

**Master Contract**  
**Teacher Bargaining Unit**  
**2024-2026**

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Manatee County District School Board

And

Manatee Education Association 3821

Some sections that were contained in the attachments or as Memorandums of Understanding have been moved to the regular body of the contract. Oversights may have occurred and are not intentional.

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## **ARTICLE I - PURPOSE**

### **Section 1 – Parties**

This agreement is entered into between the School Board of Manatee County and the Manatee Education Association pursuant to and in compliance with Chapter 447, Florida Statutes to provide the wages, hours, and terms and conditions of employment for teachers during the duration of this Agreement.

### **Section 2 - Waivers to Contract Language**

Any school or work site may request a waiver to the provisions of the Master Contract between the Manatee Education Association and the Manatee County School Board. The waiver process shall also apply to any provision a school identified as a "D" or "F" school by the Florida Department of Education elects to include in its School Improvement Plan (SIP) if some portion of the plan requires a waiver of the collective bargaining agreement.

Any waivers granted will apply only to the school which applied for the waiver under the terms of this agreement. Waivers must be approved by the Superintendent and a designated officer or employee of the MEA.

The procedure for a request for a waiver will be as follows:

1. At a meeting of the members of the affected bargaining unit of the school or work site, the plan or program stating the need for requiring a waiver will be presented.

Each member of the affected bargaining unit will receive a written copy of the contract language for which the waiver is requested.

The written proposal for the waiver shall cite the specific article and section to be waived and describe the proposed modifications to the terms and conditions of employment that will exist for the school.

2. Following a minimum of two (2) working days, in a secret ballot election, the members of the affected bargaining unit will vote on whether or not to request the waiver. A provision shall be made for absentee ballots that shall be completed within three working days of the vote. A minimum of seventy-five percent of the members of the affected bargaining unit voting on the waiver must approve the waiver. The MEA building representative and the Principal will certify in writing the procedure was followed and the results of the vote. This written documentation will be included in the request for a waiver. Any teacher who is on leave during the entire voting period shall not be considered in the count of the total bargaining unit.
3. The plan and all written documentation, including a written statement outlining the need for the waiver must be approved by the Superintendent or designee and a representative of the MEA authorized to approve a waiver of the contract. If approved, the waiver along with the

plan will be presented to the School Board for approval. If the request is not approved by the Superintendent or the union, a copy of the request along with a written explanation of why the request was not approved will be returned to the school. In this case, the school may have the option of addressing the concern and resubmitting the request for approval.

4. Approved waivers will be valid for a period of one school year only and will apply only to the school requesting the waiver. A request to continue the waiver beyond one school year must be re-submitted through the entire process each school year.
5. After any semester during the school year in which the waiver has been in effect a request for a review stating the reason for the review and signed by thirty percent (30%) of the affected bargaining unit may be presented to the Superintendent and the MEA. The Superintendent and the Association will meet to discuss and suggest a resolution to the concerns raised by the request for review.
6. Waivers granted to the Master Contract for the teachers bargaining unit will apply only to the personnel specified as members of the teachers bargaining unit and will not apply to any employees not a part of the bargaining unit.
7. The contract provision regarding Article V, Section 2, The Basic School Day, will not be waived.
8. Schools requesting a waiver may vote for that waiver any time during the school year but may vote only once per year on a given subject. A subject will be defined as any section of an Article or an attachment of the current contract. Schools may vote during the Spring Semester of the previous school year for items that will be in effect the following school year. The vote will count as the only vote allowed on the given subject for the following school year.

## **ARTICLE II - DEFINITIONS**

### **Section 1 - School Board**

For purposes of this Agreement, the term "School Board" shall mean the School Board of Manatee County or designated representatives of the School Board.

### **Section 2 - Association**

For the purposes of this Agreement, the term "Association" shall mean the Manatee Education Association or its designated representative(s).

### **Section 3 - Teacher(s)**

For purposes of this Agreement, the term "teacher" shall mean those persons in the appropriate unit who work twenty (20) hours or more per week in a regularly established position.



## **ARTICLE III - RECOGNITION**

### **Section 1 - Recognition**

In accordance with Chapter 447, Florida Statutes, the School Board recognizes the Manatee Education Association as the exclusive representative of teachers employed by the School Board.

### **Section 2 - Appropriate Unit**

The Association shall represent all regular certificated full-time teachers of said School Board in any of the following identified positions regardless of source of funding: classroom teachers, including art teachers, music teachers, librarians and physical education teachers; speech teachers, teachers of educable mentally retarded, teachers of trainable mentally retarded, teachers of learning disabilities, teachers of varying exceptionalities, teachers of the emotionally disturbed, teachers of the gifted, teachers of the homebound, teachers of the visually handicapped, and teachers of the socially maladjusted; Chapter I teachers, early intervention teachers, ESOL teachers; student support specialist, testing administrators, guidance counselors, occupational specialists; teachers who are grade level chairmen; teachers who are department heads and primary specialists or instructors assigned to the ROTC or Cadet program. The appropriate unit is limited to employees in any of the above positions and shall EXCLUDE the following positions: principals, assistant principals, administrative assistants, curriculum specialists, deans, teacher assistants, short-term substitutes, non-instructional, non-certificated positions and all county office administrative positions including Superintendent, Assistant Superintendents, directors, coordinators, supervisors, managers, specialists and psychologists.

## **ARTICLE IV - ASSOCIATION RIGHTS**

### **Section 1 - Right to Views**

Nothing contained in this agreement shall be construed to limit, impair or affect the right of any teacher or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employee or his betterment.

### **Section 2 - Right to Join**

Teachers shall have the right to form and join labor or employee associations and shall have the right to form and join such associations.

### **Section 3 - Bulletin Board & Mail**

The Association shall have the right to post notices of activities and matters of Association concern on an appropriate bulletin board on each school campus. The Association shall have the right to use the school system's email, and mail service, including teacher mailboxes.

### **Section 4 - School Access**

Duly authorized representatives of the Association and its respective affiliates shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or disrupt normal school operations and provided that they make their presence known and secure permission from the Principal or his designee. If the Superintendent and the MEA agree a topic is of mutual concern, a representative of the Association may be included on the school center faculty meeting agenda.

### **Section 5 - Request for Dues Deduction**

Teachers shall have the right to request and be allowed dues deduction provided that dues deduction and the proceeds thereof shall not be allowed any teacher association that has lost its right to dues deduction pursuant to 447.507(4) of Florida Statutes.

Upon receipt of a properly executed authorization card of the teacher involved the school district shall deduct from the teacher's paycheck no later than the second pay period from the date notice of deduction is received by the Human Resource Department, the dues that the teacher has agreed to pay to the teacher association as certified by the Association. These deductions shall remain in effect while the employee remains employed by the School Board or until the employee revokes said deductions upon 30 day written notice to both the school district payroll office and the Association.

Deductions shall be made over 20 equal pay periods and made available at the School Board offices or placed in the US mail monthly to the Teachers Association on or before the first workday of the following month unless unforeseen circumstances cause a delay.

