Worker's Compensation during the second (2nd) year as a result of a non-traffic related accident, the employee shall not lose the one year accrued toward the safe driving award.

Checks shall be distributed by the last day of July. Checks shall be awarded minus applicable taxes.

- R. **INSERVICE — ESE:** Training will be offered to operators and attendants interested in driving ESE routes on a yearly basis. Enrollment for the class shall be posted to be determined at the time the classes are to be offered. Seniority shall be a consideration for entrance into this class. However, after the completion of the route selection bid process, any operator who accepts a remaining ESE route shall keep such route assignment for the remainder of the year and shall have primary consideration on a first come first serve basis for entrance into the ESE training class.

Operators and attendants who successfully complete the program and are certified and have satisfactory evaluations shall have first choice of ESE routes for the regular school year according to their seniority. Operators and attendants shall remain on the ESE routes for one year.

Operators who enroll and successfully complete the ESE training classes will be paid for the training hours at the current minimum wage rate.

- S. **TRANSPORTATION INSERVICE** — Upon recommendation of the Terminal Supervisor, bus operators/ attendants shall be given the opportunity to learn various aspects within the Transportation Department. Participation for such training shall be on a voluntary basis and shall not guarantee being promoted to the position for which the training was given.

- T. **OFFICE COVERAGE:** Bus operators and/or attendants shall not be taken off their assigned routes to work in the office.

U. **VIOLATIONS:**

1. Whenever the employer contends that an employee has violated any rule, regulation, or policy, the employee shall be notified, in writing, by the administrator, with the employee being informed of the rule, regulation, or policy alleged to have been violated. The

Board shall furnish the employee with a copy of any disciplinary action notification against the employee in this bargaining unit.

2. "Except in extenuating circumstances, as determined by the Administration, no action shall be taken against an employee on the basis of an unverified complaint by a parent, student, or other individual(s) or entity(ies) unless the matter is first reported to the employee, and the employee has had the opportunity to discuss the matter with the administrator, director, or supervisor."
3. Items may not be placed in an employee's official personnel file unless the item has been made known to the employee, pursuant to the methodology described in Florida Statute 231.291 (1)(c). In addition, items challenged under the provisions of the grievance procedure may not be placed in the employee's file until the grievance has been resolved pursuant to the provisions of Article 5 of this contract. Employees shall have the right to respond to any item(s) to be placed in their personnel file and to have the response attached to such item. The employee's signature shall indicate only that they have read the item and shall not necessarily indicate agreement with its contents.
4. If the employee refuses to sign an evaluation and/or a reprimand, the signature of the supervisor conducting the evaluation and administering the disciplinary action, and another witness signature shall serve as acknowledgement that the documents were provided to the employee.

V. **COPY OF PERFORMANCE EVALUATION:** The employer reserves the right to performance evaluation of employees by appropriate personnel and the Board agrees to furnish to all employees who have been evaluated a copy of the evaluation report before it is submitted for inclusion in the employee's personnel file. All permanent employees shall be evaluated no later than one (1) week prior to the end of the employee's assigned work calendar. If the employee objects to the contents of his/her evaluation, (s)he may place such objections in writing and attach it to the evaluation form within ten (10) days from the date of the evaluation conference.

W. **WRITTEN DOCUMENTS:** Documents relating to an employee's work performance, discipline, suspension, or dismissal, must be reduced to writing within forty-five (45) days exclusive of the summer vacation and winter/spring break, of the principal or administrator becoming aware of the facts reflected in the document.

X. **HOME TELEPHONE:** All employees shall be required to maintain a telephone at their home residence. The employee's telephone number shall be provided to their immediate supervisor. If the employee's telephone number is changed, he/she shall provide his/her immediate supervisor with the new telephone in writing within three (3) business days.

Y. **TRANSPORTATION — EXTRACURRICULAR TRIPS:**

1. **Transportation Extra Curricular Trip Roster:** A dated seniority roster based upon hire date for all transportation employees shall be developed for the purposes of assigning transportation employees to extra-curricular trips. Employee names shall be placed on the roster in order of the most senior to least senior employee. Attendance and evaluation of the previous year will be considered during the bidding process. Bus operators/bus attendants with unsatisfactory attendance/evaluation shall be placed two (2) years below seniority date and remain on said assignment for that school year. During the next school year, with a satisfactory attendance/evaluation, bus operator/bus attendant shall revert to original seniority date. Extra-curricular trips shall be offered on a rotating basis beginning with the most senior employee named on the roster who is qualified and off-duty to perform the duties required of the extra-curricular trip. Once an employee has worked an extra-curricular trip, that employee's name shall be placed at the bottom of the roster with a notation of the date that the extra-curricular trip was worked. If the next name on the roster is not qualified and off-duty to perform the duties required of the extra-curricular trip, that employee's name shall remain at the top of the roster for first consideration of future extra-curricular trips until that employee actually performs the extra duty. If a qualified employee refuses an extra-curricular trip opportunity, that employee's name shall be placed at the bottom of the rotation roster with a notation of refused and date that the refusal occurred. The next named person on the extra-curricular trip roster shall then be considered. The extra-curricular roster shall be continually updated and made available for review at any time by any employee.
2. Probationary bus operators shall not perform extracurricular trips during evening hours, weekend hours or out-of-county. Emergency extracurricular trips may be performed after efforts have been made to assign a permanent employee on the trip to such trip. Emergencies will be determined by the Director of Pupil Transportation.

3. Should the transportation employee fail/refuse to perform an assigned extracurricular trip a second time, the transportation employee shall be removed from the extracurricular list for the remainder of the school year.
4. Extracurricular trips for the transportation employee shall be paid at their regular hourly rate. Extracurricular trips shall be subject to the provisions of Article 9, B (overtime) and C (callback), and Article 7, H (probation).

Z. SECURITY — EXTRACURRICULAR ACTIVITY:

1. Whenever an extra-curricular activity is scheduled at a school, and the Administrator/Designee of that school determines that school security personnel is required for that extra-curricular activity, and/or athletic events, the school's Security Specialist(s), followed by the Campus Monitor(s) (as a supplement to Security), must be given first opportunity for the security function. In addition, administration may hire persons other than security personnel or school resource officers/law enforcement officers when the administrator/designee deems necessary.
2. Whenever an extra-curricular activity is sponsored by the school and the principal of that school determines that security is required, the Security Specialist(s) at that school shall be given the first opportunity to work the security detail unless the Administrator/Designee deems it necessary to hire the School Resource Officer(s) or other Law Enforcement Officer(s) for the detail.

AA. REIMBURSEMENT

1. **PERSONAL PROPERTY:** If employees are attacked or assaulted in the course of employment, the Board will insure or otherwise reimburse such employees for any loss or destruction of clothing, personal item (i.e., purse, etc.; however, damage to vehicles or cycles are not covered in this section) up to one hundred dollars (\$100.00) per employee per school year, unless the employee is otherwise reimbursed. The employee shall provide verification to the supervisor. Any individual submitting a fraudulent claim under this provision shall be subject to disciplinary action up to and including termination.

2. **VEHICLE DAMAGE:** If an employee's vehicle is damaged while on school district property, the employee will be reimbursed for the damage, not to exceed five hundred (\$500) dollars when it is determined that the damage was caused on School Board property. Such determination may be made by either a School Resource Officer, a School Security Specialist, or an S.I.U. Investigator (as determined by the Superintendent), witness testimony, or apprehension of the person(s) responsible for the damage.
 3. The maximum liability to the District shall be fifteen thousand dollars (\$15,000) per school year. Any individual submitting a fraudulent claim under this provision shall be subject to disciplinary action up to and including termination.
- BB. **SUBSTITUTE—FACILITIES SERVICEPERSON:** At the discretion of the principal or department head, a substitute facilities serviceperson may be used when a regular full-time bargaining unit facilities serviceperson is absent from work up to sixty (60) workdays. In cases of long term disability illness and/or workers compensation inquiries, the mobile facility crew personnel shall be notified to fill the position. If no mobile facility crew personnel are available then that position shall be filled by a substitute up to a six (6) month period. After six (6) months, this allocated position shall be filled by the substitute working this position provided the substitute meets the minimum job qualifications/requirements or an advertised vacancy shall be posted. The Non-Instructional Staffing Department shall maintain a substitute list to accommodate the site's request.
- CC. **TEMPORARY—FOREMAN—LEADMAN:** Assignments shall be made by the Director of District Maintenance or Manager of Vehicle Maintenance or their designees on a seniority rotation basis. A seniority list shall be established. The most senior employee shall be assigned based on performance, attendance, and availability. Each time a selection is made, the next assignment shall begin with the next most senior name on the list.
- DD. **RIGHT OF REFUSAL:** At the time a school-based vacancy exists for the purposes of shift assignment, scheduling of work, assignment of work location and reassignment in the facilities service area, the first refusal shall go to the employee (within the appropriate classification) with the most senior date of employment.
- EE. **ANNUAL PHYSICAL EXAMINATIONS:** Should the Board require a unit employee or a class of unit employees to take an annual physical examination, the examination shall be conducted by a medical doctor

chosen by the Board at no cost to the employee. The Board may take disciplinary action up to and including discharge against any employee who refuses to take a physical examination. Any action taken shall be subject to the grievance procedure. The provision of this section are subject to Florida Statutes.

FF. SECURITY SPECIALIST/CAMPUS MONITOR COMMITTEE:

1. The School Board and the FOPE agree to establish a labor management committee to review: the job description, including qualifications; inservice training; hiring security specialists versus campus monitors; promotions; organization alignment; uniforms; and, development of standards and guidelines. The committee shall be comprised of three (3) representatives from the FOPE and three (3) representatives from the School Board. Proposals approved by the Superintendent shall be implemented by the date approved by the Superintendent.
2. Any persons employed as Security Specialists or Campus Monitors must meet the minimum qualifications of the applicable job description.

GG. SECURITY SPECIALIST—ROTATION: When two (2) or more security specialists are employed at a location and are to be used beyond the regular school day, the principal, when possible, should rotate assignments beyond school day/extracurricular assignments.

HH. BUS ATTENDANTS—ALTERNATIVE CENTERS: Every effort will be made, within budgetary limitations to have an attendant on buses that transport students to alternative centers.

II. ASSIGNMENT CALENDAR: The Transportation Department shall establish a calendar for bus operators as to when a complete route schedule, route cards, FTE reports, etc., would be due to give a reasonable time for completion of such assignments.

JJ. WEATHER CONDITIONS: At the discretion of Superintendent's designee, Director of District Maintenance or designee, in conjunction with the appropriate supervisor/foreman, the weather conditions and ability of accomplishing productive work shall be determined within the first three hours of a particular shift.

If it is determined that the weather conditions prohibit or drastically reduce the efficiency of particular crews, based on the actual work load

scheduled that day, then the above indicated supervisor shall have the right to call work off for the day and release the work force.

This decision shall be made during the first three hours of a shift and contract language such as article 9C shall be applied. Three hours will be noted on an individual's time card. Tradesperson shall have the right to elect one of the following options regarding make up time for the balance of the hours needed for that shift. A good faith effort will be made by the Director of Maintenance or designee to find productive work for employees prior to calling work off.

Option 1

Employees will be allowed to make up lost time resulting from inclement weather by working an extended shift for a specified period, or work a non-scheduled work day to make up lost wages. The Supervisor/Foreman will determine the make up schedule.

Option 2

Any employee who chooses not to work an extended shift or a non-scheduled work day, may elect to charge the lost time to personal reasons time, if available to the employee. This contract language shall only apply to the employees that are scheduled to work that day and show up at the designated start of the shift.

KK. INCLEMENT WEATHER: The Board will call off work no more than ten (10) inclement weather days in 2006-2009.

LL. SECURITY SPECIALISTS — SUMMER PROGRAMS:

1. At least one security specialist shall be hired at each high school and center open for summer programs.
2. At least one security specialist shall be hired at each middle school open for summer academic programs when the total student population is in excess of 75 students. A Security Specialist shall not be required when a lease and/or an extra curricular activity lease is scheduled at a school by an outside group for the purpose of summer program.
3. A Security Specialist shall not be required when a lease and/or an extra-curricular activity lease is scheduled at a school by an outside group for the purpose of summer program.

- MM. **HIRING SECURITY:** Each high school, middle school, and center shall employ at least one security specialist during the regular school year.
- NN. **MILEAGE RATE:** Employees who utilize their private vehicles to travel on district business shall be compensated at the rates established in accordance with the Board policy and Rules and Regulations. This compensation shall begin after the employee has reported to the work site.
- OO. **FACILITIES LABOR MANAGEMENT COMMITTEE:** The District's Budget Office shall provide each principal/administrator a copy of the custodial allocation formula with the number of facilities servicepersons recommended for his or her location according to the factors of site square footage, number of teachers, and number of students. A copy of the custodial allocation formula shall be provided to the FOPE every school year. A copy of the Custodial Allocation shall be provided to the Head Facilities Serviceperson from the site based Administrator.
- PP. **LABOR/MANAGEMENT MEETINGS:** Representatives of the School Board and the FOPE will meet on an as needed basis during the regular school year at a time convenient to both parties for the purpose of reviewing the administration of the agreement, rules, and penalties to resolve problems that may arise there from. These meetings are not intended for the purpose of negotiations or to bypass the grievance procedure. The Maintenance unit may address steward issues during the Labor/Management meetings. Such meetings will be scheduled by mutual agreement of the parties with twenty-four (24) hours advance notice of agenda items. The FOPE and Management Designee shall be mutually responsible for the preparation and distribution of the agenda.

For Security Specialists/Campus Monitors Labor Management meetings shall take place no less than every two (2) months unless the parties mutually agree to meet prior to the expiration of the two (2) month period. Labor Management meetings shall not occur during the time when negotiations are in session.

- ~~QQ. **TRANSPORTATION NEW POSITIONS:** The School Board of Broward County and FOPE agree to establish a committee to review the feasibility of establishing new transportation positions including lead bus attendant, bus monitor, relief bus attendants and transportation safety officer. The committee must recommend job descriptions, qualifications and salary. The FOPE representative must convene the committee.~~

RRQQ. **HEAD AND ASSISTANT HEAD FACILITIES SERVICEPERSONS AND FACILITIES SERVICEPERSONS CERTIFICATIONS**

All employees must complete the lock-out/tag-out and asbestos courses within sixty (60) days of their initial date of hire.

All ~~e~~Employees hired as head and/or assistant head facilities servicepersons ~~after December 1, 1992~~, shall have three (3) years of industrial, commercial, or educational facility experience and must complete the professional and master facilities service job-related training programs conducted by the ~~Human Resources Department (HRD)~~Talent Development Department prior to applying for the positions. If the employee fails to comply with this provision, he/she shall be subject to disciplinary action up to and including demotion, as per Article 2.

All facilities servicepersons must complete the basic facilities service certification within ~~two (2) years~~ the one hundred thirty one (131) working days probationary period of appointment to the job assignment. If the employee fails to comply with this provision, he/she shall be subject to disciplinary action up to and including termination as per Article 2.

SSRR. **FACILITIES - STUDENTS:** Facilities bargaining unit members shall not be assigned to supervise students.

TTSS. **FACILITIES - PAINTING:** Facilities servicepersons shall not be required to paint surfaces at location except in emergency cases such as graffiti and vandalism.

UUTT. **FACILITIES - DAYS:** All Schools shall retain one (1) Head Facilities Serviceperson or Building Operations Supervisor on the day shift.

VVUU. **FACILITIES - NIGHTS:** All schools which require cleaning at night, shall retain at least (1) one Assistant Head Facilities Serviceperson.

WWVV. **HARASSMENT**

Employees shall be free from unnecessary, spiteful, or negative criticism or complaints by administrators and/or other persons. Under no conditions shall management representatives express such complaints or criticisms concerning an employee in the presence of other employees, students, or parents, nor shall anonymous complaints be processed.

Employees should not be subjected to harassment, abusive language, upbraiding, insults, or interference by a parent or other persons in the performance of the employees duties.

The District and its employees shall comply with the School Board approved policy regarding Anti-Bullying and Harassment.

XXWW. **MAINTENANCE WORKSITE REPORTING**

Employees will be required to report to various locations as assigned. When employees are required to report to another site that is different from the initial reporting site and the duration of the job is a minimum of ten (10) consecutive working days, the Board will reimburse the employee for mileage.

YYXX. **REPROTING INCIDENTS**

Principals or other appropriate administrators shall be responsible for immediately reporting to the Superintendent, through the Special Investigative Unit, any person who (1) commits assault or battery upon any employee, and (2) any person, excluding a student, who upbraids, abuses or insults any employee during employment, on school property or at a school activity, and (3) any person who is not otherwise subject to the rules and regulations of the school who creates a disturbance on the property or grounds of any school, or who commits any act which interrupts the orderly conduct of a school or any activity thereof.

Filing charges

The Special Investigative Unit shall make an immediate investigation. The Superintendent or his/her designee shall assist the employee in filing charges against the individual committing such act or acts if the employee chooses to file charges.