Any teacher who requested dues deducted who leaves the employment of the school district shall not be required to pay any further dues to the Association. Any dispute as to the amount of dues deducted shall be solely between the Association and the teacher involved and the Association shall hold the School Board harmless from any liability arising from the deductions of any dues certified by the Association. Dues deduction shall remain in effect until deductions are terminated by the teacher.

#### **Section 6 - Uniform Assessment**

Teachers shall have the right to request and be allowed a uniform assessment. This assessment shall appear in the second dues deduction window and shall be deducted annually from the June 10 paycheck. For purposes of clarity, the word "uniform" shall refer to the amount deducted, date deducted, and the deduction form.

#### **Section 7 - Leave for Association President**

The Board shall grant unpaid leave for up to two (2) members of the bargaining unit if requested by the Manatee Education Association (MEA.) Leave time will count toward accruing seniority, benefits, salary, increments, steps, etc. The employees on leave for the purposes of this section of the contract shall be entitled to participate in all Board approved benefit plans (health insurance, flexible benefits, FRS, Social Security, etc.).

The Board shall provide payroll services at no cost to the MEA. The MEA will reimburse the Board for the salary and benefits cost. There shall be no contribution to salary or benefits by the Board.

The leave(s) shall be renewed annually. The Superintendent agrees to approve the leave(s) if requested by the MEA. Request(s) for such leave will be made within one week of the MEA elections held in May.

At the conclusion of the leave(s), the employee(s) shall be returned to the positions held prior to the commencement of the leave(s) unless otherwise agreed to by MEA and the Superintendent.

The Board agrees to grant the President half time (20) hours employment status if the Principal is able to make arrangements that she deems to be satisfactory for replacing the Association President during the remainder of his/her duty day. The Association President shall be at the school center for three teaching and one planning period. The working conditions shall be the same as for other half time teachers.

### **Section 8 - Leave for Bargaining Team Members**

The parties agree to normally schedule bargaining during summer months when the regular school year is out of session and during the school year when teachers are normally not on duty, if possible. However, the parties recognize that unusual circumstances arise on occasion, such as special master hearing or mediation which, in order to expedite bargaining, may make it necessary for the MEA team members to be released from their teaching duties to attend bargaining session(s). On such occasions, the Superintendent agrees to release MEA team members from their teaching duties to attend such meetings. The number of team members released shall not exceed ten (10).

### **Section 9 - Professional In-service Days**

Up to eight (8) duly elected Association delegates may be approved to attend in service programs conducted at the state FEA Convention, if after the Superintendent reviews the agenda, the Superintendent and Association agree that release of such teachers will benefit the school system. Such leave shall only be granted on an in service day and shall be at no additional cost to the School Board. Upon request by the Association, the Superintendent may grant leave to an individual who represents the Association when the Superintendent deems the purpose of the leave to support the mission of the Board. The Association agrees to reimburse the Board for the costs of providing substitutes. Travel expenses shall not be paid by the Board.

## ARTICLE V - WORKING CONDITIONS

### Section 1 - School Calendar

The School Board will continue to receive input from the Association in the development of the school calendar.

### Section 2 - Basic School Day

The specific daily hours of employment for teachers may vary according to the needs of the educational program of the school district. The specific hours for each school center shall be designated by the Superintendent or his designee. It is understood that the daily hours of employment for teachers shall be a maximum of 7 ½ hours per day, inclusive of lunch. Exceptions to the 7 ½ hour day shall be:

1. **Back-to-School Night:** An annual back to school night may be held. Teachers shall be notified twenty (20) days prior to back to school night. Permission for absence from this event shall be obtained from the principal, in advance except in cases of emergency, by those teachers having conflicts.
2. **Supervisory Duties:** It is not the intent to increase teacher's supervisory duties beyond what had been the general practice in the past.
3. **Faculty Meetings:** Principals shall take steps to minimize the need for more than one faculty meeting per month by utilizing E-mail, memos, or other alternate means of communication. Principals shall schedule no more than 14 faculty meetings per year on student attendance days. The intent of this language is not to increase the number of faculty meetings outside the normal workday. It is not the intent to increase faculty meetings beyond what has been the general practice in the past.

Faculty meetings will be defined as a mandatory meeting of all the staff assigned to the school.

Emergency meetings will not be counted as a part of the allotted 14 faculty meetings per year. An emergency will be defined as something which could not be reasonably anticipated.

All other faculty meetings beyond the allotted number will be on a voluntary basis. Staff members will not be required to attend.

4. **Accreditation:** Teachers shall participate in accreditation activities.
5. **Early dismissal:** In recognition that teachers may work beyond the normal work day because of the exceptions, principals may permit teachers to leave school before the close of the normal teacher workday on school days immediately preceding a holiday or a non-student day as long as students are not left unsupervised.

## **6. Elementary Early Release/Elementary Report Card Pick Up**

**(a) Scheduling:** Teachers will be released early on two student attendance days for each report card pick up and scheduled for a comparable amount of time for parent conferences outside the regular work day. The plan for scheduling these parent conferences shall be by consensus of the principal and teachers. Included in this plan shall be a procedure to assure coordination of conferences and a procedure for notifying parents. Also included in the plan shall be the assignment of assistance in arranging conferences. The School Board shall determine the dates for elementary early release no later than the first board meeting of the school year and no later than the first board meeting in September for each subsequent year during the calendar adoption process. Unless the School Board authorizes early release for elementary students, all parent conferences outside the regular duty day shall be voluntary.

**(b) Conferences on Record Days:** No teacher will be required to schedule parent conferences on the designated Record Days; however, teachers may schedule parent conferences on the designated Record Days at their discretion.

**(c) Modified Instructional Week:** Should the School Board institute a modified instructional week, the conditions in (a) and (b) above shall apply with the addition of the following:

During the first and third quarters, teachers will be provided two early release days on two Wednesdays to be determined by consensus of the teachers and principal at each school, rather than being determined through the calendar adoption process. One of the other two Wednesdays will be teacher planning and one will be for school/district use.

## **7. Modified Instructional Week**

Should the school board institute a modified instructional week, the time available after student dismissal on Wednesdays shall be used as follows:

- Two (2) Wednesdays per month shall be used for individual teacher planning. No scheduled meetings shall take place on these days.
- Two (2) Wednesdays per month shall be reserved for school/district use
- The fifth (5<sup>th</sup>) Wednesday in a month shall be reserved for district use.
- In no month shall teachers have less than one Wednesday for individual planning if at least one (1) Wednesday in the month is a scheduled student day.
- If the modified day were to be a day other than Wednesday, this language still pertains.

## **8. Banking and Voting**

The principal may permit teachers to conduct banking business on paydays and vote on election days during non-student contact time as long as students are not left unsupervised, and school sign out and sign in procedures are followed. Any teacher may have the reason for denial of this benefit reviewed by the Superintendent, upon request.

### **Section 3 - Duty-Free Lunch**

All teachers shall have an uninterrupted duty-free lunch period each school day. This lunch period will be at least 30 minutes unless the local situation makes this impossible.

### **Section 4 - Preparation Time**

1. Except as noted below, elementary and secondary classroom teachers shall have a continuous, uninterrupted planning and/or preparation as provided in this section. It is understood that teachers shall have the right to use restroom facilities, as necessary, throughout the student day.

#### **a) Elementary:**

##### **1. Inside the student day:**

- a. Elementary teachers shall have no less than 40 minutes of continuous, uninterrupted planning and preparation time during each student day, five days a week, except in those cases of emergency such as, but not limited to, an occasion when a substitute cannot be obtained to cover an absent teacher's class. The planning period shall be at least the length of a "specials" class.
- b. Planning during the student day on the Wednesday in a modified instructional week shall be no less than the length of a "specials" class, or the 40 minutes immediately following student dismissal.

2. **Outside of student day:** Teachers are entitled to 225 minutes of planning time per week outside of the regular student day. For weeks when students are present less than five days, a proportionate amount of time will be provided. No more than 45 minutes of that time may be scheduled and used for, but not limited to: team meetings, department meetings, grade level meetings, progress monitoring, collaborative planning, data analysis or any other purposes for academic enhancement, enrichment or improvement. Planning time will consist of blocks of time of no less than 15 minutes and may be before or after the student day.

3. **Special Area Teachers:** If any Special Area teacher is absent, the administrator responsible for requesting substitutes will request a substitute for the special area teacher using the normal procedure. If no substitutes are available and no other coverage for special area teachers is available, the schedule may be altered to accommodate this situation.

4. **Relief Period:** A ten minute relief period will be provided for each teacher in the half of the day opposite the teacher's planning period unless there is an emergency such as, but not limited to, an occasion when an employee used to give breaks is absent and no others are available.

5. If and when the Manatee County School Board should reinstate a 6 and one half hour student day, the Elementary Planning Time provisions of the prior Master Contract will also be reinstated.

## **b) Middle School**

### **1. Inside the student day:**

- a. Middle School classroom teachers shall have no less than 40 minutes or one full period, whichever is greater, of continuous, uninterrupted planning and preparation time during each student day, except in those cases of emergency such as, but not limited to, an occasion when a substitute cannot be obtained to cover an absent teacher's class. In the event a field trip necessitates coverage of two consecutive classes or more, a reasonable documented effort shall be made to obtain a substitute.
- b. Planning during the student day on the Wednesday in a modified instructional week shall be the length of a class period.

**2. Outside of student day:** Teachers are entitled to 225 minutes of planning time per week outside of the regular student day. For weeks when students are present less than five days, a proportionate amount of time will be provided. No more than 45 minutes of that time may be scheduled and used for, but not limited to: team meetings, department meetings, grade level meetings, progress monitoring, collaborative planning, data analysis or any other purposes for academic enhancement, enrichment or improvement. Planning time will consist of blocks of time of no less than 15 minutes and may be before or after the student day.

## **c) High School**

### **1. Inside the student day:**

- a. High School classroom teachers shall have the average of at least 40 minutes per day of planning and preparation during the student day, or the length of a "skinny" period per day of planning time, whichever is greater, over a ten day cycle: except in those cases of emergency such as, but not limited to, an occasion when a substitute cannot be obtained to cover an absent teacher's class. In the event a field trip necessitates coverage of two consecutive classes or more, a reasonable documented effort shall be made to obtain a substitute.
- b. Planning time during the modified instructional week shall be the average of at least 40 minutes per day over a ten-day cycle.

**2. Outside of student day:** Teachers are entitled to 225 minutes of planning time per week outside of the regular student day. For weeks when students are present less than five days, a proportionate amount of time will be provided. No more than 45 minutes of that time may be scheduled and used for, but not limited to: team meetings, department meetings, grade level meetings, progress monitoring, collaborative planning, data analysis or any other purposes for academic enhancement, enrichment or improvement. Planning time will consist of blocks of time of no less than 15 minutes and may be before or after the student day.

**3. Guidance Counselors:** All Guidance Counselors will be provided with no less than 40 minutes or the equivalent of one student period daily for duties other than those requiring supervision or student contact.



#### **4. Collaborative Planning:**

- a) Each principal may choose to identify one teacher planning period inside the student day per month that will be reserved for collaborative planning in lieu of the provision for the same amount of scheduled planning outside the school day for that month. Collaborative planning is the only authorized use of this specific time inside the student day planning period.
- b) Collaborative planning is defined as structured time where multiple teachers work together to analyze student data, develop common assessments and questions, and plan lessons. Collaborative planning is teacher-driven, but may be facilitated by a department chair, team leader, instructional coach, district-based content specialist, or administrator.
- c) If a principal chooses to implement the collaborative planning structure above, he/she must notify all instructional staff members in writing two weeks prior to the first meeting.
- d) For teachers who implement this modified planning structure, in recognition of the teachers' commitment to leading instructional improvement for students, the teacher workday during the mid-year inservice day shall not exceed five hours and forty-five minutes (5.75 hours).
- e) At secondary schools, this collaborative planning option time only applies for teachers of courses in which the principal has established a common planning period for at least two teachers providing instruction in the same course.

**5. Notice of Duty Roster Implementation:** Where the principal or his/her designee knows in sufficient time in advance that a period will be shortened or the duty roster will be implemented, the affected teacher(s) shall be notified of this event at least 3 days in advance. If the principal or his/her designee does not know 3 days in advance, as much notice as reasonable possible shall be given.

**6. Scheduling:** The specific scheduling of preparation and/or planning time shall be determined at each school center by the principal after consultation with his/her teacher and appropriate district administrators.

**7. Conferences:** Parent conferences shall not be considered planning and/or preparation within the student day. No parent conference will be scheduled within the student day planning or preparation period unless initiated or scheduled by the teacher. Parent conferences shall be considered planning and/or preparation within the 45 minutes planning time scheduled outside the student day.

**8. Emergency Roster:** To insure fairness in the assignment of teachers in emergency situations, each principal shall maintain and post a roster and shall make emergency assignments to all available teachers on a rotating basis as equitably as possible.

**9.** The emergency roster shall not be used to cover athletic events.

10. A priority shall be given to using a teacher's duty period, if such exists, rather than the teacher's planning period, when implementing the emergency roster.
11. The parties agree that the purpose of the emergency rosters established under Article V, Section 4, is to record administrative assignments to cover emergency situations. Only assignments made by the principal or his designee shall be recorded on the roster. Where the principal allows a teacher to be away from his/her assignment and the teacher has made mutually agreeable arrangements with another teacher to cover the absent teacher's assignment, this situation shall not be recorded on the emergency roster.
12. **Payment for No Sub:** If a substitute for a teaching position that is requested through the Substitute Employee Management System (SEMS) cannot be secured, any teacher required to cover for an absent colleague or to cover a class not covered by a teacher or substitute may be compensated through a pro-ration of the savings from not paying a substitute and the District budget. Details related to the substitute rate shall be through school board policy.
  - a. Any classroom teacher or a member of the bargaining unit that covers the class or classes of an absent teacher or vacant position shall be eligible to receive twenty dollars (\$20) per period/hour in coverage. If coverage extends beyond one period or hour, additional time shall be compensated for each additional half-hour or half-period increment. Under no circumstance shall a teacher receive more than \$120 per day.

### **Section 5 - Additional Activities**

Teacher participation in extracurricular activities for which no additional compensation is paid shall be voluntary.