ZZYY. **Investigation of an Employee:** No investigation of an employee, beyond preliminary inquiry, by the Special Investigative Unit may be undertaken without written notice to the employee, such notice to include a statement of the cause giving rise to the investigation.

AAAZZ. **Facilities and Maintenance - Outcome of Investigation:** If a person is under investigation of any kind and is placed at another work location, that person's position should not be filled permanently until his/her issues have been resolved by innocence or charges proven.

BBBAAA. Facilities – Custodial Supervisors:

1. Zone Custodial Supervisors will support the Head Facilities Servicepersons/Building Operations Supervisors by assisting them with reviewing cleaning schedules that are developed and provided by the Head Facilities Serviceperson/Building Operations Supervisor/Assistant Head Facilities Serviceperson of each facility and make recommendations based on current and past practices used throughout the District. Prior to the schedules being implemented the schedule will be reviewed and agreed to by the Principal, the Head Facilities Serviceperson/Building Operations Supervisor/Assistant Head Facilities Serviceperson and Zone Custodial Supervisor.
2. When the Zone Custodial Supervisor requests a meeting with the School Administration relating to a custodial issue, they will request through the school administration that the Head Facilities Serviceperson/Building Operations Supervisor or Assistant Head Facilities Serviceperson be present. When the Zone Custodial Supervisor is requested to attend a meeting by the school administration or others then it is not the responsibility or authority of the Zone Custodial Supervisor to invite the Head Facilities Serviceperson/Building Operations Supervisor/Assistant Head Facilities Serviceperson to the meeting. The Head Facilities Serviceperson/Building Operations Supervisor/Assistant Head Facilities Serviceperson must be invited by the meeting originator or school administration.

BBB. FACILITIES, MAINTENANCE, SECURITY, and TRANSPORTATION
EMPLOYEES INTERVIEWING WITHIN THE DISTRICT: Should it be required that an employee be interviewed for a job vacancy within the District during working hours, the employee shall be given time off with pay for said interview. The employee shall provide his/her supervisor with twenty-four (24) hours notice prior to the scheduled date of the interview. Employees should strive to schedule interviews for their lunch period or after work hours. Upon request, an employee may review his/her individual test/interview score(s).

CCC. PROGRESSIVE DISCIPLINE:

The parties agree to the principles of progressive discipline. Disciplinary action, for the most part, shall be administered in a manner to improve performance and correct behavior that is in violation of this bargaining agreement, School Board policies, procedures, rules and established practices.

Discipline shall be administered for just cause and not in a manner that is demeaning or degrading. Discipline may be administered in the form of a verbal reprimand, written reprimand, suspension without pay, demotion or discharge. **A verbal reprimand shall not advance to an employee's official personnel file.** Disciplinary action may be administered at any step depending upon the severity of the misconduct in conjunction with the relevant circumstances.

A. Employee Notification

1. Meeting and Notifications:

Disciplinary action shall be administered within thirty (30) working days from the date the violation occurred or when the violation was first known to have occurred. For any meeting schedule for the purpose for taking disciplinary action, the department shall provide the employee with written notification of the violation and schedule a meeting where the circumstances surrounding the violation shall be discussed. This meeting shall be scheduled no sooner than three (3) working days after the employee receives such notification. It shall be the employee's responsibility to notify the Union of the meeting and secure attendance.

2. During the Meeting

The conference is intended to provide the employee with an explanation of the charges and basis for the charges. Any relevant questions that the employee asks shall be answered to the best of the supervisor's ability. The employee shall be given an opportunity to respond. In addition, the employee shall be provided a written copy of the disciplinary action after signing the document solely for the purpose of acknowledging receipt.

ARTICLE 11
FEDERATION RIGHTS AND PRIVILEGES

A. DUES DEDUCTIONS

1. Union deductions shall be made in accordance with forms provided by the FOPE and executed and authorized by the employee authorizing said deductions. There shall be no charge made by the School Board for these deductions. The exact amount of monies to be deducted shall be given to the Board thirty (30) days in advance. These monies shall be deducted each pay period, and shall be submitted in electronic format using updated computer software programs (i.e. MS Excel, etc.). These monies shall be transmitted to the FOPE office within thirty (30) days after the semi-monthly deductions. The format shall include all the members' employee/personnel numbers, first names, middle initials, last names, home address (permanent address), the amount of the dues deductions and the date of the deductions. The FOPE shall hold the Board harmless against any and all suits, claims, demands, and liabilities which arise out of or by reason of any action taken by the Board to comply or attempt to comply with the provisions of this section.
2. Any member of the Federation may at any time, through written notification to the District and the Federation, have dues deductions stopped. The effective date for such revocation shall begin thirty (30) days of the receipt of such written notice to the Federation. The Federation shall be responsible for notifying the District after the thirty (30) days has elapsed.
3. Any employee who has not revoked his/her dues deductions authorization via written notification, as stated above, shall have said dues deductions reinstated upon return from a leave of any sort.
4. It is the sole responsibility of the employee to notify the District and the FOPE of any desired change in the deduction of dues when an employee accepts employment in a position that is covered by another Collective Bargaining Agreement or non-union Association.
5. Union dues shall be deducted only on said employees' base pay, and any retroactive increase.

B. ON-SITE REPRESENTATIVES

The Board recognizes the right of the FOPE to designate on-site representatives at each of the covered schools/areas to represent the employees in accordance with the terms of the Agreement. The on-site representative shall be an employee of the Board, but his duties as an on-site representative shall not conflict with his employment or that of the other employees. The on-site representative shall obtain prior approval of their supervisor before leaving their work for the purpose of representing employees under the terms of this Agreement, and will report back to their supervisor immediately upon completion of such duties. The Board shall not unreasonably withhold its approval to an on-site representative to perform the duties of an on-site representative handling the FOPE matters shall be subject to compensation by the Board.

C. ACCESS TO PREMISES

Employees of the FOPE may, upon the approval of the principal and/or other appropriate administrators, be allowed to visit schools and other work sites to investigate grievances filed with the Board by unit employees. The FOPE agrees that it will not conduct FOPE meetings on the premises of the Board that interfere with the operation of the school system. The Board agrees that it will not unreasonably withhold the request of the FOPE to visit school property for the above purposes. FOPE representatives agree to notify the appropriate administrator when they leave the School Board premises after permission has been given by the administrator.

D. REPRODUCTION OF AGREEMENT: In support of the parties' commitment to Paperwork Reduction, five hundred (500) copies of this Agreement shall, after approval of proof copy by the Superintendent and/or his designee and the FOPE President and/or his designee, be reproduced by the FOPE for the School Board. The School Board agrees to accept and reimburse the FOPE for the actual cost of printing said copies of the Agreements.

E. BULLETIN BOARDS: Official FOPE notices may be posted on bulletin boards designated for the FOPE by the Board. The Board shall provide one (1) bulletin board at each one of the permanent locations where work is carried out by a reasonable number of employees in the unit for the FOPE's exclusive posting of official notices of meetings, notice of election results, and notices of FOPE recreational, education, social, or civic affairs. The location of said bulletin board shall be in the Staff/Teachers' lounge or a common area for school based sites.

Distribution of materials by the FOPE, its representatives, agents or members, shall conform to posting provisions of the Agreement and other distribution and/or posting shall not be permitted during working hours.

FOPE notices, such as ratification of bargaining agreements may be posted on CAB under District Announcements at the discretion of the Superintendent and/or his/her designee. When a determination is made to post a notice it shall be the responsibility of the District to post the information. Decisions will be made by the Superintendent and/or his/her designee within 48 hours of receipt of said materials.

- F. **ONSITE REPRESENTATIVE LIST:** The FOPE shall notify the Board in writing to whom correspondence required by this Agreement should be mailed. The identification of representatives, for the purpose of service, shall be made by the FOPE. The FOPE shall provide the Office of Employees Relations with a list of the names, positions, and locations of each on-site representative. It shall be the responsibility of the FOPE to notify the Office of Employee Relations when a change in on-site representatives is made. The Board shall be represented by the Superintendent or his designee, who shall be authorized to accept service and/or correspondence on behalf of the Board as required by this Agreement.
- G. **FOPE ACTIVITY:** Solicitation by the FOPE for the purpose of membership, recruitment, grievances, and FOPE dues, shall not be engaged in during the employee's scheduled work hours. It is not the intent of the above to restrict or preclude any one-site representatives from answering legitimate questions from any member of the bargaining unit concerning FOPE activity or as in otherwise provided in this Agreement.
- H. **COMPUTER PRINTOUT:** The Board agrees to furnish the FOPE with a report of all bargaining unit employees, at a charge not to exceed that authorized by Florida Statute 119.07:

The information identified on a report shall be the following: first name, last name, home address (permanent address), city, state, zip code, personnel/employee number, home telephone, eligibility date, position title, work location, organizational unit, bargaining unit code, birth date, pay grade, level, annual salary, calendar, and work schedule. Such information shall be sent via electronic format on a quarterly basis to the FOPE.

- I. **JOB DESCRIPTIONS:** The School Board shall provide the FOPE a copy of all bargaining unit job descriptions. A copy of all new and revised job descriptions shall be provided to the FOPE prior to the first reading by the Compensation Committee. The School Board and the FOPE shall discuss proposed revisions to all unit job descriptions through the Labor Management process. Upon mutual agreement the parties shall provide a signed copy of the job description to the Compensation Department.
- J. **NEW JOB CLASSIFICATIONS:** All new job classifications included in the unit shall have rates reviewed by the FOPE before they go into effect.
- K. **NEGOTIATION TEAM:** Employees shall not receive compensation for participation in Union activities that extend beyond the regularly scheduled workday. The negotiating team shall consist of no more than twelve (12) bargaining unit employees. These employees shall be allowed to attend all negotiating sessions that occur during their regular working hours with pay. Such time shall be paid at straight time.
- L. **RATIFICATION TEAM:** Six (6) employees shall be given time off with pay to ratify the contract each year. Such time shall be paid at straight time.
- M. **SPECIAL ASSIGNMENT:** The District shall assign two (2) employees to act as liaisons between the Union and the District. These employees will attend meetings, participate in special committees established to address employee/community relations related issues and conduct investigations regarding labor relations matters. The selection/renewal and pay rate of these two employees shall be mutually agreed upon by the parties. These employees' assignment shall be considered for renewal annually in May prior to the next fiscal year.

ARTICLE 12
VACANCIES, TRANSFERS AND REASSIGNMENTS

A. For the purpose of this Agreement, the term, "vacancy" shall be defined and shall be deemed to have occurred when a regular replacement is being sought to fill a regular budgeted position. Employees who are interested will be notified of the disposition of their application.

B. PROMOTION AND VACANCIES

1. Notice of all vacancies for a promotional position within the bargaining unit shall be posted in all work sites and departments.
 - a. In the event of a vacancy in the Vehicle Maintenance Department, newly hired employees shall work on the day shift up to four (4) weeks during the initial period of employment for the purpose of orientation.
 - b. The orientation period of a newly hired employee on the day shift may be extended up to six (6) months for the purpose of fulfilling job certification requirements. In the event the required certification is not met within the six (6) month period, a waiver in the form of a Letter of Agreement shall be signed by the administrator and the FOPE representatives.
 - c. Employees shall be given the opportunity, based on seniority, when a vacancy occurs on the day shift in the Vehicle Maintenance Department.
2. The notices of vacancies required by this Article shall include the work site, where applicable in which the opening will occur, the title of the position, effective date of the opening, qualifications, shift, information concerning the securing of the deadline for filing of the letter of application/resume, and the person with whom the letter of application/resume is to be filed. All such notices shall be posted no less than five (5) working days before the deadline for filing letter of applications/resumes.
3. The letter of application/resume for promotion and/or transfer shall be filed with the appropriate administrator(s).
4. Employees enrolled in the Apprenticeship Program who are earning a higher hourly rate of pay than that of the entry level rate of pay for an apprentice shall have the higher rate of pay frozen when

they enter the Program. These employees shall then proceed with the step increases provided in the Program calculated upon their frozen higher rate of pay. Apprentices who enrolled in and successfully completed the Joint Labor/Management state approved Apprenticeship Program, shall be credited with a seniority date within their classification (trade) from the date of indenturement in the Apprenticeship Program. Upon completion of the Apprenticeship Program and State Certification (OJT/Classroom) criteria, the apprentice shall be reclassified as a journeyman in their trade category, and be compensated in accordance to rate established in the Collective Bargaining Agreement between the School Board of Broward County and the FOPE (Facilities Service, Maintenance, Transportation & Security Specialists).

Vacancies would not occur when these apprentices are reclassified to the journeyman classification. The Director, District Maintenance or Director of Transportation Services and/or his designee, will evaluate future vacancies to determine if a vacancy is filled with an apprentice or journeyman and at his discretion in filling existing vacancies.

All graduated certified apprentices will be assigned journeyman seniority dates according to the Collective Bargaining Agreement between the School Board of Broward County, Florida and the FOPE (Facilities Service, Maintenance, Transportation and Security Specialists).

5. a. Qualifications of all applicants being essentially equal, seniority shall prevail.
- b. To be eligible for a promotion, an employee's most recent performance evaluation shall not include an overall rating of unsatisfactory and must be accompanied by a written plan of improvement. If an employee receives an overall rating of unsatisfactory, the employee's next evaluation shall be mid-year.
6. a. Bus attendants who enter the classification of a bus operator shall not be reduced in pay. Seniority date will be established as the hire date of a bus operator for the purpose of route bidding and/or trip assignments.
- b. Transportation employees, with three (3) years or more seniority, who are reassigned to the classification of bus

attendant, due to results of Board-required annual physical examinations, shall be placed on the attendant salary step closest to their current rate. When medically released to return to the previous position, seniority shall revert to the position, prior to their reassignment to attendant.

- c. Transportation employees, with three (3) years or more seniority, who are reassigned to the classification of bus attendant due to non-disciplinary reasons, shall be placed on the attendant salary step closest to their current rate of pay which does not exceed their current rate of pay.
7. If an administrator wants to promote a permanent employee of their staff to a position in the bargaining unit in the same work location or department providing the promotee is qualified for the position, there will be no need to advertise the position. A waiver in the form of a Memorandum of Understanding shall be signed by the administrator and the FOPE representative.
8. When the employee receives a promotion under the provisions of this Article, they will serve a maximum evaluation period not to exceed thirty (30) days, and shall be paid at their rate of pay of the position formerly held by the promoted employee. At the completion of the evaluation period, should the employee's performance be deemed unacceptable, the employee shall return to their former position at the work site. If the employee's performance is satisfactory in the position to which promoted during the evaluation period, and they remain in that position, the pay will be at the rate of the promotional position, retroactive to the initial date of the promotion. The supervisor may recommend a waiver of the evaluation period or a reduction shall be sent to the Director of Non-instructional Staffing who has the authority to approve or disapprove the recommendation.
9. Facilities Servicepersons who are not high school graduates and who were grandfathered into their School Board positions may be recommended for promotion at their location only, provided they are able to perform at the higher classification.
10. When a vacancy or a promotion occurs within the Maintenance Department or Facilities Service, all qualified bargaining unit employees shall be entitled to apply for the position regardless of their classification or shift. Night shift employees who apply for day shift positions shall be given first consideration for filling the first shift vacancies. All applicants who have been interviewed

shall be notified of the outcome of the vacancy within seven (7) working days after the final decision has been made. The position, shift or classification of an employee at the time of a vacancy shall not preclude the employee from applying or being selected for said vacancy.

11. The qualified employee awarded the job shall be given a trial period not to exceed twenty (20) working days to demonstrate their ability to perform the job. Failure to qualify at any point during such trial period shall revert the employee to their former job, rate and shift. When this occurs, the Union shall be notified.
12. The Board agrees that any unit member who is temporarily assigned, in writing, by his immediate administrator to a position higher than their normal job classification shall receive additional remuneration for the time worked in the higher classification, equal to the position to which they are temporarily assigned, provided that they have performed the duties of the temporary assignment for a period not less than ten (10) consecutive workdays during the school year in which the temporary assignment is made. After the completion of the ten (10) consecutive workdays in the temporary assignment, the employee shall be compensated retroactively to the first day of assignment and each day thereafter in which the employee works in the higher classification. If an employee notifies their supervisor of an absence of a minimum of ten (10) consecutive work days, then another employee shall be assigned to work for a minimum of ten (10) consecutive work days depending on the employee's performance and availability as determined by the Superintendent's designee.

C. TRANSFER-VOLUNTARY AND INVOLUNTARY

1. The voluntary reassignment and/or transfer of an employee will be made on the following basis:
 - (a) Mutual agreement of the employee and the administrator where the employee is currently assigned to work, and the administrator where the employee wishes to transfer.
 - (b) Qualifications to perform the job requested.
 - (c) To be eligible for a transfer, an employee's most recent performance evaluation shall not include an overall rating of unsatisfactory and must be accompanied by a written plan

of improvement. If an employee receives an overall rating of unsatisfactory, the employee's next evaluation shall be mid-year.