### **Section 6 - Special Teachers**

In cases where special teachers (such as art, music, physical education) are used, the regular teacher will not be required to remain in the classroom at the same time the special teacher is present, except in cases of emergency. This time shall be used as a preparation and/or planning time by the regular classroom teacher.

### **Section 7 - Teaching Materials**

The parties recognize that tests, library reference materials, software, maps, globes, laboratory equipment, audio-visual equipment, art supplies, physical education equipment, current periodicals, standard tests and questionnaires, and other supplies are the tools of the teaching profession. The School Board agrees to afford teachers the opportunity to be involved in the selection of such materials.

### **Section 8 - Notification of Assignment**

Prior to making teacher assignments for the following year, the principal shall request preferences for assignments from teachers. Teachers will be notified of their teaching assignment for the

following year two weeks before the last calendar work day of the teacher's contract year. If scheduling problems necessitate a change in this teaching assignment, the teacher shall be notified of the change at the earliest possible date.

### **Section 9 - Issue of Contracts**

Annual contracts and professional service contracts shall be issued to teachers who hold a valid teaching certificate no later than the first day of employment each year.

### **Section 10 - Teaching Out of Certification Area**

Except in case of emergency, a teacher will not be given a teaching assignment outside the scope of his/her teaching certificate. In the event such an assignment is necessary, any evaluation conducted for responsibilities outside his/her area of certification shall be specifically noted on the evaluation form and due consideration shall be given in the assessment of the teacher's performance.

### **Section 11 - Certification Compliance and Highly Qualified (HQ) Teachers**

All teachers must be certified and HQ in his/her assigned subject area by deadlines established by state and/or federal law. Teachers out of compliance will be given the following district-level assistance:

- Notification in writing of requirements, expectations, timelines for completion, available assistance and consequences which will include and possible non-reappointment or termination.
  - Opportunities to attend training
  - Opportunities for certification test tutoring
  - Teachers transferred to out of area position by administration may have test fee paid by district one time only.
- a. The timelines for teachers transferred or reassigned involuntarily to positions for which they are not certified in field or HQ will be as follows:
1. Teachers who are involuntarily transferred or reassigned to positions for which they are not certified or HQ after the ten (10) day count will have until the first day of the following school year to become certified or HQ.
  2. Teachers who are involuntarily transferred or reassigned to positions for which they are not certified or HQ during the Spring for the following school year will have until the end of the first semester of the following school year to become certified or HQ.
- b. For those who volunteer to teach in an identified area of need for which they are not currently certified or HQ, the timeline shall be as follows:
1. Teachers who are voluntarily transferred or reassigned to positions for which they are not certified or HQ after the ten (10) day count will have until the first day of the following school year to become certified or HQ.

2. Teachers who are voluntarily transferred or reassigned to positions for which they are not certified or HQ during the Spring for the following school year will have until the end of the first semester of the following school year to become certified or HQ.
- c. Annual notification by last workday to all bargaining unit members of areas of need as well as incentives for becoming certified or highly qualified in the identified area
  - Certified or highly qualified by taking test
  - adding area to certificate
  - district will reimburse cost of test to those who passed test and added it to their certificate

### **Section 12 - Association Representation**

Any teacher summoned by a principal, immediate supervisor, or any administrator, to a conference for the express purpose of discussing dismissal or issuing a formal written reprimand, shall have the right to be accompanied by a representative of the association. The definition of dismissal shall not include the non-renewal of an annual contract.

Any teacher who requests association representation and is denied association representation under this section shall have the right to terminate such a meeting until association representation is available.

The following are the types of instances where employees are entitled to representation:

1. **Informal Conference:** An informal conference is held to identify expectations and provide direction orally. The administrator may document the informal conference in his/her calendar. (The informal conference cannot be used as part of an investigation.)
2. **Directive:** A written notice of expectations given to the employee. A copy of the Directive may be maintained by the administrator in a correspondence file, however, no copy is placed in the employee's personnel file.
3. **Conference of Record or Memo of Conference:** The administrator should give the employee written notice, stating the purpose of the conference. The employee may have representation, if requested. A written record of the conference will be placed in the employee's personnel file and a copy provided to the employee.
4. **Letter of Reprimand:** The administrator should give the employee written notice, stating the purpose of the conference. The employee may have representation, if requested. A copy of the reprimand will be placed in the employee's personnel file and a copy provided to the employee.

Note that these four instances are examples of actions that may be used depending on the particular situation.

Except in cases deemed to be an emergency, teachers shall be given prior written notice and a statement of the reason for any conference called for the express purpose of discussing dismissal or issuing a formal written reprimand.

In the case of an emergency such as assault, intoxication or influence of narcotics, the teacher's right to association representation may be postponed, but not denied. A teacher may have association representation at any meeting with an administrator, called by the administrator for the express purpose of discussing dismissal.

Teachers are not entitled to Association Representation in evaluation or observation conferences unless the teacher has been notified that performance deficiencies could result in dismissal or unless the meeting is for the purpose of such notification.

When an administrator deems it necessary to reprimand a teacher, it shall not be done publicly unless the situation is such that immediate or emergency action must be taken. For purposes of this agreement, the word "reprimand" shall mean "censure formally

### **Section 13 - Classroom Interruptions**

Classroom interruptions shall be kept to a minimum. Teachers, when possible, shall be notified when students are to be taken from regularly scheduled instructional time, except for disciplinary action and emergencies. An effort shall be made to schedule custodial and maintenance activities so that instructional activities will receive a minimum of interruption.

### **Section 14 - Unsafe Conditions**

When a teacher reports in writing to his/her immediate supervisor any unsafe working conditions, or alleges environmental hazards, the Superintendent or his designee shall investigate these reported conditions. The teacher shall be informed of the results of the investigation. Unsafe working conditions may include alleged environmental hazards not associated with atmospheric conditions, weather conditions, or the quality of outside air.

### **Section 15 - Access to School Budget**

Upon written request to the principal, the school budget shall be made available to a teacher.

### **Section 16 - Procedures for Teachers not Re-nominated**

Teachers reappointed for the ensuing school year shall be notified of the reappointment on or before six weeks before the last calendar work day. Teachers not reappointed for the ensuing school year shall be notified, in writing, six weeks before the last calendar work day.

### **Section 17 - Change of Class Notice**

A teacher shall be notified when a student is taken off his/her roll, if the change is one of a non-routine nature and after the first three weeks of a semester.

## Section 18 - Physical Space for Teachers

Each school will have the following facilities:

1. A space in which each teacher shall have a place to store instructional materials and supplies. A space in each teacher's classroom shall be provided if space is available. If a teacher is physically handicapped and that handicap affects the teacher's mobility, a space for storing instructional materials and supplies shall be provided in each of the teacher's classrooms. If a teacher has a temporary physical disability which affects his or her mobility, that teacher shall be provided a space in each of his or her classrooms, if possible. Attempts shall be made to accommodate teachers who have a handicap or temporary physical disability which affect their mobility within presently available space.
2. An individual work space;
3. Well-lighted and clean teacher rest rooms, and
4. A telephone which permits privacy of conversations.

## Section 19- Summer School Week

1. **Workdays:** Workdays for Summer School will normally be Monday through Thursday. If it is beneficial to the school district, Friday may be added to the four-day week for scheduling purposes. The Superintendent or his designee shall discuss the summer school schedule with the Union at least two weeks prior to taking the schedule to the School Board.
2. **Planning time:** Planning time for elementary and middle school teachers will be before the student day. Planning time for high school teachers will be after the student day. This schedule will be maintained unless the principal and teachers agree to another schedule.
3. **Length of Workday:** The teachers' work day shall be five (5) hours for elementary and middle school teachers and six (6) and one-half ( $\frac{1}{2}$ ) hours for high school teachers. Normal bus duty may extend the regular day.
4. **Length of Planning Time for Elementary and Middle Schools:** Elementary and middle school teachers shall receive one (1) hour and fifteen (15) minutes of planning time a day and one (1) fifteen minute recess period a day. Some duty-free time shall be provided during the break.
5. **Planning time for High School Teachers:** High school teachers will receive one (1) hour a day for planning and student make-up and two (2) break periods. Some duty-free time shall be provided during the breaks.
6. **Sick Days:** School center employees will earn one (1) sick leave day for the summer school period which will be credited toward accumulated sick leave.

7. **Use of Sick Leave:** School center employees using sick leave during the summer school session will have one (1) day for each day absent deducted from his/her accumulated sick leave.
8. **Faculty Meetings:** Faculty Meetings may be held during pre and post summer school. A maximum of five (5) additional faculty meetings may be held during the regular summer school session. All faculty meetings shall be held within the teacher work day and during planning preparation time.
9. **Summer School Hiring practices:** Until the applicant list of current employees in the teacher bargaining unit has been exhausted, no teacher or other employee who was not in the bargaining unit the previous school year shall be hired for Summer School, unless there is no properly certificated current employee for the position.
10. **Late Hires for Summer School:** Any Teacher who is hired during the first five (5) duty days of summer school, but after the first duty day, shall be scheduled and paid additional duty time for planning purposes equivalent to the length of the planning day that occurred prior to the teacher's being hired. This additional duty time shall be scheduled within the teacher's first five (5) duty days during summer school.
11. **Summer School Salary:** The hourly rate for teaching Summer School shall be the same hourly rate as earned during the previous regular school year. The basic teacher's salary schedule shall be used to determine their hourly rates

### **Section 20- Senior High School Scheduling Options**

Except as provided in Article V, Section 22, prior to implementing any significant changes to the school bell schedule, a committee consisting of the school principal or designee, a senior MEA building representative and one representative elected by each department shall be established.

Said committee shall recommend any type of bell schedule as long as it falls within the parameters of the collective bargaining agreement and the school's staffing allocation.

High School teachers (excluding MAVTC-adult school teachers) with full-time classroom teaching responsibilities assigned to teach six periods a day shall receive a daily planning period. Such assignments shall be in accordance with The Southern Association of Colleges and Schools Guidelines.

### **Section 21- Additional Duty Hour**

1. The teacher assigned to an 8.5 hour day shall be paid an amount equal to the individual teacher's hourly rate on the salary schedule for the additional hour for each day worked on the 8.5 hour schedule.
2. a. No department chairman shall lose a current planning period as a result of working an 8.5 hour day.

- b. The principal shall consider qualified volunteers before making an assignment to the 8.5 hour day.
- 3. The parties recognize that adjustments are necessary to Article V, Section 2, 4 and 8 of the current Teachers' Contract as follows:
  - a. Supervisory duties for teachers assigned to work 8.5 hours per day shall be scheduled to avoid use of planning time.
  - b. Faculty meetings for teachers assigned to work 8.5 hours per day shall be scheduled to meet the needs of the teachers.
  - c. Planning time may be scheduled during, before and/or after the regular 7.5 hour day.
  - d. Teachers in the extended day program may not have more than an 8.5 hour day, except as specified in ARTICLE V, Section 2.
  - e. If additional materials, textbooks, etc., are necessary as a result of the additional duty hour, the School Board shall make such allocations from the earmarked funds for this purpose from the School Board Budget.

### **Section 22- In-service Points**

The School Board agrees to annually provide the teachers the total number of in service points accumulated during their current validity period.

### **Section 23- MAVTC (MTI) Contracts**

- 1. **MAVTC (MTI) Teachers on Extended Contracts:** Manatee Area Vocational Technical Center (MTI) teachers in the following programs shall have contracts which differ from the normal teacher's contract as follows:
 

Practical Nursing	11 months
Dental Assisting	11 months
Cosmetology	11 months
Emergency Medical Technician	11 months
Machine Shop	11 months
MTI Guidance Counselors	11 months
Electronics Technician	11 months
Computer Technology Services	11 months
Auto Mechanic	11 months
Industrial Electricity	11 months
- 2. **Terms and conditions of MTI contracts:** All terms and conditions of the School Board of Manatee County Policies and procedures and the MEA Master Contract shall be the same for employees at MTI as for other unit members with the following exceptions:



- a. Personnel may voluntarily agree with the administration to have their work days and hours established to meet the needs of the clients at the cost center where they are assigned.
- b. The normal work day will be a 7.5 hour workday which shall include 30 minute duty free lunch period and no less than one hour per day for planning.
- c. Personnel will be granted scheduled in service days and provided with information regarding scheduled in service programs so that they may participate in relevant programs of choice.
- d. Personnel accepting an extension of the regular 10 month contract shall be paid their hourly rate of pay as determined by the step and rank on the salary schedule where they are currently placed for any additional work days beyond the regular 10 month contract year. This shall become effective upon ratification of this agreement.
- e. In the event of an extended workday, all work shall be on a voluntary basis. Employees shall not be assigned to work more than a 40 hour week.
- f. Employees shall not be scheduled to work on paid holidays and shall receive the Fourth of July as a paid holiday if they are working an extended contract.
- g. Employees on an extended contract shall earn one day of sick leave per month of work, in any case, no less than 11 sick leave days for an 11 month contract or 12 sick days for a 12 month contract.

#### **Section 24- New Programs**

Prior to implementation of any major new program initiated at the school center level, the principal or his/her designee shall provide an opportunity for input regarding implementation of the program from teachers. Where teachers are required to have special expertise to implement such a program, training shall be provided prior to implementation of the program.

#### **Section 25- Media Specialists**

In order to facilitate media services in elementary schools, the elementary media specialists are authorized up to three (3) additional duty days. After consultation with the media specialists, the principal will determine when the days will be utilized.

#### **Section 26 - Elementary Early Release/Elementary Report Card Pick Up**

Scheduling: Teachers will be released early on two student attendance days for each report card pick up and scheduled for a comparable amount of time for parent conferences outside the regular work day. The plan for scheduling these parent conferences shall be by consensus of the principal and teachers. Included in this plan shall be a procedure to assure coordination of conferences and a procedure for notifying parents. Also included in the plan shall be the assignment of assistance in arranging conferences. The School Board shall determine the dates for elementary early release

no later than the first board meeting in September during the calendar adoption process. Unless the School Board authorizes early release for elementary students, all parent conferences outside the regular duty day shall be voluntary.