- (d) Approval by the Superintendent or his designee.
- 2. Bargaining unit members requesting a transfer into an existing vacancy shall be informed, in writing, of the disposition of their request, if the employee has been interviewed for the position.
- 3. Involuntary transfers may be made when in the judgment of the Superintendent or his designee, such transfers shall be deemed essential for the good of the Board. The employee selected shall be the employee at the location with the lowest seniority qualified to perform the work at the new location unless a more senior qualified employee agrees to volunteer to transfer.
- 4. ~~**Personal Reason's Transfer** Regular full time maintenance employees shall be permitted to transfer from one location to another in the same job classification for personal reasons, by applying for a posted vacancy. The eligible employee shall be offered the position. If more than one employee applies for a position, the employee with the most seniority shall be selected. The bargaining unit members that are on the lay off list shall have first preference over personal reasons transfer bargaining unit members.~~

D. **NIGHTS AND 4/10 WORK WEEK**

The School Board, having demonstrated its needs for additional shifts, odd-work weeks, and four day/ten hour (4/10) work weeks, agree to utilize the following procedure in the selection of employees to fill the requirements.

- 1. The parties will agree upon a School Board calendar prior to the commencement of each school year which will indicate the official holidays, workdays, and work schedules for a 4/10 work week and odd work week.
- 2. No work week will include both weekend days as a workday for any employee except on a voluntary basis. A schedule may indicate Sunday as the first day of the work week or Saturday as the last day of the work week, but under no circumstances will any employee be assigned a regular work week which includes both Saturday and Sunday.

3. At such time as a vacancy exists or a new shift/work week becomes available, volunteers will be solicited from all applicable employees prior to the filling of the positions. Where more volunteers are available than open positions, seniority and qualifications shall prevail among the applicable employees.

Where there are no volunteers or not enough volunteers to fill the openings, the positions will be filled by reverse seniority. Temporary employees will, when applicable, be assigned to the second shift.

When a tie occurs, employee preference for shifts and days off shall be as follows:

- a. Date of entry into classification.
 - b. Date of entry into employment with the Board.
 - c. Last four digits of the employee's social security number.
4. Any/all shift differential or shift bonus currently in effect will continue during the life of this Agreement.
 5. The reassignment of permanent leadmen and foremen shall be based on their seniority within said job classification.
 6. The Maintenance Department will prepare and post a listing of all employees within the specific groups (i.e., North, Central, South, District, etc.) indicating their name, classification, craft seniority date, shift and days off. This listing will be updated each ninety (90) days.

E. APPRENTICES

The Board is committed to maintaining a viable apprentice program. The program will be maintained at a level of a minimum of ~~eighteen (18)~~ five (5) apprentices based on the existence of available funded vacant positions. The number of apprentices in the program will increase/decrease based on available funding. The District shall meet with the Apprenticeship Committee in the month of May/June to review the feasibility of funding for the apprentice program for the following school years.

~~Apprentice program will be increased to a minimum of 25 apprentices. The number will be gradually increased to 40 within a period of 5 years.~~

~~Vehicle Maintenance Department will make a budget request to fund two (2) apprentices beginning 2000-2001. If the positions are approved, the apprentice program will be maintained at a level of a minimum of twenty (20) apprentices.~~

1. The selection of Apprentices will be determined in accordance to the established Certified Trades Register as established by the Joint Apprentice Committee, School Board of Broward County, Florida/FOPE (Facilities Service, Maintenance & Transportation, Security Specialists).
2. Candidates will be selected based upon the register of Apprentices established through the interview process. Current advertising procedures will include:
 - (a) Must meet all qualifications as advertised.
 - (b) Must meet all testing requirements as approved by the Joint Apprentice Committee.
3. The selection of Apprentices will be determined by utilizing said register.
4. Once the register for a specific trade has been depleted of eligible apprentice candidates, an updated and newly established register for the specific trade(s) will be developed utilizing advertising criteria only when a trade(s), vacancy(s) exist, and has been approved by the School Board, as stated in Number 2.
5. ~~The Vehicle Maintenance Department, FOPE and Apprentice Committee will establish curriculum and criteria for an apprentice in Vehicle Maintenance. A budget request will be made for funding for implementation in 1999-2000 if approved. Both parties understand that proper funding must be received prior to beginning the program.~~

F. TEMPORARY SHIFT (MAINTENANCE)

Employees shifts, by either department or crafts, may be changed to accommodate a true need of the school district. Upon five (5) calendar day notice, a shift may be changed for a period not to exceed thirty (30) calendar days. If in the event of an emergency (fire, vandalism, storm, etc.), shifts may change without notice and shall be for any period of time. These temporary shift changes shall not be arbitrary or capricious.

G. STEP PLACEMENT

When an employee accepts a position within the bargaining unit that has a higher beginning and ending salary than the position they are currently in, they shall be placed on the closest step of the new pay grade that represents a salary increase. However, this procedure shall not be used for positions where step advancement is based on test or certificate qualifications. When an employee applies for and accepts a position that has a lower beginning and ending salary than the position they currently hold, the employee will be placed on the same step that they held in the higher classified job.

H. TRANSPORTATION RESIGNATION IN GOOD STANDING

Transportation employees who resign in good standing with a satisfactory evaluation, if re-employed within one (1) year from the effective date of resignation, shall retain their unused/unpaid accumulated sick leave earned and their seniority for the purpose of route bidding, trip assignment and the step placement prior to resignation. Such an employee's salary shall be in accordance with the current salary and the step in effect for the position to which the person is being re-employed.

The returning employee shall serve a sixty (60) day probationary period and will not be able to use sick leave until the completion of the probationary period.

The Director Pupil Transportation may recommend a waiver of probation or a reduction in the probationary time period. Such written recommendation shall be sent to the Director of Non-Instructional Staffing who has the authority to approve or disapprove the recommendation.

I. TRANSPORTATION HARDSHIP TRANSFERS

An ~~transportation~~ employee may submit a written request for a hardship transfer to ~~the~~their ~~Director/Designee of Pupil Transportation~~ any time after January 1 for the following school year. The employee may request and specifically list up to two (2) ~~terminals/areas/schools~~ to which they may wish to transfer. The ~~Director/Designee of Pupil Transportation~~ shall forward all such requests to the appropriate transportation terminal supervisor/Administrator. Employees who have received an "Needs Improvement" or "Unsatisfactory" on their overall annual performance evaluation shall be ineligible for a transfer. For this section,

a "hardship" shall be a situation when an transportation employee has completed a year of service with the district ~~and~~. "Hardship" shall be defined as:

1. An employee traveling 20 miles or more one-way by the most direct route from their residence to the assigned work location. The employee shall provide confirmation of eligibility, along with the application, using any nationally recognized navigation/route finder such as, but not limited to, American Automobile Association (AAA); Mapquest.com or other such nationally recognized Internet-based program.

OR

1. ~~Has a serious medical problem which can be substantiated by a licensed physician, or a personal problem which is substantiated by a written explanation as determined by the Superintendent to be acceptable. Such written explanation shall be included with the transfer request.~~
2. An employee who meets the "hardship" definition will be guaranteed an interview for a Board ~~determined~~ advertised vacancy, in the same classification, at one (1) of the two terminals/areas/schools the employee selects. However, a terminal transportation supervisor/Administrator shall not be required to interview more than the three (3) most senior "hardship" qualified employees ~~per semester~~ bi-annually.
3. Hardship transfer must be approved in writing by the Director/Designee of ~~Pupil Transportation~~ prior to the employee actually transferring.
4. A Transportation ~~E~~employee's route and route time is not guaranteed upon approval of a hardship transfer.
5. Absent extenuating medical circumstances, an applicant with documented attendance and/or performance deficiencies within a twelve month period of the application shall be ineligible for a hardship transfer.
6. All things being equal in the interview process, the order of consideration afforded to employees shall be as follows:
 - a. A transfer for medical reasons
 - b. A transfer request from the night to the day shift

c. A transfer request as outlined in I(1) regarding mileage.

J. A joint committee will be established to review and recommend modifications to the rules and penalties for the transportation employees on a yearly basis. The committee shall consist of five (5) Federation of Public Employees' members from each area of the Transportation Department and the Federation Representative and five (5) Management Representatives.

ARTICLE 13
SAFETY AND UNIFORMS

- A. Any employee who observes a condition which they consider to be unsafe shall report same to their immediate supervisor.
- B. **Tools/Uniforms/Laundrying:**
1. During the term of this agreement employees shall furnish such personal hand tools as may be required by their trade and job upon being advised by the appropriate administrator. All other tools shall be furnished by the District at no cost to the employee.
 2. The District agrees to replace tools listed on employee's approved tool list that are unintentionally broken or damaged and tools stolen in the course of employment (including tool boxes) with tools of equal or superior quality when such theft is not due to the employee's negligence provided the total cost of such replacements shall not exceed nineteen thousand (\$19,000) dollars. The District shall establish procedures for employees to comply with this provision. The District shall furnish the FOPE with such established procedures and any/all changes. Any individual submitting a fraudulent claim under this provision shall be subject to disciplinary action up to and including termination.
 3. As a convenience and for health/safety reasons, the District shall make uniform/laundry services available at the work sites for employees. The costs for such uniform/laundry services shall be wholly charged to the participating employee by means of payroll deduction. Such services shall be provided via the bid process approved by the Purchasing Department and consistent with Board Policy and state law. Said uniforms shall be either long sleeved or short sleeved, at the employee's discretion.
- C. Transportation employees will be required to follow a uniform dress code for the regular school year and during summer sessions, as established by the Pupil Transportation Department Director and the Federation of Public Employees. The FOPE representatives will meet with the Director of Pupil Transportation to provide input and recommendations on the uniform dress code that must be signed by both parties and distributed to the transportation employee.

Under no circumstances will an operator or attendant be permitted to wear clothes other than the uniform dress code. Operators must wear

shoes that are considered safe as determined by the Transportation Department.

- D. Maintenance/Facilities Service employees shall report for work attired in clothing appropriate to their work location. Employees shall not be permitted to wear shirts with slogans or advertisements, tank tops, cutoffs, bathing suits, or jams. Denim, athletic coaching shorts or the equivalent, and/or painter's shorts may be worn in classifications deemed appropriate by the supervisor. If the supervisor determines that a safety hazard may exist, shorts will not be permitted. In extreme situations, the Board may require additional safety equipment and/or clothing.
- E. Security specialists and campus monitors shall wear polo-type shirts provided by the Board. Each school year, the Board shall provide two (2) knit polo-type short sleeve shirts and one (1) knit polo-type long sleeve shirt to all security specialists and campus monitors for identification purposes. The shirt may bear the name or logo of the Board on the front, in addition to a badge embroidered on the shirt and security or monitor across the back. There shall be no cost to the employee for the shirts. Employees shall not be permitted to wear tank tops, shorts or cutoffs. Security specialists and campus monitors shall be responsible for returning all polo-type shirts, badges, and additional equipment to the Special Investigative Unit or assigned location prior to separating from employment with the District. Failure to do so may result in a processing delay of the employee's final paycheck. Any Security Specialist who was issued a metal badge shall return the badge to the S.I.U. Department within fifteen days of the adoption of this agreement by the Board. Lost badges/uniform shirts must be promptly reported to S.I.U.
- F. Walkie-talkie radios shall be made available to night shift facility servicepersons assigned to work in portables as well as to the individual in charge (head/assistant head or leadperson).
- G. A pager or beeper will be made available to the individual in charge (head/assistant head or leadperson) of the night shift crew.
- H. **INFECTION CONTROL PROGRAM**
 - 1. The School Board shall adhere to all Broward County Department of Public Health postings.

2. All employees shall annually review the video, "Universal Precautions," advised by OSHA, as well as the information packages on asbestos, tuberculosis, pink eye, head lice, mold, mildew, HBV/Hepatitis B and HIV Infection Control provided by Risk Management.
3. Non-sterile disposable vinyl gloves shall be made available to all facilities, maintenance and security personnel upon request.
4. Free tetanus and Hepatitis B vaccines shall be available to security personnel.
5. Upon request, the Board shall make available free HIV test and counseling to any bargaining unit member exposed to body fluids on the job.

I. **Bomb Threats**

Employees shall not return to schools or other employment centers which have been evacuated due to bomb threats until clearance for such return has been given by proper authorities. Employees shall not be required to search for bombs.

ARTICLE 14
LEAVES

A. Unit employees shall receive annual leave, holiday leave, sick leave, personal leave, maternity leave, jury duty leave, and temporary duty leave as provided for in this Agreement and in School Board Policy.

B. **HOLIDAYS**

1. Eight (8) paid holidays shall be observed on their respective dates for transportation employees. Transportation employees shall receive their guaranteed hours when observing the holidays listed below:

Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
Martin Luther King, Jr. Day
New Year's Day
President's Day
Memorial Day

2. One hundred and thirty-six (136) paid holiday hours shall be observed only on their respective dates as provided by the Board-adopted calendar for maintenance and facilities serviceperson employees.
3. Security specialists working on a 196 day calendar shall be entitled to six (6) paid holidays. Security specialists who are employed on a 244 day calendar are not entitled to holiday pay.
4. In order to be eligible for holiday pay, an employee must have worked the day before and the day after the holiday, unless the employee was on approved annual, sick or personal reasons leave. The School Board, at its option, may request a doctor's certificate to verify the illness.
5. Those employees working a four day/ten hour schedule will receive an eight hour paid holiday as all other maintenance employees. When the holiday falls on a non-scheduled work day, the employees working four day/ten hour schedules will receive their regular forty hours plus an additional eight hour holiday pay. When the holiday falls on a regular work day, the employee

working the four day/ten hour schedule will be granted eight hours of holiday pay and offered the opportunity to make up the additional two hours to enable him/her forty hours credit during the work week.

C. SICK LEAVE

1. Each full-time permanent employee shall be entitled to thirty-two (32) hours of sick leave as of the first day of employment of each contract year, and shall thereafter earn eight (8) hours of sick leave for each month of employment at the end of that month, which shall be credited to the employee. However, the employee shall be entitled to earn no more than eight (8) hours of sick leave times the number of months of employment during the year of employment. Such leave shall be taken only when necessary because of sickness as herein prescribed. If the employee terminates employment and has not accrued the thirty-two (32) hours of sick leave available, the Board shall withhold the average daily amount for the sick leave days used but not earned by the employee. Such sick leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave an employee may accrue.

2. Bus operators shall earn seven and one-half (7.5) hours of sick leave for each month of employment. Bus attendants shall earn seven (7) hours of sick leave for each month of employment. When a bus operator is out sick, the bus operator shall be charged seven and one-half (7.5) hours of accrued sick time. When a bus attendant is out sick, the bus attendant shall be charged seven (7) hours of accrued sick time. Hours for disability claims will be calculated utilizing the same hours per day as sick leave.

Transportation Specialist, Transportation Trainer, Dispatcher, Relief Operator shall earn eight (8) hours of sick leave for each month of employment at the end of that month. When an employee is out sick, the employee shall be charged eight (8) hours of accrued sick time. Hours for disability claims will be calculated at eight (8) hours per day, the same as sick leave.

3. Sick leave is granted by the Board as a contingency against those occasions when an employee requires time off due to sickness. The School Board allows up to ninety-six (96) hours per year which is considered sufficient for the occasional one (1) day sickness with an opportunity to accrue a bank of time to allow for future catastrophic illness. Sick leave is defined as personal illness or because of illness or death of members of the immediate family.

Immediate family is defined as father, mother, sister, brother, spouse, child or other close relative or member of their household. Sick leave shall not be used as unscheduled vacation time. Any establishment of a pattern or series of absences that occur on a predictable basis shall be considered abuse of sick leave. Such incidents may include, but are not limited to days being used as soon as they are earned, or a series of absences that occur on a predictable basis, which are reported by the employee as being caused by illness (first scheduled shift of the work week, last scheduled shift of the work week, or first shift after a pay day).

4. Employees who are ill and cannot report for work shall contact their principal or supervisor no later than the scheduled start of their workday, excluding bona fide emergencies as determined by the principal or supervisor. Night facilities employees who are ill and cannot report for work shall contact their administrator no later than 10:00 a.m., excluding bona fide emergencies as determined by the administrator. Failure to call and report absences will be an unexcused absence and will be cause for disciplinary action.
5. Transportation employees who are ill and cannot report for work shall contact their supervisor no later than one (1) hour before the scheduled start of their workday, excluding bona fide emergencies as determined by the supervisor. Failure to call and report absences will be unexcused absences and will be cause for disciplinary action. Each employee when calling in shall give the principal or supervisor an estimated date of return. The School Board representatives shall not telephone or otherwise interrupt the employee at home during such approved absence.
6. If a transportation employee is absent from work for an extended period of time on official leave (worker's compensation, disability), the Transportation Department will not contact the employee for the purpose of returning until a release form is issued by the employee's physician. Failure to return to work within five (5) working days of said release will result in termination.
7. Any transportation employee on an approved leave or worker's compensation shall be allowed to bid on a route during the bidding process provided they submit a doctor's certificate of their intent to return to work the first day of the school year.