### **Section 27 - School Center Staff Development Plans**

An In-service Plan shall be developed by a committee at each school center, to address staff development needs of the school center and other in service priorities identified by state, federal, or school district officials.

This committee shall be composed of elected teacher representatives, the elected teacher education center representative, the principal or his/her designee and other persons impacted by the plan.

The school level plan must be approved by the principal and then approved by consensus of the teachers and other appropriate persons, according to procedures determined at the school center.

This provision shall not preclude county-level staff development. All school center plans shall operate within district guidelines.

Participation in school center staff development activities during evenings and on weekends shall be voluntary and compensated as per Article XII, Section 13.

### **Section 28- Safe Learning Environment**

In order to provide a safe learning environment the parties agree that:

1. **Two Way Communication:** Each school will be responsible for developing a two way communication plan which provides for communication between the teacher and the main office. Where an electronic communication between classroom and the office is available, an attempt will be made to keep the system in working order.
2. **Notification of Danger:** Teachers shall be notified on a need to know basis if there is a situation which may involve danger to students or teachers.
3. **Student Control Techniques:** Teachers who teach EH, SED, or autistic students on a full time or mainstream basis who have not received training in their degree program or elsewhere shall be given an opportunity for training in student control techniques prior to being given the responsibility for teaching student who have been staffed into EH, SED or Autistic programs. Teachers may not refuse to accept an EH, SED, or Autistic children in their classroom because they have not been trained. The school district shall offer training in student control techniques to teachers.
4. **Damages to Clothing and Personal Items:** Articles of clothing which are damaged as a result of a battery which occurs while the teacher is discharging his/her duties in accordance with his/her job description, shall be repaired or replaced by the school district up to an amount of \$100. Shoes, hosiery, jewelry, watches, and the like items are not covered by this

provision. Hearing Aids and glasses shall be repaired or replaced in such circumstances in an amount not to exceed \$400, less any amount covered by applicable insurance on the item.

## **5. Committees:**

- a. District-Wide Safe Learning Environment Committee:** There shall be a District-Wide Safe Learning Environment Committee consisting of six (6) representatives appointed by the Superintendent and six (6) representatives appointed by the Association. The purpose of this committee shall be to recommend to the Superintendent strategies for addressing issues related to safe learning environment.
- b. School Safe Learning Environment Committee:** Each school shall have a safe learning environment committee composed of a school administrator(s), and the following persons elected by their constituent groups; teachers, students (if appropriate), parents, and other shareholders.

The purpose of this committee shall be to:

- 1. Development or review of school center crises plan.
- 2. Develop strategies aimed at diminishing disruptive behavior in the school. This committee may be a subcommittee of the School Improvement Committee.

## **6. Teacher Authority:**

- a. Referrals:** The principal or designee shall consider the recommendation for discipline made by a teacher or a member of the instructional staff when making a decision regarding student referrals for discipline. Additionally, the principal should consult with the referring teacher prior to enacting a lesser disciplinary action unless circumstances prevent such consultation. Such circumstances shall be defined as those in which immediate action on the part of the principal is required. The Principal shall return a copy of all referral forms to the teacher with the decision for consequences noted.
- b. Removal of Students:** A teacher has the authority to remove from class a student:
  - 1. Who has been documented by the teacher to repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn or
  - 2. Whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

The Principal may not return the student to that teacher's classroom without the teacher's consent, unless the school's Placement Review Committee determines that such placement is the best or only available alternative. The teacher and the placement review committee must render decisions within 5 days of the removal of the student from the classroom.

Teachers are responsible for using appropriate means of discipline before sending a student from the classroom unless the student seriously interferes with the teachers' ability to communicate. Interventions which must be implemented and documented prior to requesting permanent removal from the classroom will be established at the school center by the Discipline Committee.

## **1. Placement Review Committee:**

- 1. Membership:** Each school shall establish a Placement Review Committee to determine placement of a student when the teacher disagrees with the Principal's decision to return a student to the classroom. Committee membership must include at least the following:

- (a) Two teachers elected by the school's faculty
- (b) One teacher selected by the teacher who has withheld consent for the disruptive student to return to his/her classroom.
- (c) One member of the school's staff who is selected by the principal.
- (d) One alternate teacher elected by the faculty. The alternate teacher shall serve as a replacement for any teacher on the committee who may be the teacher withholding consent to readmit a student. The alternate shall participate in all training provided for the committee and shall meet with the committee in an advisory capacity unless the alternate is required to serve in place of a teacher member.

The teacher who withheld consent for the disruptive student to return to his/her class has the right to appeal the committee's adverse decision to the superintendent.

- 2. Training:** The members of the Placement Review Committee shall receive training as is appropriate and determined by the committee. When possible, the committee shall meet during the regular workday for teachers. Committee members will not be required to use any sick or personal leave to serve on the committee.
- 3. Placing Students:** In determining the placement of a student the committee must consider the appropriateness of the instructional strategies (e.g. students with disabilities, ESOL/LEP students, and students with plans under Section 504).
- 4. Professional Development:** Any teacher who removes 25 percent of the total enrollment of any class shall be required to complete professional development to improve classroom management skills. The program for professional development will be developed cooperatively by the teacher, principal and the teacher on assignment for personnel assistance, if this position is funded. Twenty-five percent will be determined by counting the number of different students referred for removal.

## **Section 29 - Medical Procedures**

- 1. Non-medical personnel:** Non-medical school district personnel shall not be allowed to perform invasive medical procedures that require special medical knowledge, nursing judgment or nursing assessment. These procedures shall include but are not limited to

sterile catheterization, Naso-Gastric tube feeding and cleaning and maintaining or deep suctioning of a tracheotomy.

2. **Invasive Procedures:** Employees will not be required to perform any invasive medical procedure unless the employee voluntarily chooses to do so or the procedure is a part of the job description explained to the employee before the employee accepts the position involving the need for performing invasive medical procedures.

### **Section 30 - Juvenile Justice Employees**

The terms and conditions of employment of members of the units represented by MEA that work in programs whose students are enrolled in residential programs supervised by the Department of Juvenile Justice, State of Florida will be as follows.

1. **Terms and conditions:** All terms and conditions of the School Board of Manatee Policies and Procedures and the MEA/School Board Contract shall be the same as other unit members with the following exceptions:

- a. Personnel that are on 10-month contract may have their workdays and hours established to meet the needs of the clients at the cost center they are assigned. However, the **length of a contract year for 10 month personnel** will not normally exceed 198 days, of which 180 will be student contact days.
- b. **The normal workday will be a 7.5-hour workday** which shall include a duty free lunch period and no less than one hour per day for planning. Student contact will be limited to the equivalent of 300 minutes per day.
- c. **Personnel will be granted scheduled in-service days** and provided with information regarding scheduled in service programs so that they may participate in relevant programs of their choice.
- d. **Personnel will be granted 3 record days**, mutually chosen by the facility and the personnel, and scheduled during the regular school year. If the personnel work an additional period beyond the regular school year, one additional record day will be granted during that time period.