D. SICK LEAVE BANK REGULATIONS

1. Member Prerequisites
 - (a) You must be a full-time employee to participate in the Sick Leave Bank.
 - (b) You must have worked for the School Board one (1) full year prior to enrollment.
 - (c) Participating employees must have ten (10) days of sick leave accrual at the time of enrollment in the Bank. ~~In other words, after you donate one (1) day to the Bank, you must still have a minimum of ten (10) days of sick leave.~~

2. General
 - (a) At the time of the employee's contribution to the Sick Leave Bank, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily base rate of pay when contributed. If the Sick Leave Bank is depleted to a point where only \$5,000 or less remain, all members of the Sick Leave Bank shall automatically have another day of sick leave subtracted from their personal accumulated total and transferred to the Sick Leave Bank.
 - (b) Membership in the Bank is voluntary and revocable upon sixty (60) days written notice to the School Board's Employee Relations Department. Days deposited however, shall remain in the Sick Leave Bank even if an employee decides to cease participation in the Sick Leave Bank.

3. Sick Leave Bank Committee - The Committee, comprised of seven (7) bargaining unit employees, shall be appointed by the FOPE for the purpose of administering the Sick Leave Bank. The Committee shall:
 - (a) Maintain adequate records relative to all functions of the Bank.
 - (b) Operate the Bank in accordance with Sick Leave Bank administrative rules.

- (c) Approve/Disapprove all requests for withdrawal from the Sick Leave Bank.
 - (d) Establish procedures for record keeping.
 - (e) Coordinate and authorize the open enrollment each year.
 - (f) Not grant more sick leave days than are available in the Bank.
4. Withdrawal - In the event of catastrophic illness or injury of a participating member necessitating the employee's absence from work over an extended period of time, a participating member may receive paid leave under the following conditions:
- (a) A withdrawal may be approved only upon the total depletion of the respective employee's accumulated sick leave and vacation leave. In addition, the affected employee must have exhausted or be ineligible for any type of leave granted by the Board related to accident, illness or injury.
 - (b) The maximum withdrawal for any employee for one (1) illness or injury or complications thereof shall be fifty (50) days.
 - (c) Withdrawals shall be in full day units and must be for a minimum of five (5) consecutive days. This may be waived by the Superintendent.
 - (d) An employee may apply to the Committee for withdrawal in advance of the depletion of such employee's accumulated sick leave and vacation leave, to be granted, if needed, upon such depletion.
 - (e) All applications for withdrawal shall be in writing and shall be verified by the Committee. All applications shall be accompanied with a certificate of illness from a licensed physician or from the county health officer.
 - (f) The salary of an employee participating in the Bank will be reduced by any benefits drawn from Worker's Compensation or disability income.
 - (g) When days are awarded from the Bank, they will be withdrawn at the affected employee's daily base rate of pay.

- (h) The Sick Leave Bank shall not be used for the purposes of cosmetic surgery.
- (i) The Sick Leave Bank shall be used only for the personal illness or injury of the participating member.
- (j) The Sick Leave Bank shall not be used for purposes of elective surgery when such procedures could be safely performed during non-working times.
- (k) The Sick Leave Bank may request a second medical opinion at the applicant's expense.
- (l) Those applicant's with an undetermined recovery period may be asked to provide the Sick Leave Bank committee with intermittent verification of illness.
- (m) The Sick Leave Bank may be used for complications during pregnancy/delivery, but shall not be used for maternity leave. Applicants may be asked to provide additional information to the Sick Leave Bank Committee.
- (n) Applications will only be approved for an illness or injury which occurred during that fiscal year (July 1st - June 30th).
- (o) Applications for withdrawal can be obtained from the Employee Relations Department.

5. Maintenance of the Bank

- (a) Once the Bank is established, there shall be no requirement for an employee to add additional days to the Bank. However, if the Bank is depleted to a point where only five thousand dollars (\$5,000) remain, all members of the Bank shall contribute one (1) day each time the Bank is depleted to this level. The Superintendent may waive or modify this requirement in unusual circumstances.
- (b) A participating employee who chooses to no longer participate in the Sick Leave Bank shall not be allowed to withdraw any such leave already contributed to the Sick Leave Bank.

6. Indemnification - All employees who participate in the Sick Leave Bank shall indemnify and hold the School Board and all

administrators harmless against any and all claims, demands, suits, or other forms of liability and all court costs arising out of the application of the provisions of this section.

E. ANNUAL LEAVE

1. Transportation employees shall not earn annual leave.
2. Security specialists and campus monitors assigned to a 196-day calendar shall not be eligible for annual leave.
3. Maintenance bargaining unit members who are assigned to a 244 or 261-day calendar shall be eligible for annual leave as prescribed below:
 - (a) Five (5) complete years of service or less 1 day a month.
 - (b) More than five (5) complete years of service but, less than ten (10) complete years of service = 1.25 days per month.
 - (c) Ten (10) complete years of service but, less than fifteen (15) complete years of service = 1.5 days per month.
 - (d) Fifteen (15) to nineteen (19) years of service = 1.75 days per month.
 - (e) Twenty (20) or more years of service = 2 days per month.
4. At the time of termination for any reason, the employee shall be paid up to a maximum number of four hundred (400) hours of accrued and unused annual leave at the employee's current rate of pay.
5. The Board will make every effort to accommodate the needs of the employee's vacation requests. The appropriate administrator and the affected employee will meet and mutually agree upon the requested dates for annual leave and the appropriate administrator shall not unreasonably withhold the employees requested dates for vacation. In the case that the appropriate administrator and the employee cannot mutually agreed upon a satisfactory time for the employee to use their annual leave, the matter will proceed immediately to the next higher level of supervision (but not to the Superintendent) for resolution of the dispute.

Pool operators shall be given the option to utilize a maximum of forty (40) hours (five (5) successive working days) of annual leave (vacation) during the period May through August 15th each year. Vacation schedules will be assigned in accordance to selection of pool operators with the highest seniority and then scheduled in descending order of seniority.

6. Annual leave shall be defined as vacation of at least forty (40) consecutive hours during each calendar year. This provision may be waived by the Superintendent or designee under unusual circumstances. A vacation request must be requested at least two (2) weeks prior to actual usage of this time. All requests must be approved or disapproved by administration within five (5) business days after the request has been made. For periods of only two (2) or three (3) days usage, the employee must give forty eight (48) hours notice to annual leave usage. All requests submitted less than two (2) weeks in advance may or may not be approved depending on the objective operational needs of the School Board. Total accrued annual leave shall not exceed four hundred (400) hours carryover from one (1) fiscal year to the next.

7. **FACILITIES SERVICE PERSONS**

- a. Facilities Service Person employees shall be granted a minimum of one (1) week (40 hours) of annual leave per school year.
- b. Employees who have accrued four hundred (400) hours of annual leave in the previous school year shall be granted annual leave in increments equivalent to all annual leave hours that would be accrued in the current year, i.e. an employee who has accumulated four hundred (400) hours of annual leave during the previous year and who accrues one day per month of annual leave shall be granted not less than twelve (12) days annual leave during the current school year. Nothing in this section shall be construed to prevent employees from using annual leave in excess of these amounts during a single school year except that no employee may take more than three (3) weeks of annual leave in any given month without approval by the Superintendent/Designee.
- c. Facilities Service Personnel shall not take annual leave during the week before school starts or the first/last week of

school each year unless approved by the location administrator.

F. PERSONAL REASONS LEAVE

1. Regular full-time bargaining unit members shall be granted up to forty eight (48) hours each school year for personal reasons, fifty (50) hours for employees working a 4/10 hour schedule. However, such absences for personal reasons shall be charged only to accrued sick leave and leave for personal reasons shall be non-cumulative. Unit members shall not be required to give reasons for personal leave, except that the leave is for "personal reasons."
2. Notification of intent to use personal reasons leave shall be submitted to the administrator/principal no later than twenty-four (24) hours prior to the day the employee wishes to have off except for an emergency as determined by the principal/administrator.
3. Personal reasons leave shall not be granted on the day preceding or following a holiday nor during the first or last week of school unless approved by the principal/administrator.
4. Bus Operators, Bus Attendants, Security Specialists and Campus Monitors shall not be granted personal reasons leave the week prior to or during FCAT Testing. This may only be waived by mutual agreement between the affected employee and the principal/administrator.
5. Employees intending to use personal reasons leave the day preceding or following a holiday or scheduled day off shall give their principal/administrator a minimum of seven (7) workdays advance notice. The principal/administrator may deny the employee's request for a personal reasons day; however, such action shall not be unreasonably denied.

G. UNION/FEDERATION BUSINESS LEAVE

1. The FOPE On-Site Representatives shall be provided up to a combined total of twenty (20) days of leave without pay for the purpose of conducting FOPE business. The FOPE President or designee shall notify the Employee Relations Director five (5) working days in advance of the requested leave day. The FOPE President or designee, shall also inform the Employee Relations Director of the purpose and nature of the leave. No more than three (3) consecutive work days of leave may be utilized by an

employee at one time. This leave must be taken in full day increments.

2. It is understood that such leave shall not be unreasonably denied; however, the School Board may deny the leave at the requested time due to the needs of the employee's work location. If the reasons for the requested leave is to conduct union business that in the opinion of the Superintendent will not benefit the school district, then said leave must have prior approval from the Superintendent and may be denied. Examples of such approved leave requests include, but are not limited to, grievance workshops, negotiations' skills training, membership recruitment seminars, etc. This leave shall not be used by the FOPE for the purpose of campaigning in a representational or de-certification election.

H. Any operator/attendant while on an approved leave, disability/workers' compensation, sick and maternity leave, shall have their routes maintained for sixty (60) working days or the remainder of the school year, whichever is less.

I. Any employee while on any approved leave excluding vacation, not limited to disability, workers' compensation and sick leave) shall not be employed by any other employer. For any violation of this clause, the employee shall forfeit compensation for the time of such leave, and shall be subject to disciplinary action up to and including discharge. Exceptions to this section must be made in writing by the employee and approved by the School Board's Risk Management Director.

J. It is agreed and understood that the School Board has no obligation to provide an employee returning from disability leave with a light duty assignment. It is further agreed that the School Board shall not remove an employee from disability leave (not Workers Compensation) for the reason the employee is able to perform a light duty assignment when such assignment does not exist.

K. UNPAID LEAVE FOR UNION OFFICER

1. A bargaining unit employee designated by the FOPE shall be granted an unpaid personal leave for the officer's respective term of office. The employee must have a minimum of one full year (186) days of employment to qualify for this leave. The employee may continue to participate in Board insurance programs providing the employee pays the full cost of the insurance. Upon return from such leave, the employee shall be re-employed by the Board in

his/her prior job classification, if available, and in the area closest to the employee's home.

2. If no jobs in that classification are available within said area, the employee shall be offered said job classification in the next closest area to the employee's home. If there are no vacancies in the employee's prior classification with the district, the employee shall be offered the next lowest job classification for which the employee is qualified as defined by the Board policy.

L. ILLNESS IN LINE OF DUTY

Any permanent bargaining unit employee shall be entitled to illness-in-line-of-duty leave with pay when the employee has to be absent from his/her duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted at work. Such leave shall be in addition to any other leave to which the employee may be entitled, and such leave shall not be cumulative. Each employee shall be entitled up to one hundred and twenty (120) hours for the purpose of authorized Workers' Compensation Doctor's visits and physical therapy. Any employee absent on such leave shall reimburse the Board for any Workers Compensation payments received for the period. Paid holidays occurring during such leave shall not be included in the computation of the number of days with respect to which leave is applicable. A substantiating statement by a the employee's authorized Workers' Compensation physician and a corroborating statement by the administrator shall be required prior to approval of said leave, except that the corroborating statement of the administrator may be subject to the grievance procedure.

M. MILITARY DUTY LEAVE

Any employee required or volunteering to serve in the Armed Forces of the United States shall be granted leave without pay for such service. An employee returning from such leave shall be returned to employment, without prejudice, provided application for reemployment is filed within six (6) months following the date of discharge or release from active military duty, and provided further that the Board shall have up to six (6) months to reassign the employee to duty in the school system.

N. MILITARY RESERVE LEAVE

Any employee who is a member of a national military reserve unit or National Guard, shall be allowed up to seventeen (17) days of leave without loss of pay or other accumulated leave, when ordered to active

duty. An employee required to report for a physical examination under any selective service law, shall be granted leave without loss of pay or other accumulated leave for time required for this obligation.

O. LEGAL-JURY/SUBPOENAS

Employees shall be granted leave for a legal commitment and shall receive their regular salary while serving as jurors or witnesses under subpoena as per School Board Policy 4402. If released by 12 noon, the employee shall contact his/her administrator for possible assignment that day. Transportation employees shall receive their guaranteed time while serving as jurors or witnesses under subpoena.

P. BEREAVEMENT LEAVE (SICK LEAVE)

Any employee who suffers the death of an immediate family member shall be granted bereavement leave in the following manner:

1. If the funeral is to be held within 250 miles of the employee's home – the employee shall be allowed to utilize a maximum of four (4) days of sick leave for bereavement purposes.
2. If the funeral is to be held more than 250 miles from the employee's home – the employee shall be allowed to utilize a maximum of five (5) days of sick leave for bereavement purposes.
3. For the purposes of bereavement leave, an immediate family member shall be defined as the spouse, domestic cohabitant, child, stepchild, grandchild, mother, father, sister, brother, parents of domestic cohabitant, mother-in-law, father-in-law, grandmother, grandfather, daughter-in-law, son-in-law, brother-in-law, sister-in-law, domestic cohabitant's sibling(s), grandparents of employee's spouse, grandparents of employee's domestic cohabitant and any other relative residing in the employee's household. Proof of relationship to the deceased may be required.
4. The Board may require proof of death, within thirty (30) days after Bereavement Leave is taken. A copy of the newspaper obituary or the funeral card/program for the deceased are examples of acceptable proof of death.
5. Bereavement leave shall not affect the employee's perfect/good attendance award.

Q. SICK LEAVE BUY BACK

To encourage and reward employees who maintain good job attendance, the parties agree to the following incentive award:

Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year - upon request - shall receive payment for up to eight (8) days of sick leave, provided the employee worked the full assigned calendar year.* The following procedures apply to the payment of sick leave under this section.

1. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section.
2. The payment of this incentive shall be paid to eligible employees no later than October 31st of the school year following the school year in which the employee qualified for the incentive pay.
3. For purposes of this section, sick leave shall be defined pursuant to all sections of F.S.1012.61.
4. Days for which such award payment is received shall be deducted from the accumulated leave balance.
5. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).
6. Employees must apply for the Sick Leave Buy Back benefit by completing the District-approved form.

*Employee must not have taken an unpaid leave of absence within their calendar year.

- R. Should it be required that an employee be interviewed for a job vacancy during working hours, the employee shall be given time off with pay for said interview. Employees should strive to schedule interviews for their lunch period or after work hours. In the event that an interview extends beyond an employee's regular working hours, the employee shall not be entitled to additional compensation.

ARTICLE 15 INSURANCE

A. INSURANCE

1. Employees who are eligible for fringe benefits shall have access to the Cafeteria Plan established by the School Board without cost to the Board.
2. Benefits start the first of the month following one full paycheck.
*Note: Upon implementation of Enterprise Resource Planning (ERP), benefits start the first of the month after thirty (30) days as a permanent employee.
3. The Board shall provide, without cost to each employee, Group Term Life Insurance equal to one and one-quarter (1 1/4) times the employee's annual salary, rounded to the next higher multiple of one thousand dollars (\$1,000), subject to a minimum of seven thousand dollars (\$7,000) and a maximum of fifty thousand dollars (\$50,000). The employees shall have the option of purchasing at their own expense through payroll deduction, an additional amount of "gGroup tTerm" lLife iInsurance ranging from one and one-quarter (1 1/4) times the employee's annual salary, up to five (5) times the employee's annual salary or one million dollars (\$1,000,000), whichever is less (medical underwriting may apply above the guarantee issue amounts) in accordance and subject to the provisions of the group life insurance policy equal to that provided by the Board.

Each employee may also, at the employee's expense through payroll deduction a direct pay method, purchase additional amounts of insurance for the employee, the employee's spouse, and/or the employee's dependent children to convert the Group Term Life Insurance to an individual life insurance policy upon retirement or termination of employment in accordance and subject to the provisions of the group life insurance policy.

4. **PREMIUM AMOUNT:** The Board shall pay the following premiums for individual employee's health and dental insurance for the life of this contract.

For employees that elect dental insurance, The premiums paid by the Board shall be to provide employee's elected group health insurance plan (HMO or PPO or Consumer Driven Plans) plus

provide a maximum of \$10.80 per month toward the elected dental insurance in accordance with the term and schedule of benefits currently in effect. The parties agree that the current insurance vendors may be deleted or new vendors added as providers as a result of future RFP health insurance awards.

a. The Board agrees to pay 100% of the health insurance premiums for HMO the Health Care Premier Plus Plan (High Option HMO), Premier Plan (Low Option HMO), and Consumer Driven Plan coverage for the individual employee for the term of this agreement. Employees wishing to participate in the Premier Plus Plan must complete wellness initiatives and timelines as recommended by the Superintendent's Insurance Advisory Committee. Personal Health Information (PHI) that is gathered from the wellness initiatives are protected by the Health Insurance Portability Accountability Act (HIPAA). Employees shall not be denied health insurance due to results of participating in the wellness initiatives.

~~b. The Board agrees to implement a straight leveling model for the payment of health insurance premiums.~~

~~1. The Board's contribution for the straight leveling model will be determined by dividing the Board's estimated cost (as established by responses to RFP's received from insurance vendors) by the number of all school board employees (excluding dependents) enrolled in one of the Board's health insurance plans.~~

~~2. If the monthly premium cost for health insurance coverage elected by an employee is less than the amount of the School Board's straight leveling contribution amount, the difference will be deposited into a cafeteria plan for the benefit of that employee.~~

~~The employee shall be responsible for paying any monthly premium cost above the Board's straight leveling contribution based upon the coverage selected by the employee. This does not include employees on HMO and Consumer Driven Plan(s).~~

~~Example: If the School Board's straight leveling contribution is \$350.00 and the cost for the high~~

~~HMO single coverage is \$312.00, the difference of \$38.00 will be deposited into a cafeteria plan.~~

~~3b. After the Board has entered into a contract(s) with one or more vendors to provide group health insurance to bargaining unit members, during the fixed period of said contract(s) when premiums and benefit levels are and premiums will be reviewed and established annually, and guaranteed, the parties shall not modify established benefit levels or negotiate alternative benefit levels. However, if said contract(s) has options to renew the contract for one or more years beyond the established/guaranteed period, eEither party may demand negotiations through the Superintendent or designee to amend benefit levels for the specific purpose of cost containment, (e.g., co-payments, deductibles, etc.) or benefit improvements.~~

~~4c. An employee eligible for health insurance may volunteer to voluntarily decline such insurance. Said Beginning in the 2014 Open Enrollment Period, an employee declining medical insurance shall be required to sign an affidavit indicating other medical coverage and provide proof of other medical insurance during the open enrollment period each year. Employees shall be responsible to maintain proof of continuing medical insurance. Employees choosing not to participate in the School Board's of Broward County's medical health insurance program shall be reimbursed at a rate of seven hundred fifty dollars and no cents (\$750.00) per year (opt-out dollars) only if such proof is provided. If employee does not provide proof of other medical insurance, then employee will not be reimbursed any opt-out dollars. Said premiums opt-out dollars shall be deposited into the employee's cafeteria plan and those opt-out dollars may be used in a manner consistent with the provisions of said plan.~~

~~5. All profit sharing funds returned by the health insurance carriers in accordance with the utilization targets delineated in the health insurance agreements with the School Board shall be applied to offset the plan's dependent care coverage.~~

5. **DISABILITY INSURANCE:** The Board shall provide without cost to each employee Core Disability Income Insurance a core disability plan in accordance with and subject to the terms and benefits in effect in the insurance policy. Each employee shall

have the option, at the employee's expense through payroll deduction to purchase Enhanced Disability Insurance. In computing a bargaining unit member's disability pay, the actual number of workdays shall include all paid holidays.

6. **LIABILITY INSURANCE:** The Board shall provide Liability Insurance at no cost to employees in the amount of five hundred thousand dollars (\$500,000) for each employee in case of suit arising from or in the performance of the employee's duties.
7. **ANNUITY PROGRAMS:** The Board shall make available to all employees through payroll deduction, tax deferred annuity programs with companies which qualify and are approved under guidelines and criteria established by the Board.
8. **VISION INSURANCE:** The Board shall provide without cost to employee a vision insurance program in accordance with the terms and benefits provided in the summary plan description.
9. The Board and the FOPE agree that the Insurance Article shall annually be subject to negotiations.
10. **FOURTH TIER:** The parties agree to eliminate enrollment in the fourth tier dependent rate which is identified in insurance documents as the "children (both spouses School Board employees employed in the same plan)" effective at the conclusion of the open enrollment period (November, 1994) for the 1995 insurance plan year. Employees enrolled in the fourth tier prior to the date indicated above may remain in this tier until the time their employment with the School Board ends. Once all of the affected employees have left the employment of the Board, the fourth tier shall be eliminated.

B. **CAFETERIA PLAN**

1. Employees who are full-time bargaining unit members including those on Board-approved leave, but excluding those on sick leave or disability leave shall have access to the "Cafeteria Plan" established by the Board. Part-time unit members and members on unpaid Board-approved leave are not eligible to participate in the plan. The following criteria shall apply to the granting of cafeteria insurance benefits:
2. The Board will provide twenty-five dollars and zero cents (\$25.00) per month not to exceed three hundred dollars (\$300) per employee

per school year. Employees hired after the commencement of the school year shall receive twenty-five dollars and zero cents (\$25.00) per month for each full month of employment.

3. Employees on a Board-paid leave that provides less than 100 percent salary shall receive a percentage of the twenty-five dollars and zero cents (\$25.00) per month cafeteria payment equal to the percentage of their salary while on leave.
4. The specific benefit components of the cafeteria program shall be contained in a booklet, which shall be distributed electronically to all eligible unit members or maintained on the Benefits website.

C. **RETIREMENT**

Any employee at retirement or their beneficiary if service is terminated by death, shall be provided terminal pay.

1. Such terminal pay shall not exceed an amount determined as follows:
 - (a) During the first three (3) years of service:
 1. The affected employee's daily rate of pay on July 1, 1994, multiplied by 35 percent multiplied by the number of unused sick leave days held on July 1, 1994.
 2. The affected employee's daily rate of pay at the time sick leave is earned times 35 percent times the number of days of accumulated sick leave earned after July 1, 1994.
 - (b) During the fourth (4th) through (6th) years of service:
 1. The affected employee's daily rate of pay on July 1, 1994, multiplied by 40 percent multiplied by the number of unused sick leave days held on July 1, 1994.
 2. The affected employee's daily rate of pay at the time sick leave* is earned multiplied by 40 percent multiplied by the number of accumulated sick leave earned after July 1, 1994.
 - (c) During the seventh (7th) through ninth (9th) years of service:

1. The affected employee's daily rate of pay on July 1, 1994, multiplied by 45 percent multiplied by the number of unused sick leave days held on July 1, 1994.
 2. The affected employee's daily rate of pay at the time sick leave* is earned multiplied by 45 percent multiplied by the number of days of accumulated sick leave earned after July 1, 1994.
- (d) During the tenth (10th) through the twelfth (12th) year of service:
1. The affected employee's daily rate of pay on July 1, 1994, multiplied by 50 percent multiplied by the number of unused sick leave days on July 1, 1994.
 2. The affected employee's daily rate of pay at the time sick leave* is earned multiplied by 50 percent multiplied by the number of days accumulated sick leave earned after July 1, 1994.
- (e) During and after the thirteenth (13th) year of service:
1. The affected employee's daily rate of pay on July 1, 1994, multiplied by the number of unused sick leave days held on July 1, 1994.
 2. The affected employee's daily rate of pay at the time sick leave is earned* multiplied by the number of days of accumulated sick leave earned after July 1, 1994.
- (f) No employee who meets the eligibility requirements listed above may receive any compensation for sick leave payments unless they sign and execute the Payment of Sick Leave Upon Retirement Agreement provided by the Superintendent. This agreement requires the retiring Board employee to seek, accept and cash the first retirement benefit check issued by the Florida Retirement System. The employee must qualify for "normal retirement" which under this policy shall mean retirement under the Florida Retirement System or any other plan established by the Legislature with either full or reduced benefits as provided by law. Normal retirement shall not be interpreted to include disability retirement.

*Note: At the time sick leave is earned shall be interpreted to mean the value of sick leave at the end of each school year or at the time the affected employee retires, whichever comes first.

ARTICLE 16
WAGES AND SALARY

- A. ~~For the 2012-2013 school year,~~ Effective January 1, 2014 the salaries shall increase an average of ~~2%~~ 2.5% ~~effective April 1, 2013~~. The salary for employees covered by this Agreement shall be set forth according to the schedules, which follow.
- B. The Board reserves the right to establish and maintain and/or abolish positions defined as "leadperson." Such "leadpersons" rate of pay will be no greater than thirty five (\$.35) cents per hour above that of the highest paid unit employee in the classification which he leads. When, in the opinion of the Board, new job classifications are needed, job descriptions for such new classifications shall be prepared by the Board and copies furnished to the FOPE.
- C. 1. Step advancements shall occur only when negotiated between the parties.
2. All **retroactive** wages due under the terms of this Agreement shall be paid no later than thirty (30) days after Board approval of this Agreement.
3. Retroactive wages includes wages earned at the employee's straight rate of pay as well as wages earned at the employee's overtime rate of pay for job #1.
4. Summer school will be paid at the rate of the previous school year.
5. The parties agree that employees shall be compensated in accordance with the salary schedules attached hereto.

Hazardous Duty Pay for BECON: Employee assigned to BECON in the classification of Electronic Technician and Heavy Equipment Operator shall receive hazardous duty pay in the amount of \$0.25 per hour additional compensation added to their base pay amount.

6. For maintenance and facilities service employees, the actual step numbers listed in the Collective Bargaining Agreement may differ on the PAF (Personnel Action Form) and in payroll due to computer programming; however, the salary is the same.

7. **Security Supplement**

The principal/administrator may appoint a Security Specialist to coordinate security responsibilities on site. The person selected shall receive an annual non-specific supplement of Five Hundred Fifty Dollars and no cents (\$550.00). The employee appointed must meet the minimum job qualifications of security specialists.

Campus monitors who are selected by the principal to act as back-up to the security specialist(s) and who have successfully completed the designated training as defined in the security specialist job description shall be eligible to receive a supplement of Three Hundred Dollars and no cents (\$300.00) annually.

8. **Bus Operators and Attendants Training Wages**

Bus Operators and Attendants in training shall be paid at the minimum wage rate. The drivers who are trained by the District are required to remain continuously employed with the Transportation Department for a period of one (1) year after the final date of bus operator training, otherwise they shall reimburse the District all monies earned during said training. This provision shall not apply to employees who are terminated during their probationary period.

9. **Crowd Control**

Security Specialist performing their crowd control duties shall be paid in accordance with the Fair Labor Standards Act.

D. SALARY PAYMENTS:

For payroll purposes, the work week shall be defined as Monday through Sunday. In any school year, the net pay amounts on the first and last paychecks of the year may vary. Campus Monitors and Security Specialists working less than a 244 day calendar shall select one of the following salary payment options:

1. **Year-round pay:** Employees selecting this option shall determine the dollar amount to be deducted from their bi-weekly paychecks to cover the summer paychecks. Employees choosing this option shall be paid via direct deposit into the employee's bank, savings and loan institution, or credit union account. Employees shall also have the option of selecting the number of summer pays to be received during the summer months. No deductions for health

insurance, union dues, or TSAs shall be made from summer payments. Newly hired employees who are hired after the close of the enrollment period for this payroll option who desire year round pay must make this selection at the time of employment.

OR

2. **Contractual pay (No summer paychecks):** The employee's salary shall be paid in bi-weekly payments throughout the contractual year. Beginning on July 1, 2006, the bi-weekly pay amounts shall be equalized except for the first and last pay period in the contract year. Under this plan, the employee's salary will be paid in full by the conclusion of his/her calendar and the employee shall not receive summer pay checks. This selection shall be the default selection for employees who fail to make a selection during the payroll options period and shall be paid via direct deposit to the financial institution of the employee's choice.

OR

3. **Summer Savings Account:** The employee's salary shall be paid in bi-weekly direct deposit payments throughout the contractual year. Beginning on July 1, 2006, the bi-weekly pay amounts shall be equalized except for the first and last pay period in the contract year. Under this plan, the employee's contract will be paid in full by the conclusion of his/her calendar. The employee will have the option to open a summer savings account at the financial institution of his/her choice at any time during the fiscal year and may opt to have the deduction amount of his/her choice paid into the summer savings account.

Employees shall be eligible to change options once annually prior to the beginning of each fiscal year. Employees will not be allowed to change options during the course of a fiscal year.

Transportation and Food Service Employees who work less than a 244 calendar shall have the opportunity to participate in the Summer Savings Option.

It is the intent of the parties to make applicable salary adjustments for employees within a time period not to exceed sixty (60) days from the date of Board approval.

E. DIRECT DEPOSIT:

Employees shall be able to directly deposit their paychecks to any bank or savings and loan institution or credit union accepting such services. Direct deposits shall be deposited in no more than two direct deposit accounts. Employees shall be required to have their salaries paid via direct deposit, no later than July 1, 2007, to the financial institution of their choice or via payroll card.

F. SECURITY SPECIALIST CAREER INCENTIVES

1. Employees shall be eligible for a career incentive payment on the employee's anniversary date. Effective July 1, 2007, eligible employees shall be identified on a quarterly basis for the fiscal year. One (1) lump-sum payment, less applicable taxes and/or deductions, shall be made no more than thirty (30) days from the quarterly report to each eligible employee identified within a respective quarter. Employees shall be compensated according to the schedule listed below:

a.	Completion of 5 th year	=	\$500.00
b.	Completion of 10 th year	=	\$1,000.00
c.	Completion of 15 th year	=	\$1,500.00
d.	Completion of 20 th year	=	\$2,000.00

BUS OPERATORS
2012-2013 2013-2014 SALARY SCHEDULE

STEP	HOURLY RATE
1	\$12.11
2	\$12.56
3	\$13.55
4	\$14.48
5	\$15.91
6	\$17.22
7	\$18.46
8	\$19.53
9	\$21.54
10	\$22.72

Employees holding the positions of Bus Operator - Transportation Dispatcher, Bus Operator - Transportation Trainer, Bus Operator - Transportation Specialist, or Bus Operator - ESE Transportation Trainer will be paid at the top step of the Bus Operator salary schedule plus \$.40/hour.

BUS ATTENDANTS
2012-2013 2013-2014 SALARY SCHEDULE

STEP	HOURLY RATE
1	\$10.65
2	\$11.24
3	\$11.70
4	\$12.23
5	\$13.49
6	\$14.71
7	\$15.60
8	\$17.99

Bus drivers and attendants shall be employed for 180 driving days or the 180 day student calendar plus four (4) paid planning days and eight (8) paid holidays. Drivers in training shall be paid the Florida minimum wage hourly rate. Drivers and attendants on probation shall be paid at Step 1.

All rates on these salary schedules and employee salaries subject to them shall increase by ~~2.0%~~ 2.5% effective ~~April 1, 2013~~ January 1, 2014. There is no step advancement.

**Maintenance and Operations Department
Facilities
2013-2014 Salary Schedule**

Facilities Personnel	STEP AND HOURLY RATE											
	MIN	2	3	4	5	6	7	8	9	10	11	MAX
Assistant Head Facilities Serviceperson (High School & Vocational Centers)	\$18,42736	\$18,71775	\$19,01	\$19,31	\$19,61752	\$19,93	\$20,24	\$20,56	\$20,89	\$21,21718	\$21,55	\$21,89
Assistant Head Facilities Serviceperson (Elementary, Middle School & Exceptional Child Centers)	\$17,39	\$17,73	\$18,07	\$18,43	\$18,79	\$19,16	\$19,53	\$19,91	\$20,31	\$20,70	\$21,11	\$21,52494
Building Operations Supervisor (High School)	\$25,83203	\$26,16408	\$26,50048	\$26,84130	\$27,18659	\$27,53641	\$27,89083	\$28,24989	\$28,61368	\$28,98223	\$29,35563	\$29,73393
Head Facilities Serviceperson (Middle, Exceptional)	\$19,79629	\$20,09964	\$20,40777	\$20,72076	\$21,03867	\$21,36159	\$21,68960	\$22,02277	\$22,36119	\$22,70494	\$23,05411	\$23,40878
Head Facilities Serviceperson (High School & Vocational Center)	\$21,16289	\$21,47134	\$21,78441	\$22,10216	\$22,42466	\$22,75198	\$23,08420	\$23,42138	\$23,76361	\$24,11096	\$24,46350	\$24,82131
Head Facilities Serviceperson (Elementary School)	\$19,22690	\$19,52239	\$19,82256	\$20,12747	\$20,43721	\$20,75184	\$21,07145	\$21,39610	\$21,72590	\$22,06090	\$22,40121	\$22,74689
Head Facilities Serviceperson (Grounds & Minor Repair Elementary)	\$20,66937	\$20,97308	\$21,28137	\$21,59431	\$21,91198	\$22,23443	\$22,56175	\$22,89401	\$23,23128	\$23,57364	\$23,92116	\$24,27392
Head Facilities Serviceperson (Grounds & Minor Repair - Middle)	\$20,90981	\$21,21389	\$21,52252	\$21,83575	\$22,15366	\$22,47631	\$22,80378	\$23,13614	\$23,47346	\$23,81581	\$24,16328	\$24,51593
Facilities Serviceperson (Days)	\$11,73599	\$12,22197	\$12,72904	\$13,25812	\$13,81	\$14,38616	\$14,98715	\$15,61423	\$16,26852	\$16,95120	\$17,66351	\$18,40674
Facilities Serviceperson Aide (Days)	\$10,58452	\$10,61033	\$10,63621	\$10,66215	\$10,68816	\$10,71424	\$10,74039	\$10,76660	\$10,79288	\$10,81923	\$10,84565	\$10,87213
Facilities Serviceperson & Grounds Maintenance	\$14,77284	\$15,20137	\$15,64279	\$16,09751	\$16,56591	\$17,04842	\$17,54545	\$18,05744	\$18,58484	\$19,12813	\$19,68776	\$20,26424
Pool Operator	\$14,77284	\$15,20137	\$15,64279	\$16,09751	\$16,56591	\$17,04842	\$17,54545	\$18,05744	\$18,58484	\$19,12813	\$19,68776	\$20,26424
School Site Repairperson	\$15,91166	\$16,53083	\$17,17494	\$17,84499	\$18,54203	\$19,26714	\$20,02146	\$20,80615	\$21,62244	\$22,47161	\$23,35498	\$24,27393
Yardperson	\$13,72258	\$14,32021	\$14,94493	\$15,59796	\$16,28059	\$16,99416	\$17,74008	\$18,51980	\$19,33497	\$20,18686	\$21,07751	\$22,00861

All rates on this salary schedule and employee salaries subject to it shall increase 2.0% 2.5% effective April 1, 2013 January 1, 2014.