#### **2. Scheduling:**

- a. Members of the unit shall have preference for work assignments and for workdays beyond their normal contracted days, if any, at the facility they are assigned. Acceptance of work assignment beyond the normal work year will be on a voluntary basis.
- b. Members of the unit shall be paid their hourly rate of pay as determined by the step and rank on the salary schedule where they are currently paid for any days of work beyond the regular contract year.
- c. Members of the unit shall be paid their hourly rate of pay, based on their step and rank on the appropriate salary schedule for any hours they are required to work beyond the normal

7.5 hour day as defined in the collective bargaining agreement. This provision shall apply to any extra time worked beyond the normal contract which does not meet the definition of a full 7.5-hour day.

- d. Employees shall not be required to work more than a 40-hour work week.
- e. Employees shall not be scheduled to work on paid holidays.

### **3. Required 240 Day Student Schedule:**

Teachers will be employed on the normal district 198-day contract. The “summer” period will be covered primarily by two twenty day teaching contracts, one for the period between the end of the regular school until the last day of June (June) and one for the period encompassing the days from July 1<sup>st</sup> to the start of the regular school year. Teachers who work under such “summer” contracts will earn one sick leave day per twenty day “summer” contract to a maximum of two.

It is further understood that any required instructional days not covered by the two twenty day summer contracts or those that occur during other time frames throughout the year not included in the normal 198 day teacher contract will be staffed through the use of teachers hired via the non-contracted hourly process. Non-contracted hourly employment does not entitle the employee to earn sick leave days in any circumstance.

## **Section 31 - Contract for Guidance Counselors**

Secondary Guidance Counselors may work an additional 45 hours per year. The extended time will be scheduled by the school principal. Each secondary school shall receive an additional 15 hours per counselor to be scheduled by the Principal based on the needs of the school.

## **Section 32 - Employment Practices**

- 1. Additional Certification Requirements:** At the time of employment, teachers will be notified in writing by the Human Resources office of any additional certification or endorsement requirements they must meet to be granted a Professional Service Contract.
- 2. ESOL:** The district agrees to develop alternate training which is provided in a teacher friendly, instructionally sound and cost efficient manner. The Superintendent or a designee will meet with a representative of the Union to develop diverse and sufficient training opportunities to meet the requirements. Teachers who have Limited English Proficient (LEP) students assigned to their classrooms will begin the ESOL training as required in the META agreement. Management will be responsible for notifying the teacher in writing that a designated LEP student has been assigned to the teacher and will notify the teacher of the requirements for ESOL training as a result of the LEP student assignment.

The superintendent shall notify the MEA of any intent to change the school district's LEP plan.

3. **Out of Field Assignments:** Teachers who are employed in a position out of their field of certification will complete at least the minimum required college credit or additional training each year. Out of field requirements must be met within a three year period.

### **Section 33 - School Improvement Plan Committee**

All schools shall have a school improvement planning committee whose purpose shall be to develop the school improvement plan using a consensus process within the legislative requirements for school accountability and improvement. The number of committee members and the structure shall be determined by a participatory decision making model determined by the Principal. The committee shall have no fewer than three members elected by a majority vote of the faculty. Teachers shall be provided with a copy of the plan via electronic or print media. The entire plan at least in draft form must be presented to the faculty, staff, and the School Advisory Council (SAC) for discussion and review prior to presenting to the School board.

### **Section 34 - Academic Subject Area Preparations**

If academic subject area preparations are excessive in the case of an individual high school teacher, the MEA representative, after addressing the problem to the principal, may request the Superintendent or his designee to review the situation. In no case shall three or less academic preparations be considered excessive. Academic subject areas shall be defined as (1) Math, (2) Science, (3) Social Studies, and (4) English. Exceptional student teachers shall not be included as part of this agreement. If a teacher is supplemented for a class, or is contracted for an additional class, that class shall not be considered a prep.

### **Section 35 - Pay for Other Assignments**

Except for those duties listed in this section, any duty or other assignment outside of the regular duty day, will be paid at the hourly rate of the employee who is performing the duty. The exceptions to this section will be (1) part time hourly contracts for the evening program at MTI (2) assignments covered by Article XII, Section 8 of the Master Contract and (3) supervisory duties as covered by Article V, Section 2(2) supervisory duties.

### **Section 36 - Paperwork Committee**

1. As per Florida statute 1008.385(2) (b) (1), a district oversight committee shall be formed to review and approve required district forms and paperwork. The committee will be composed of five (5) school administrators appointed by the School Board and six (6) classroom teachers and one other representative appointed by the Manatee Education Association. The committee shall meet monthly, at minimum, during the regular school year and will be responsible for developing and recommending procedures for the reduction, revision, consolidation, and elimination of paperwork and data collection requirements. An annual report of the committee's findings and activities shall be submitted to the school board.
2. The committee will consider, at minimum:

- a. The type and origin of the form/paperwork, whether it is a paper form or electronic form or generated by computer or e-mail.
  - b. Whether or not the information exists elsewhere and can be accessed or pre-inserted on the form.
3. Existing forms/paperwork will be reviewed to determine the need for the paperwork and to eliminate duplication.
4. All existing and newly developed forms will be approved or disapproved by the committee and will be assigned a review date, number, and distribution list.
5. School level forms are not subject to approval by the district oversight committee but may be reviewed upon appeal to the committee by any person at the implementing school site. The process for appeal will be developed by the committee.
6. Teachers will not be responsible for the completion or return of any new district required forms/paperwork that have not been approved by the oversight committee.

### **Section 37 – Virtual Education Program Teachers**

1. Teachers employed as Virtual Education Program Teachers (“eTech Teachers”) shall be entitled to all rights and privileges guaranteed within the collective bargaining agreement unless specifically modified within this section.
2. eTech Teachers’ 7.5 hour workday may be scheduled between the hours of 7:00 A.M. and 7:00 P.M. only. eTech teachers shall not be required to work on Saturdays, Sundays, or paid holidays.
3. eTech Teachers will be granted scheduled in service days and provided information regarding scheduled in service programs so that they may participate in relevant programs.
4. The District shall provide eTech teachers the necessary technology and online access required to perform the requirements of the position including, but not limited to, computer hardware and software, fax/printer hardware, fax and internet connectivity, and materials and supplies. Any use of District-provided equipment, and any communications made thereupon, shall conform to all applicable District policies and procedures and comport with the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.
5. eTech Teachers shall receive required in service training related to the district and state program and curricular requirements prior to any student contact.



## ARTICLE VI - TEACHER PROTECTION

### Section 1 - Teacher Protection

Before any such benefits are granted or not granted under the provisions of this Article, the circumstances surrounding the incident shall be reviewed by the administration and the Association. If a teacher is assaulted either on school property or off school property, while carrying out a specifically assigned or sponsored school activity, the School Board shall continue the teacher's full salary and benefits for the duration of the absence due to such assault, not to exceed one year. The absence shall not be charged against the teacher's regular sick leave.

### Section 2 - Personnel Files

A teacher shall be permitted to see his/her county office personnel file, except for confidential letters of recommendation upon reasonable request, and may duplicate any information in the file at his/her own cost.

Any derogatory materials must be provided to the employee before the material may be placed into that employee's file.