DUAL SITE WORKERS and the night floor crew in specific classifications will make \$0.50 per hour more than the base hourly rate of their classification.

NIGHT DIFFERENTIAL - All personnel who work the majority of their shift after 1 p.m. (local time) will be paid \$0.35 per hour night differential over their hourly rate. No adjustments will be made for temporary summer schedules.

PART-TIME PERMANENT EMPLOYEES - Will be paid in accordance with the above salary schedule.

**Maintenance and Operations Department
Trades Salary Schedule
2012-2013 2013-2014**

TRADES	STEPS AND HOURLY RATE			
	I	II	III	IV
Boiler Mechanic	\$22.47522	\$24.52680	\$26.81002	\$30.01976
Building Security Person	\$14.83141	\$16.89403	\$18.32793	\$20.37951
Cafe and Industrial Arts Repairperson	\$22.56346	\$24.62607	\$26.68869	\$29.90945
Carpet/Flooring Installer (Utilities Serviceperson)	\$19.93831	\$21.95681	\$24.06354	\$27.12989
Certified Household Pest and Rodent Control Operator	\$22.22153	\$24.26208	\$26.35779	\$29.77709
Console Viewer, Security, Fire & Electrical	\$18.55956	\$20.34642	\$22.17741	\$24.86873
Garage Serviceperson	\$19.80595	\$21.83548	\$23.90912	\$27.04165
Grounds Equipment Mechanic	\$21.14059	\$23.20320	\$25.26581	\$28.39834
Hardware Mechanic	\$22.69582	\$24.76946	\$26.83208	\$30.08594
Helper	\$17.45656	\$19.49711	\$20.89792	\$23.18114
Laborer	\$14.83141	\$16.89403	\$18.32793	\$20.37951
Laundry Attendant	\$13.58502	\$15.66969	\$16.70651	\$18.43823
Mail Clerk	\$16.08883	\$18.16248	\$21.33913	\$24.68122
Mail Service Truck Driver	\$18.23969	\$20.13685	\$22.05608	\$24.95697
Maintenance Truck Driver	\$18.23969	\$20.13685	\$22.05608	\$25.14448
Maintenance Truck Driver Heavy	\$18.41617	\$20.42363	\$22.39801	\$25.33199
Mechanical Insulator	\$23.61131	\$25.68496	\$28.85057	
Mechanical Plant Operator	\$23.21423	\$25.32096	\$27.36152	\$30.58229
Musical Instrument Repairperson	\$21.54870	\$23.61131	\$25.68496	\$28.85057
Musical Instrument Assistant	\$17.45656	\$19.49711	\$20.89792	\$23.17011
Paint & Body Serviceperson	\$16.24325	\$18.23969	\$20.21406	\$23.05981
Pest Control Applicator	\$17.63304	\$19.67359	\$21.87960	\$25.06727
Sewer Mechanic	\$22.43110	\$24.51577	\$26.55633	\$29.79915
Sign Maker	\$24.28414	\$26.36882	\$29.54546	
Small Mower Operator	\$16.08883	\$18.16248	\$20.24715	\$23.17011
Stock Clerk	\$18.98973	\$21.07440	\$23.12599	\$26.17028
Stock Price and Inventory Clerk	\$20.69938	\$22.76200	\$24.83564	\$27.94611
Stockroom Assistant	\$21.80239	\$23.84294	\$25.90556	\$29.09323
Stockroom Serviceperson	\$17.63304	\$19.67359	\$21.87960	\$25.06727
Surplused Furniture Facilitator	\$20.69938	\$22.76200	\$24.83564	\$27.94611
Tire Repairperson	\$17.44553	\$19.15518	\$21.54870	\$24.51577
Tractor-Mower Operator	\$17.33523	\$19.39784	\$21.74724	\$25.06727
Tree Trimmer	\$16.70651	\$18.79119	\$20.84277	\$23.79882
Truck Driver	\$18.23969	\$20.13685	\$22.05608	\$25.14448
Utility Serviceperson; Fire Alarm Inspector; Fence/playground Equip Installer; A/C Coil Cleaner	\$19.93831	\$21.95681	\$24.06354	\$27.12989
Vehicle Upholstery and Glass Installer	\$22.23256	\$24.28414	\$26.36882	\$29.54546
Vehicle Upholstery and Glass Installer Trainee	\$17.45656	\$19.49711	\$21.67003	
Warehouse Records Facilitator	\$19.88316	\$21.90166	\$23.95324	\$27.08577
Warehouse Section Attendant	\$18.98973	\$21.07440	\$23.12599	\$26.17028
Warehouse Serviceperson	\$17.63304	\$19.67359	\$21.87960	\$25.06727
Warehouse Truck Driver	\$18.23969	\$20.13685	\$22.05608	\$25.14448
Water Treatment Serviceperson	\$19.93831	\$21.95681	\$24.06354	\$27.12989

All rates on this salary schedule and employee salaries subject to it shall increase by 2.0% 2.5% effective April 1, 2013 January 1, 2014.

**Maintenance and Operations Department
Trades Salary Schedule (continued)
2012-2013 2013-2014**

TRADES - CERTIFICATION LADDER	HOURLY RATE				
	IA	I	II	III	IV
A/C and Refrigeration Mechanic		\$25,30993	\$27,36152	\$30,58229	
Carpenter	\$20,64423	\$24,76946	\$26,83208	\$30,08594	
Electrician		\$25,30993	\$27,36152	\$30,58229	
Electronic Technician		\$25,30993	\$27,36152	\$30,58229	
Energy Management Systems Technician		\$25,30993	\$27,36152	\$30,58229	
Glazier		\$24,28414	\$26,36882	\$29,54546	
Heavy Equipment Operator		\$24,76946	\$26,83208	\$30,08594	
Mason/Tile Setter		\$25,30993	\$27,36152	\$30,58229	
Painter	\$20,15891	\$24,28414	\$26,36882	\$29,54546	
Pest Weed Control Operator		\$24,76946	\$26,83208	\$30,08594	
Plumber		\$25,30993	\$27,36152	\$30,58229	
Roofer		\$21,92372	\$25,17757	\$29,54546	
Sheet Metal Mechanic		\$22,69582	\$25,81732	\$30,07491	
Pump Servicer			\$24,51577	\$26,55633	\$29,79915
Welder		\$24,28414	\$26,36882	\$29,54546	

TRADES - AUTOMOTIVE & TRUCK MECHANICS	STEP AND HOURLY RATE							
	I	II	III	IV	V	VI	VII	VIII
Automotive and Truck Mechanic (Journeyman)	\$27,17401	\$29,98667	\$30,20727	\$30,41684	\$30,69259	\$31,01246	\$31,22203	\$31,40954
Automotive and Truck Quality Control Mechanic	\$27,17401	\$29,98667	\$30,20727	\$30,41684	\$30,69259	\$31,01246	\$31,22203	\$31,40954
Paint and Body Mechanic (Journeyman)	\$27,17401	\$29,98667	\$30,20727	\$30,41684	\$30,69259	\$31,01246	\$31,22203	\$31,40954

All rates on this salary schedule and employee salaries subject to it shall increase by 2.0% 2.5% effective April 1, 2013 January 1, 2014.

Advancement from Step I and Step VIII is set forth in Attachment I, Certification Incentive Program for Automotive Mechanics (Journeyman) and Paint and Body Mechanics (Journeyman)

Apprentices complete the program and enter the journeyman trade at the entry level of the position pursuant to Article 12 B-4.

LEAD PERSON - Hourly rate will be \$0.35 per hour more than the base hourly rate paid to the highest paid employee supervised.

NIGHT DIFFERENTIAL - Maintenance personnel starting work after 1 p.m. (local time) will be paid \$0.75 per hour night differential over their hourly rate.

PART-TIME PERMANENT EMPLOYEES - Will be paid in accordance with the above salary schedule.

APPRENTICES ALL TRADES - Rate shall be established in accordance with apprenticeship program approved by the Federation and the School Board.

**Maintenance and Operations Department
Apprentice Salary Schedule
2012-2013 2013-2014**

APPRENTICE SCHEDULE	HOURLY RATE					Journeyman
	1st Year	2nd Year	3rd Year	4th Year	5th Year	
A/C and Refrigeration Mechanic	\$19,60741	\$21,01925	\$22,46419	\$23,88706		\$25,30993
Carpenter	\$16,26531	\$17,34626	\$18,47132	\$19,58535		\$20,64423
Cafeteria & Industrial Arts Repairperson	\$18,78747	\$20,04596	\$21,30493			\$22,56346
Electrician	\$19,60741	\$20,72144	\$21,86857	\$23,02672	\$23,29447	\$25,30993
Electronic Technician	\$18,09630	\$19,37578	\$20,65526	\$21,91269		\$23,21423
Heavy Equipment Operator	\$19,25445	\$21,08543	\$22,92745			\$24,76946
Mason	\$19,60741	\$21,01925	\$22,46419	\$23,88706		\$25,30993
Mechanical Insulator	\$18,39411	\$19,68462	\$21,00822	\$22,32080		\$23,61131
Painter	\$15,91235	\$17,32420	\$18,74707			\$20,15891
Plumber	\$19,60741	\$21,01925	\$22,46419	\$23,88706		\$25,30993
Pump Servicer	\$17,54480	\$19,15518	\$20,78762			\$22,43110
Roofer	\$17,19184	\$18,37205	\$19,58535	\$20,74350		\$21,92372
Sheet Metal Mechanic	\$17,23596	\$18,42720	\$19,60741	\$20,82071		\$22,69582

All rates on this salary schedule and employee salaries subject to it shall increase 2.0% 2.5% effective April 1, 2013
January 1, 2014.

Foreman Salary Schedule 2012-2013 2013-2014

Hourly Rates

Job Class Titles	Job Levels*		
	1	2	3
Foreman-Carpenter	\$31.89109	\$32.49281	\$33.09453
Foreman-Carpenter/Mason	\$32.41722	\$33.02887	\$33.64052
Foreman-Electrician	\$32.41722	\$33.02887	\$33.64052
Foreman-Electronics/Business Machines	\$32.41722	\$33.02887	\$33.64052
Foreman-Grounds Equipment Mechanic	\$30.10225	\$30.67021	\$31.23818
Foreman-Heavy Equipment Operator	\$32.41722	\$33.02887	\$33.64052
Foreman-HVAC	\$32.41722	\$33.02887	\$33.64052
Foreman-Irrigation	\$31.58711	\$32.18026	\$32.77906
Foreman-Laborer/Truck Driver	\$26.65315	\$27.15604	\$27.65893
Foreman-Lawn/Turf	\$26.57131	\$27.07266	\$27.57400
Foreman-Lawn/Turf/Painter	\$31.31819	\$31.90910	\$32.50001
Foreman-Locksmith	\$31.89110	\$32.49281	\$33.09452
Foreman-Maintenance Stockroom	\$29.62287	\$30.18180	\$30.74072
Foreman-Maintenance/Electrician	\$32.41722	\$33.02887	\$33.64052
Foreman-Mason	\$32.41722	\$33.02887	\$33.64052
Foreman-Mechanical	\$32.41722	\$33.02887	\$33.64052
Foreman-Painter	\$31.31819	\$31.90910	\$32.50001
Foreman-Painter/Mason	\$32.41722	\$33.02887	\$33.64052
Foreman-Roofer	\$31.31819	\$31.90910	\$32.50001
Foreman-Sheet Metal	\$31.87940	\$32.48090	\$33.08240
Foreman-Small Appliances	\$31.70403	\$32.30221	\$32.90040
Foreman-Utility Service	\$28.75768	\$29.30028	\$29.84287
Foreman-Utility Service/Welder	\$31.31819	\$31.90910	\$32.50001
Foreman-Vehicle Maintenance	\$33.29411	\$33.92231	\$34.55049
Foreman-Warehouse	\$29.62287	\$30.18180	\$30.74072

The rates on this salary schedule and employee salaries subject to it shall increase by ~~2.0%~~ 2.5% effective April 1, 2013 January 1, 2014.

*JOB LEVELS based on a combination of employees supervised and number of trades under supervision as follows: Rate will be consistent with assignment and may change accordingly	
Foreman 1 (Level 1)	up to 10 employees and one trade under supervision
Foreman 2 (Level 2)	up to 10 employees and more than one trade under supervision OR over 10 employees and one trade under supervision
Foreman 3 (Level 3)	over 10 employees AND more than one trade under supervision

**SECURITY SPECIALISTS
2012-2013 2013-2014 SALARY SCHEDULE**

STEP	1	2	3	4	5	6
HOURLY RATE	\$25.24345	\$26.00076	\$26.78077	\$27.58420	\$28.41173	\$29.26407

All rates on this salary schedule and employee salaries subject to it shall increase by ~~2.0%~~ 2.5% effective April 1, 2013 January 1, 2014.

**CAMPUS MONITORS
2012-2013 2013-2014 SALARY SCHEDULE/RANGE**

HOURLY RATE	Minimum	Maximum
	\$12.27751	\$18.81900

All rates on this salary schedule and employee salaries subject to it shall increase by ~~2.0%~~ 2.5% effective April 1, 2013 January 1, 2014.

ARTICLE 17
CONTRACTING OUT OF PUBLIC SERVICES

The employer reserves the right to contract out bargaining unit work while recognizing the FOPE'S obligation to preserve regular unit employee's jobs who are presently employed. Should contracting out occur, which displaces regular unit employees currently on the payroll, the employer agrees to notify the FOPE within 60 days before the request to contract which affects regular unit employees, those employees shall be notified and permitted to accept vacant, advertised budgeted positions of the same job classification within the district. The affected employee shall receive two (2) weeks of severance pay. The FOPE reserves the right to appear before the Board and express its position to the Board at the time the Board considers the contracting agenda item.

Should the Board affirmatively act on the request, the obligation of the Board to such displaced employees is contained in Article 8 of this Agreement.

ARTICLE 18
DRUG FREE EMPLOYEES

- A. The Board has a legal responsibility and management obligation to ensure a safe work environment as well as a paramount interest in protecting the public by ensuring that its employees have the physical stamina and the emotional stability to perform their assigned duties. A basic requirement and/or condition of employment must be an employee who is free from drug/alcohol dependence, illegal drug use, or drug/alcohol abuse.
- B. There is sufficient evidence to conclude that the use of illegal drugs, drug or alcohol dependence, and drug or alcohol abuse seriously impairs an employee's performance and general physical and mental health.
- C. A Last Chance Agreement for CDL drivers who test positive for drugs and/or alcohol has been negotiated between the parties and is attached as an Appendix.
- D. The Board will comply with the United States Department of Transportation (DOT) guidelines for Drug and Alcohol Testing for those employees who are required to undergo random and reasonable suspicion testing in compliance with the DOT regulations. Any violations of this provision shall be subject to the grievance procedure.

ARTICLE 19
TOTAL AGREEMENT

- A. This Agreement constitutes all agreement between the parties for the terms of this Agreement, and the parties agree no additional negotiations, unless stipulated in this Agreement, will be conducted during the life of this Agreement except by mutual consent of the parties.

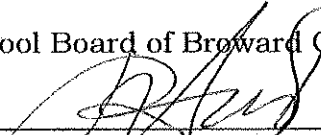
- B. In the event any provision of this Agreement shall be or become inoperative by reason of any Federal, State, Municipal law, ordinance, or regulation, it shall be superseded by such law, ordinance, or regulation only while such law, ordinance or regulation is in force and the remaining provisions of the Agreement shall not be affected thereby.

**ARTICLE 20
TERM OF AGREEMENT**

- A. This Agreement entered into on July 1, 2012~~2013~~, shall remain in effect through June 30, 2013~~2016~~, at which time it shall expire. Each party may select five (5) Articles to be re-opened for negotiation purposes, in addition to Article 15 (Insurance and Benefits) and Article 16 (Wages). Re-opening of negotiations may be initiated by either party at any time after May 1st each year during the term of the contract.
- B. This Agreement shall be renewed automatically from year to year thereafter unless either party has given written notice of its desire to negotiate revisions in the terms and conditions of the contract. No sooner than one hundred twenty (120) calendar days prior to the expiration date of this entire Agreement, either the FOPE or the Board, by written notice to the Superintendent of Schools or the FOPE, respectively, may institute negotiations for a successor Agreement.
- C. Provisions of this contract shall supersede any related rules or policy previously adopted by the Board, which are consistent with terms and conditions. All prior negotiated agreements and practices between the parties not contained in this contract are null and void.


The School Board of Broward County, FL

Federation of Public Employees



School Board Chair

Daniel Reynolds, Division President



Superintendent of Schools

Roy Jarrett, Chief Negotiator

Lorenzo Calhoun, Chief Negotiator

Linda Lewis, Chief Negotiator

Dorothy Davis, Co-Chief Negotiator

Jack Marziliano, Chief Negotiator

Jim Silvernale, Chief Negotiator

SCHOOL BOARD OF BROWARD COUNTY
BARGAINING TEAMS

Chief Negotiators

Lorenzo Calhoun, Employee & Labor Relations Specialist
Chief Negotiator

Dorothy Davis, Acting Director Director, Employee & Labor Relations
Co-Chief Negotiator

Team Members

Eric Chisem, Task Assigned Assistant Director
Transportation & Fleet Services

Mark Dorsett, Area Manager
Zone 1 Maintenance

Roy A. Norton, Manager I
Custodial/Grounds Service

Pat Snell, Director
Transportation & Fleet Services

Dale Spear, Area Manager
PPO

FEDERATION OF PUBLIC EMPLOYEES
BARGAINING TEAMS

Chief Negotiators

Roy Jarret Linda Lewis Jack Marziliano Jim Silvernale

Team Members

Transportation

Central Area
Peter Chambers
Teresa McBride

Central West Area
Debra Perkins

North Area
Debra Brady-Holden (Alternate)

Security

Catalina Bruno
Coral Springs Middle

Wallace Fair
South Plantation High

James Polk
William Dandy Middle

Shirley Wright
Deerfield Beach High

Facilities Service

Reginald Gray
Stoneman Douglas High

Carmen Madrigal Mora
Central Park Elementary

Mark Tarver
Ft. Lauderdale High

Carl Tomestic (Alternate)
Coral Glades High

Maintenance

Mark Arruda
District Maintenance Electric

William Coyne
District Maintenance Electricians

Michael Prevatt
Grounds SP Proj Playgrounds

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
AND THE
FEDERATION OF PUBLIC EMPLOYEES**

The Federation of Public Employees and The School Board of Broward County agree to the following Memorandum of Understanding:

*Certification Incentive Program for Automotive Mechanics
(Journeyman) and Paint and Body Mechanic (Journeyman)*

The purpose of this program is to encourage and promote the highest standards of truck and automobile service in the Broward County School District through certified testing conducted by the National Institute for Automotive Service Excellence (A.S.E.). This shall be accomplished through the educational Testing Service.

The incentive program is subject to the following criteria:

- 1) Eligibility — Eligibility for the incentive program is limited to employees in the classification of Automotive Mechanic (Journeyman) and Paint and Body Mechanic (Journeyman).
- 2) All costs and application requirements associated with obtaining A.S.E. Certifications shall be the responsibility of the employee.
- 3) Testing
 - A) Automotive Mechanic (Journeyman)
(Only one from each area)
 1. Engines
T1 Truck Gasoline, T2 Truck Diesel or S2 School Bus Diesel
 2. Drive Train
T3 Truck Drive Train or S3 School Bus Drive Train
 3. Brakes
T4 Truck Brakes or S4 School Bus Brakes
 4. Suspension and Steering
T5 Truck Suspension & Steering or S5 School Bus
Suspension & Steering
 5. Electrical Systems

T6 Truck Electrical Systems or S6 School Bus Electrical Systems

6. Heating and Air Conditioning
A7 Auto HVAC, T7 Truck HVAC or B7 School Bus HVAC

B) Paint & Body Mechanic (Journeyman)

(Only one from each area)

1. Painting & Refinishing
B2 Painting & Refinishing
2. Non-Structural Analysis & Damage Repair
B3 Non-Structural Analysis & Damage Repair
3. Structural Analysis & Damage Repair
B4 Structural Analysis & Damage Repair
4. Mechanical & Electrical Components
B5 Mechanical & Electrical Components or S1 School Bus Body Systems & Equipment
5. Suspension and Steering
T5 Truck Suspension & Steering or S5 School Bus Suspension & Steering
6. Heating and Air Condition
A7 Auto HVAC, T7 Truck HVAC or B7 School Bus HVAC

- 4) Incentive level advancement from Level I to Level VII on the salary schedule for Automotive Truck Mechanic and Paint & Body Mechanic shall be as follows:

Level I	Probationary Period
Level II	1 Certification
Level III	2 Certification
Level IV	3 Certification
Level V	4 Certification
Level VI	5 Certification
Level VII	6 Certification

Advancement to a higher incentive level shall occur when proof of certification in a service area is submitted by the employee to the School Board. The effective date of the incentive level advancement shall be retroactive to the date of the test listed on the certification certificate or the beginning of the current fiscal year, whichever date is the most current.

In order to maintain their incentive level pay, Automotive and Paint & Body Mechanics must comply and meet the rectification requirements of A.S.E. Proof of rectification compliance must be submitted by the employee to the Director

of Vehicle Maintenance **no later than 60 days** after the expiration listed on their application certification certificate.

- 5) Automotive Mechanics and Paint & Body Mechanics shall remain at the entry level I during their probationary period.

Once the one-year probationary period has been satisfied, the employee shall be eligible for A.S.E. Incentive advancement. Based on the submitted proof of the certification held. The effective date of the incentive advancement shall be the ending date of the probationary period.

**MAINTENANCE MANPOWER COVERAGE PROCEDURES
FOR WEEKENDS AND HOLIDAYS**

Objective

The objective of these procedures is to establish a process within the Maintenance Department to facilitate the assured availability of manpower coverage during weekends and holiday periods within certain trades.

MANPOWER AVAILABILITY PROCEDURES

1. Employees who are required to work in excess of forty (40) hours in a seven (7) day pay period beginning Thursday through Wednesday, shall be compensated at an hourly rate, one and one-half (1 1/2) times their regular hourly rate.
2. The current Department wide rotary list by trades and employees' seniority dates in their trade will be the basis for assigning coverage during weekends and holiday periods.
3. Using this rotary list, all tradesmen in the following trades will be surveyed to determine whether they desire to participate in the departmental weekends and holidays stand-by process. Those employees who indicate a desire to participate will be included on a Department wide rotary roster for assured weekend and/or holiday period coverage:

A/C & Refrigeration
Electrical
Carpentry
Plumbing
Fire Alarm Systems

4. Each weekend and holiday period in each area with District as back-up , employees on the roster will be identified and designated as the Department's stand-by persons in their particular trade in a rotating order as follows:

- (1) Carpenter Journeyman
- (1) Electrician Journeyman
- (1) A/C Refrigeration Mechanic
- (1) Fire Alarm Technician
- (1) Plumber Journeyman

5. Maintenance will prepare a schedule for stand-by status quarterly. Adjustment will be made as necessary to ensure accuracy. Copies will be provided to COMPASS and the School Board of Broward County Special Investigative Unit.
6. If an employee accepts the stand-by status but fails to appear when contacted without first notifying the supervisor in charge, he will be removed from the roster for the remainder of the fiscal year.
7. Employees are currently required to maintain a telephone at their residence and to provide their phone number to the Department. The Department will ensure that each employee on the Stand-by roster is in possession of a working beeper to facilitate proper and timely contacts.

COMPENSATION

1. Employees who are placed in a stand-by status for the weekend and/or holiday period will receive no less than three (3) hours at a rate of straight time hourly rate of pay per day, whether called or not. Time and one-half (1 1/2) shall be paid for all hours worked in excess of forty (40) hours during a given pay period.
2. By written mutual agreement between the employee and the Department, compensatory time may be given in lieu of this stand-by pay at a rate of one and one-half (1 1/2) hours for each hour worked. Compensatory time must be used within thirty (30) days of earning unless an extension is approved by the department's Director.

DURATION OF STAND-BY STATUS

1. Weekend stand-by status will include Saturdays, Sundays, and Mondays designated as holidays. Weekend stand-by status shall not exceed three (3) days.
2. During holiday stand-by status, rotation will occur on the fourth day during the holiday period, per the quarterly stand-by schedule.
3. In the event an employee on accepted stand-by status is unable to fulfill this status due to illness, medical emergencies, or other foreseen occurrences, the employee must notify the responsible supervisor and/or administrator immediately.
4. The next person(s) on the roster will be contacted to ensure continuous assured availability of manpower coverage during the period in question. Compensation due will be adjusted accordingly.

5. For the purpose of these procedures, the manpower coverage weekend shall commence at 12:01 AM of the last workday of the week and shall end at 6:00 AM on the next available workday, unless otherwise designated.

**LAST CHANCE AGREEMENT
BETWEEN THE SCHOOL BOARD OF BROWARD COUNTY
AND**

EMPLOYEE'S NAME

THIS LAST CHANCE AGREEMENT AND GENERAL RELEASE, hereinafter referred to as "Agreement," is entered into on this _____ day of _____ between _____ hereinafter referred to as "_____", and The School Board of Broward County, hereinafter referred to as "School Board." "School Board" shall at all times include the School Board, as well as each and every one of its current and former officers, agents, attorneys, employees and officials, in both their official capacities and as individuals, and their successors and assigns.

Under unique circumstances, the employee may be subject to immediate suspension. Pending a recommendation for termination and while on suspension, the employee shall be afforded the opportunity to appeal the recommendation for termination to the Superintendent and President of FOPE. If the employee is not satisfied with the decision rendered during the appeal, the employee shall be afforded all rights under Article Five (5), Grievance Procedure, up to and including Arbitration.

WHEREAS, _____, who is employed as a _____ by the School Board.

WHEREAS, _____, has been previously advised of School Board Policy 2400 and previously advised of counseling and assistance opportunities available from the Employee Assistance Program and the Member Assistance Program.

WHEREAS, _____, has been notified in writing by _____ that he/she has failed a Board provided drug/alcohol test and that he/she is subject to disciplinary actions up to and including immediate termination pursuant to School Board Policy 2400 and a Memorandum of Understanding between the School Board and the Federation of Public Employees dated _____.

WHEREAS, the School Board and _____ acknowledge their desire to allow _____ to seek recovery and work as a satisfactory employee of the School Board.

NOW, THEREFORE, in lieu of termination and in consideration of the mutual covenants contained herein, the School Board and _____, intending to be legally bound, do hereby stipulate and agree as follows:

1. All of the above statements are true and correct to the best of the parties' belief and knowledge.
2. For purposes of this Agreement, a positive confirmed test result is defined as one that has been identified as positive on the initial test and is verified using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff levels prescribed in 49 CFR Part 40 Section 40.29 and in accordance to applicable Federal and State laws.
3. _____, recognizing that being under the influence of drugs/alcohol impedes the ability of an individual to perform duties as a _____ pursuant to the 49 CFR, Part 40 and applicable Federal and State laws agrees that any instance in which he/she fails a Board drug/alcohol test, such test results will constitute a breach of this Agreement and his/her immediate, voluntary and irrevocable resignation shall be by _____ from his/her employment with the School Board.
4. The employee who fails the test required for reasons listed in Section 3 of the attached Memorandum of Understanding shall be referred to a substance abuse professional (SAP). The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or drug usage.
5. The employee shall also be referred to the Employee Assistance Program (EAP) and shall participate.
6. The employee agrees to enroll in, participate and successfully complete any substance abuse program required by the SAP and the EAP. Failure to enter into and successfully complete the assigned program shall result in the immediate termination of employment.
7. The employee agrees to voluntary submission to random drug/alcohol testing for a period of two (2) calendar years following successful release of any programs as recommended by a Substance Abuse Professional (SAP). Not less than six (6) tests must be taken during the first six (6) month period of each year commencing with the day the employee

returns to work with the School Board. A maximum of twelve (12) tests per year can be conducted during the term of this Agreement.

8. The test shall be at the request of the Superintendent or his designee. The random testing date and time shall be solely selected and regulated by the Superintendent, or his designee, and not by the employee.
9. The employee must utilize the testing service selected by the School Board. The expenses of any test shall be borne solely by the employee.
10. The employee shall be required to execute and return to the administrator any and all releases, which may be required by the physician and/or testing laboratory in order to obtain the test results, which will be reported in writing to the Superintendent, or his designee. Any test results shall be available to the School Board, Superintendent, and any employee responsible for personnel actions.
11. The failure of the employee to submit to any request for a medical test, or any test result, shall constitute an irrevocable voluntary resignation from employment with The School Board of Broward County.
12. The employee further agrees that any receipt by the Superintendent/designee of any positive test report and in accordance to applicable Federal and State laws, as defined in 49 CFR, Part 40, indicating substance abuse in any form, including alcohol or cocaine, will be admissible without further authentication in any subsequent administrative/grievance proceeding, including dismissal, and unemployment compensation hearings, as conclusive proof of the employee's voluntary resignation from his/her employment.
13. During _____ enrollment in a Board required substance abuse program, he/she shall be on a leave of absence from the District. He/she is entitled to use any and all available paid leave during this period. The entire cost of the Board specified treatment program will be borne by the affected Employee.
14. If _____ successfully completes the Board stipulated treatment program, he/she shall be involuntarily transferred as a probationary employee to a budgeted position for which he/she qualifies that does not require a commercial drivers' license with a P and S endorsement or to a budgeted position that does not have direct student contact. Employee shall retain current rate of pay for a maximum period of six (6) months. Upon the completion of the six (6) month period, wages, benefits and privileges for a new position and the terms and conditions of employment in effect at the time for all other

bargaining unit members shall apply. The employee's salary in the new position shall be adjusted according to Article 12(G). Upon expiration of this Agreement, employees who hold a commercial driver's license shall have the opportunity to apply to a position which requires a commercial driver's license without P and S endorsement and such position shall not have direct student contact. If employee is selected for new position, salary placement shall be in accordance with Article 12(G).

15. Further, the employee understands and agrees that any absences from employment will necessitate a physician's written statement that the absence was not as a result of any substance abuse, including alcohol or cocaine. The refusal of the employee to produce the required written physician's report shall constitute just cause, and grounds for termination of employment with The School Board of Broward County.
16. This agreement shall be for a period of two (2) years, during which time the employee shall violate no law, and shall fully comply with all the rules and regulations of the Board, and shall perform his/her assigned duties and responsibilities in a professional manner, to the satisfaction of the Superintendent and the School Board. No employee will be offered or entitled to more than one such Agreement during their employment career with The School Board of Broward County.
17. _____ understands and agrees that any breach of this Agreement or his/her failure to comply with the terms of the Agreement will result in his/her immediate, voluntary and irrevocable resignation, with no right of appeal or any other form of redress either through:
 - (1) any provisions of the Agreement between the School Board and the Federation of Public Employees.
 - (2) the Florida Administrative Procedure Act, (Ch. 120, Fla. Stat.); or
 - (3) any other provisions under law, or in equity, or in any other manner whatsoever.
18. This Agreement operates as a General Release, which includes but is not limited to, any claim or claims arising under federal, state or local laws, prohibiting discrimination or claims growing out of the Superintendent's right to discipline and direct employees, including grievances and claims under:
 - 42 USC 1981, 83;
 - Title VII of the Civil Rights Act of 1964;

- The Equal Pay Act of 1963;
 - The Civil Rights Act of 1991;
 - The Civil Rights Act of 1866;
 - The Rehabilitation Act of 1973;
 - The Americans with Disabilities Act;
 - The Florida Human Rights Act;
 - The Public Employee Relations Act;
- The Employee Retirement Income Security Act of 1974; and
 - Any other federal or state statute or local ordinance or law which may apply to civil rights or employment discrimination of any kind or nature; and
 - Tort claims of every kind, including, but not limited to defamation, intentional infliction of emotional distress, loss of consortium, interference with business relations, etc.

The above list is intended to be illustrative and not all-inclusive.

19. _____ acknowledges that with respect to the rights and claims he/she is waiving not only his/her right to recover in any action he/she might commence, but also his/her right to recover from any action brought on his/her behalf by the Equal Employment Opportunity Commission or any other federal, state or local governmental agency or department of any other entity or individual.
20. It is understood and agreed to by all parties hereto that this Agreement is executed based on the particular circumstances of this case and does not establish a precedent for the resolution of other cases.
21. This Agreement shall be interpreted pursuant to the laws of the State of Florida.
22. Nothing herein shall be construed to be in violation of 49 CFR and applicable Federal and State laws.
23. The School Board and _____ agree that this Agreement represents their final and complete understanding with respect to the subject matter hereof. This Agreement supersedes all prior or contemporaneous promises, covenants, agreements or representations concerning all matters directly, indirectly, or collaterally related to the subject matter of this Agreement.
24. _____ hereby acknowledges that he/she has carefully read and fully understands each paragraph of this Agreement, consisting of _____ pages and agrees that the School Board

has not made any representations other than those contained herein, including the release of claims as a result of negotiations between the parties. He/she has had sufficient time to consider the provisions of this Agreement and consult with an attorney of his/her choosing and with his/her union representative prior to executing this Agreement.

THIS SETTLEMENT AGREEMENT is dated this _____ day in Fort Lauderdale, Broward County, Florida.

Employee

School Board of Broward County, FL

Date

Date

Witness

Witness

Date

Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
AND THE FEDERATION OF PUBLIC EMPLOYEES**

1. The Personnel Department and the Risk Management, Safety & Benefits Department may place employees who are on worker's compensation in unannounced vacancies for which the employee meets the minimum qualifications for the following positions: Campus Monitors, Clerk Specialist I, General Clerk I and II, Clerk Typist I and II, Receptionist I and II, Mail Clerk, Stock Clerk, Stock Price and Inventory Clerk and Assistant I, General Food Service Worker. Additional positions may be utilized by written mutual agreement between the FOPE and the Director of Personnel.
2. The pay for affected employees placed by the above-cited departments in the above listed positions will be calculated by taking the pay (Job 1) for the position that the employee held prior to going on worker's compensation and the pay for the position to which the employee is placed. If the employee is assigned to a job with a higher pay grade, they will be placed on the step closest to what the employee was paid prior to being hurt. If the employee is assigned to a job with a lower pay grade, the pay will be determined by calculating the mean average. For example, if an employee was a facilities serviceperson making \$9.58 per hour prior to being placed on worker's compensation and is placed as a campus monitor, which pays \$8.14 per hour, the mean average salary that the employee will be paid is \$8.86. The employee will be placed on the step closest to \$8.86. This pay shall be maintained for twelve months from the time the employee is placed in the position coming off of worker's compensation. After said twelve month period, the employee's pay rate will be adjusted to the closest rate of pay on the salary schedule the employee has been assigned to for light duty that the employee earned prior to being placed on worker's compensation. For example, a facilities serviceperson earning \$9.58 per hour prior to being placed on worker's compensation shall be placed on the step of the campus monitor salary schedule (\$9.87) closest to what the employee was earning prior to going on worker's compensation after 12 months. During the period of time that the employee is receiving the above-cited blended rate, the employee's pay rate will not be adjusted.
3. The parties agree that the settlement of these grievances constitutes neither an admission that the contract was violated, nor shall the terms of the settlement constitute a precedent for future contract interpretation.

4. This agreement constitutes the full settlement of these grievances. The FOPE relinquishes all claims, past, present and future, pertaining to the issues raised in these specific grievances.
5. This memorandum shall be in effect for the 1999-00 and 2000-01 school year and may be extended by mutual agreement between the parties.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
AND
THE FEDERATION OF PUBLIC EMPLOYEES**

1. The parties jointly agree to form a Labor/Management Committee to review and revise the Guidelines of the Accident Review Committee and develop a Transportation Code of Ethics.
2. Anyone reclassified after ratification of the 1999/2002 Collective Bargaining Agreement who is affected by Article 12 B, 6-c, and prior to the new guidelines being implemented, shall be reviewed to consider adjustment to their determination according to the new guidelines of Labor/Management Committee.
3. The Committee shall be comprised of seven (7) representatives from the FOPE and seven (7) representatives from the School Board.
4. The Committee shall make a recommendation to the Director of Transportation Services by 25 July 2000, for implementation no later than 22 August 2000.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
AND
THE FEDERATION OF PUBLIC EMPLOYEES**

The aforementioned parties mutually agree to the following Memorandum of Understanding:

1. The Food and Nutrition Services personnel shall be responsible for staffing and monitoring the front end of the Somat, Compactor, and Tray Lines where the trash enters. The Facilities Service personnel shall be responsible for cleaning the extractor room. The Food and Nutrition Services Program will provide, as it has in the past, one (1) free meal to one (1) facilities service person as it relates to the two groups working collaboratively on Somat, Compactor, and Tray Line responsibilities.
2. This agreement constitutes the full and final settlement of the issues related to personnel responsibilities regarding the Somat, Compactor, and Tray Lines. The Federation of Public Employees relinquishes all claims, past present and future, pertaining to the issues raised in this matter.
3. The parties agree that the settlement of this matter constitutes neither an admission that the contract was violated, nor shall the terms of this memorandum constitute a precedent that may be extended to other bargaining units in similar situations, for pending or future contract interpretation, negotiations or grievances, nor can this memorandum be used in future arbitration.

<u>Subject</u>	<u>Article/Section</u>
Access to Premises	11 C
Accident Review Committee, Transportation	10 O, Attachment V
Aggregate Method of Computing Taxes	9 J
AIDS Test.....	13 H
Alternative Centers- Bus Attendants	10 HH
Annual Leave	14 E
Annual Physical Examinations	10 EE
Apprentices	12 E
Apprenticeship, Maintenance	10 A
Apprenticeship Program	12 B, 12 E
Arbitration	6
Asbestos/Lock-Out/Tag-Out Courses	10 RR
Assignment Calendar	10 II
Assignment, Special	11 M
Assistant Head Facilities Servicepersons at all locations	10 UU
Automatic Step Advancement for Maintenance	16 C
Automotive Mechanics- Incentive	Attachment I
Beepers/Pagers.....	13 G
Benefits and Insurance Benefits	15
Bereavement Leave.....	14 P
Bomb Threats	13 I
Breaks	9 G
Bulletin Boards.....	11 E
Bus Attendants – Alternative Centers	10 HH
Bus Shuttling.....	10 K
Buy Back Program	14 Q
Cafeteria Insurance Program	15 B
Calendar, Assignment	10 II
Call Back	9 C
Campus Monitor Work Attire.....	13 E
Campus Monitor/Security Specialist Committee.....	10 FF
Campus Monitor – Memo of Understanding	Attachment IV
Campus Monitors, Inservice Training	10 G
Certificate of Competency Requirements.....	7 H
Certifications, Head and Assistant Head Facilities Servicepersons	10 RR
Compensatory Time	9 F
Complaint by Parent	10 U
Computer Printouts	11 H
Computing Taxes, Aggregate Method of	9 J
Contract Copies	11 D
Contracting Out of Public Services	17
Contractual Pay	16 E 2

MAINTENANCE INDEX – Page 2

<u>Subject</u>	<u>Article/Section</u>
Copy of Performance Evaluation.....	10 V
Crowd Control.....	16 C 12
Deductions, Dues.....	11 A
Definitions	1 C
Direct Deposit	16 F
Disability Insurance	15 A
Disability Pay	15 C
Discrimination	4
Dress Code.....	13
Drug Free Employees	18
Dues Deductions.....	11 A
Duty Hours.....	9 A
Early Release Days, Transportation.....	10 M
E-Mail, Ratification of Bargaining Agreement.....	11 E
Emergency Working Condition	9 E
Employee, Investigation.....	10 YY
Employee Responsibilities and Rights.....	10
Employment (outside) while on leave	14 I
Equipment/Vehicle	10 N
Errors in Paycheck.....	9 I
ESE, Inservice.....	10 R
Evaluations, Performance.....	10 V
Exclusions	1 B
Extracurricular Activity- Security.....	10 Z, 10 LL
Extracurricular Trips – Transportation.....	10 Y
Facilities, Certifications.....	10 RR
Facilities Holidays	14 B
Facilities, Inservice.....	10 D
Facilities Labor Management Committee	10 OO
Facilities, Nights	10 UU
Facilities, Painting.....	10 TT
Facilities Serviceperson- Substitutes	10 BB
Facilities, Students	10 SS
Facilities Work Attire.....	13 D
Federation Rights and Privileges.....	11
Federation/Union Business Leave	14 G
Filing Charges.....	10 XX
FOPE Activity.....	11 G
Foreman- Leadman- Temporary	10 CC
Four Day/Ten Hour Work Week	9 A, 12 D
Gloves.....	13 H

Subject	Article/Section
Good/Perfect Attendance Award.....	10 P
Grievance Procedure	5
Grievances Involving Termination.....	5 B
Harassment	10 VV
Hardship Transfers	12 I
Hazardous Duty Pay for BECON.....	16 C 7
Hepatitis B Vaccines	13 H
Hiring Security.....	10 MM
HIV Test.....	13 H
Holiday Coverage.....	Attachment II
Holidays.....	9 A, 14 B
Holidays and Weekends, Stand By	9 D
Home Telephone.....	10 X
Hours of Work.....	9 A
Illness in Line of Duty	14 L
Immediate Family Member definition for Bereavement Leave	14 P 3
Immediate Family Member definition for Sick Leave	14 C 3
Incidents, Reporting of	10 XX
Inclement Weather	10 KK
Inclusion.....	1 A
Infection Control Program	13 H
Inservice - ESE.....	10 R
Inservice - Facilities	10 D
Inservice - Security Specialists	10 F
Inservice - Campus Monitors.....	10 G
Inservice - Non-Instruction.....	10 B
Inservice - Transportation	10 S
Insurance and Benefits	15
Insurance Opt-Out.....	15 A 15
Interviews for Job Vacancy within the District.....	10 CCC
Investigation of an Employee	10 YY
Involuntary Transfer	12 C
Job Classifications, New.....	11 J
Job Descriptions	11 I
Joint Committee – Transportation Rules and Penalties	12 J
Jury Duty	14 O
Labor/Management Meetings.....	10 PP
Labor Management Committee, Facilities	10 OO
Last Chance Agreement.....	Attachment III
Laundry/Uniform Service.....	13 B

Subject	Article/Section
Layoff.....	8 B
Leadman – Foreman – Temporary.....	10 CC
Leave – Other Employment.....	14 I
Leaves.....	14
Legal Jury/Subpoenas	14 O
Liability Insurance	15
Liability Reimbursement	10 AA
Light Duty.....	14 J
Lockout.....	3
Lock-Out/Tag –Out/Asbestos Courses	10 RR
Lunch	9 A, 9 G
Maintenance Apprenticeship	10 A
Maintenance Holidays	14 B
Maintenance, Temporary Shift.....	12 F
Maintenance Work Attire.....	13 D
Maintenance Worksite Reporting	10 WW
Management Rights	2
Mileage Rate.....	10 NN
Military Duty Leave	14 M
Military Reserve Leave.....	14 N
Negotiation Team	11 K
New Job Classifications.....	11 J
New Positions, Transportation.....	10 QQ
Nights - Facilities	10 UU
Nights and 4/10 Work Week	12 D
Non-Discrimination.....	4
Non-Instruction, Inservice	10 B
No Strike/No Lockout.....	3
Notice of Vacancies	12 B
Office Coverage	10 T
On-Site Representative List	11 F
On-Site Representatives	11 B
Opt-Out of Insurance	15 A 15
Overpayments	9 I
Overtime	9 B
Overtime List	9 B
Pagers/Beepers.....	13 G
Painting- Facilities	10 TT
Part Time	9 A
Paycheck Errors.....	9 I

Subject	Article/Section
Paychecks, Transportation	16 D
Perfect/Good Attendance Award	10 P
Performance Evaluation, Copy of	10 V
Permanent Employee	1 C
Personal Property - Reimbursement	10 AA
Personal Reasons Leave	14 F
Personnel File	10 U
Physical Examinations, Annual	10 EE
Placement, Step	12 G
Premium Amount	15 A 4
Premises, Access to	11 C
Privileges and Rights, Federation	11
Probationary Employee	7
Probationary Period	7
Professional Education Network	10 E
Progressive Discipline	10 DDD0
Promotion and Vacancies	12 B
Public Services, Contracting Out of	17
Ratification of bargaining agreement/contract	11 E, 11 L
Ratification Team	11 L
Recall	8 C
Recognition	1
Reduction	8 B
Refusal, Right of	10 DD
Refusal to sign evaluations and/or reprimands	10 U
Reimbursement – Liability	10 AA
Reimbursement – Vehicle Damage	10 AA
Reimbursement – Personal Property	10 AA
Reporting Incidents	10 XX
Reporting, Worksite Maintenance	10 WW
Representatives, On-Site	11 B
Reproduction of Agreement	11 D
Resignation in Good Standing, Transportation	12 H
Retirement	15 C
Right of Refusal	10 DD
Rights and Responsibilities, Employee	10
Rights and Privileges, Federation	11
Rotary Overtime List	9 B
Rotation – Security Specialists	10 GG
Route Bidding – After Leave	14 C 7
Route Bidding – During Leave	10 J
Route Bidding – Seniority	10 I

Subject	Article/Section
Safety and Uniforms.....	13
Safety Award, Transportation	10 Q
Safety Committee	10 C
Salary Payments	16 E
Salary Schedules.....	16
Salary and Wages.....	16
Security- Extracurricular Activity	10 Z
Security, Hiring.....	10 MM
Security Specialist/Campus Monitor Committee.....	10 FF
Security Specialist – Rotation	10 GG
Security Specialists – Holidays	14 B
Security Specialists, Inservice Training.....	10 F
Security Specialists- Summer Programs	10 LL
Security Specialists – Work Attire	13 E
Security Supplement.....	16 C 9
Seniority	8 A
Seniority, Lay-Off and Recall	8
Seniority Roster	9 B
Shirts.....	13 E
Sick Leave.....	14 C
Sick Leave Bank Regulations.....	14 D
Sick Leave Buy Back Program.....	14 Q
Solicitation by Federation of Public Employees	11 G
SOMAT	Attachment VI
Special Assignment	11 M
Split Shifts.....	9 A
Standby Duty.....	9 H
Standby-Holidays and Weekends.....	9 D
Step Advancement for Maintenance.....	16 C
Step Placement	12 G
Strike.....	3
Students - Facilities	10 SS
Subpoenas/Legal Jury	14 O
Substitute - Facilities Serviceperson.....	10 BB
Summer Programs – Security Specialists.....	10 LL
Summer Savings Account.....	16 E 3
Summer School Program work hours	9 A
Summer – Transportation	10 L
Supplement, Security.....	16 C 9
Tag-Out/Lock-Out/Asbestos Courses	10 RR
Taxes	9 K
Telephone, Home.....	10 X
Temporary Assignment.....	12 B

Subject	Article/Section
Temporary Employees	7 F
Temporary - Foreman- Leadman	10 CC
Temporary Shift (Maintenance).....	12 F
Term of Agreement	20
Terminal Pay for Beneficiaries	15 D
Termination Pay-Annual Leave	14 E
Tetanus Vaccines	13 H
Tool Replacement.....	13 B
Tools/Uniforms/Laudering.....	12 B
Total Agreement	19
Training – Transportation.....	10 S, 16 C 11
Transfer- Voluntary and Involuntary	12 C
Transportation Accident Review Committee	10 O
Transportation Code of Ethics	Attachment V
Transportation Early Release Days.....	10 M
Transportation Extracurricular Trips.....	10 Y
Transportation Hardship Transfers	12 I
Transportation Holidays.....	14 B
Transportation, Inservice.....	10 S
Transportation Paychecks	16 D
Transportation Resignation in Good Standing	12 H
Transportation Routes during leave.....	14 H
Transportation Safety Award.....	10 Q
Transportation Work during summer months.....	10 L
Underpayments.....	9 I
Uniform Dress Code	13 C
Uniform/Laundry Service.....	13 B
Uniforms and Safety.....	13
Union Rights and Privileges.....	11
Union/Federation Business Leave.....	14 G
Universal Precautions	13 H
Unpaid Leave for Union Officers	14 K
Unsatisfactory Evaluation (Transfer).....	12 C
Vacancy, defined.....	12 A
Vacancies and Promotion	12 B
Vacancies, Transfers & Reassignments.....	12
Vacation (Annual Leave)	14 E
Vacation Carry Over	14 E
Vaccines	13 H
Vehicle Damage- Reimbursement.....	10 AA
Vehicle/Equipment	10 N
Vinyl Gloves	13 H

MAINTENANCE INDEX – Page 8

<u>Subject</u>	<u>Article/Section</u>
Violations.....	10 U
Voluntary Transfer	12 C
Wages and Salary.....	16
Walkie-Talkie Radios	13 F
Weather Conditions.....	10 JJ
Weather, Inclement	10 KK
Weekend Coverage	Attachment II
Weekends and Holidays, Stand By	9 D
Work Attire	13
Work Hours	9 A
Work Week.....	9 A, 12 D
Working Condition, Emergency	9 E
Working out of Class/Temporary Assignment.....	12 B
Worksite Reporting, Maintenance.....	10 WW
Written Documents	10 W
Year Round Pay.....	16 E
Year Round Route	10 H

Updated 5/29/14