Any material originating with the school district which is derogatory to an employee's conduct, service, character or personality relating to performance, shall be placed into the employee's file according to one of the following procedures:

- 1. By Personal Delivery:** If the material is provided by personal delivery to the employee, the employee shall sign a copy of the document to acknowledge that he/she has received such material. The employee's signature does not indicate agreement with the content of the material.
- 2. By Witness:** If an employee refuses to sign the material, the supervisor may get a third party to witness that the employee has been provided the material. The witness must sign and date the material before it is placed into the personnel file.
- 3. By Certified Mail:** If an employee fails to sign such material, or circumstances prevent personal delivery, the supervisor may send the material via certified mail to the employee. The material may be placed into the county office personnel file ten (10) days after the registered receipt has been returned to the sender.

**Addendum:** If the teacher so desires, he/she will be given an opportunity to make a written addendum to any statement.

**Paper Files:** The Board shall maintain the hard copy of an employee's file only at the county office. Any file kept by an immediate supervisor shall contain only those materials for current evaluation data. A teacher shall also be permitted to see this file upon his/her reasonable request.

**Electronic Files:** The Board may also maintain and manage a secure electronic copy of the employee's personnel file in addition to the paper file. Only those human resources employees

authorized to manage and maintain the paper files may manage and maintain the electronic files. A teacher shall be permitted to see and obtain copies of this file upon reasonable request.

**Anonymous material:** Anonymous data shall not be placed in a teacher's personnel file.

## ARTICLE VII - TEACHER EVALUATION

### Section 1 - Procedures

- 1. Annual Evaluations:** Teachers shall be evaluated annually. The following procedures shall be followed for teachers in the minimum competency program:

Subdivision 1: **Classroom observation** will precede the completion of the formal evaluation. Annual contract teachers will be observed by the principal or his designee at least two (2) times a year with the observation occurring no later than November 22.

Subdivision 2: **Number of times:** Teachers shall be officially evaluated at least once each school year.

Subdivision 3: **Notice:** Annual contract teachers shall be given prior notice of the first official classroom observation. A conference will be scheduled by the principal or his designee to discuss the formal classroom observation and the formal evaluation.

Subdivision 4: **Other observations:** All other classroom observations and evaluations shall be conducted at the discretion of the principal or his designee.

Subdivision 5: **Copies:** Teachers shall be provided copies of written classroom observations and evaluations within ten (10) working days following such observations and evaluations.

Subdivision 6: **Forms:** The forms will be delineated in the district's Performance Appraisal System and shall be used for formal written observations, evaluations and teacher response to formal evaluation.

The Association shall have input into the development or contemplated change of any such form.

Subdivision 7: **Knowledge of observation:** All formal classroom observations and evaluations shall be conducted with knowledge of the employee being evaluated.

Subdivision 8: **Addendum:** An employee has the right to include an addendum to any written evaluation.

Subdivision 9: **Improvements:** Should necessary improvements become apparent during the evaluation process, said improvements shall be noted on the form together with:

- specific improvements desired,
- time for improvement to be made,
- assistance to be provided, if necessary.

Subdivision 10: **Signing Evaluations:** No teacher shall be required to sign his or her observation or evaluation form prior to a conference.

- 2. Professional Growth Plan:** The procedures in the Professional Growth Program shall be included in that plan

## **Section 2 - Evaluation Committee**

The parties agree to have a committee of teachers and administrators study the evaluation system and recommend improvements. Until such time as new forms are adopted, the current new forms shall be used.

The committee shall also review any changes which may be required in the evaluation process by the Florida Legislature and shall make recommendations to bargaining teams during the collective bargaining process.

## **ARTICLE VIII - FAIR DISMISSAL**

### **Section 1 - Just Cause**

No teacher shall be dismissed except for just cause.

### **Section 2 - Annual Contract**

This procedure shall not limit the right of the School Board to renew or not renew any annual contract.

## **ARTICLE IX - PAID LEAVES AND MILITARY LEAVES**

### **Section 1 - Personal Illness, Family Illness, Bereavement**

Any teacher who is unable to perform his duties because of illness, or because of the illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his own household, and consequently has to be absent from his work shall be granted leave of absence for sickness by the Superintendent, or by someone designated in writing by him to do so. The following provisions shall govern sick leave:

Extent of Leave: As outlined in Florida Statutes 1012.61, each full-time member of the instructional staff shall be granted four (4) days of sick leave as of the first day of employment of each current year, and thereafter during that fiscal year shall be credited with one (1) additional day of sick leave at the end of each month of employment until the allowance for ten-month employees reaches ten (10) days.

The same provision shall apply for 11-month employees until they have reached eleven (11) days, and for 12-month employees until they have reached twelve (12) days.

Leave not used during any fiscal year may accumulate without limit.

### **Section 2 - Use of Sick Leave by a Family Member**

An employee of the Manatee County School District may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee. The recipient may not use the donated sick leave until all of his or her sick leave has been depleted, not including sick leave from a sick leave pool, if the recipient participates in a sick leave pool.

Donated sick leave under this provision shall have no terminal value to the recipient as provided in Article XIII of this contract and Florida Statute 1012.61(2) (c). However, unused donated sick leave will revert to the individual who donated it at the end of the fiscal year or upon termination of employment and shall maintain its value upon retirement.

### **Section 3- Illness-In-Line-of-Duty Leave**

As outlined in Florida Statutes 1012.63, any full-time teacher shall be entitled to illness-in-line-of-duty leave when he/she needs to be absent from his/her duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work, excluding common colds, flu and other sickness of this nature.

A physician's statement verifying the nature of the injury or illness must be provided by the employee before illness-in-line-of-duty leave pay is granted. Furthermore, it is incumbent upon the employee to provide reasonable evidence that such illness was contracted or such injury was incurred during her/his line of duty. Such leave may be authorized for a total not to exceed ten (10) duty days during any school year for illness contracted, or injury incurred, from such causes as prescribed above, such leave not to be deducted from the employee's sick leave.

Request for additional line of duty leave shall be recommended at the discretion of the Superintendent. Upon the favorable recommendation of the Superintendent, the Board may approve up to the number of additional days recommended by the Superintendent.

#### **Section 4- Professional Leave**

Instructional personnel may be granted leave for attendance at educational meetings, clinics, etc., while school is in session, when request has been made in writing to the Superintendent and approved by him as being in line of duty. During such leave personnel shall be paid as though they were on duty in the school.

Personnel normally employed for ten (10) months from year to year but given additional work in summer programs will not be eligible for a professional leave during this extra period of employment.

Professional leave is initiated by the individual for the benefit of the individual.

**Subdivision 1.** All professional leaves must be substantiated by a short written report delivered to the Assistant Superintendent for Curriculum and Instruction. Travel expenses and per diem may be paid for professional leaves during period of employment. Forms for reports and expense vouchers may be procured from the county school office.

#### **Section 5- Assignment for Temporary Duty**

Teachers may be assigned to be temporarily away from their regular duties and places of employment for the purpose of performing other educational services including participation in surveys, professional meetings, study course, workshops, etc. Such assignment will ordinarily be initiated by the county school administration. Employees will receive regular pay and may be allowed expenses as provided by state law and county regulations. Approval of "assignment for temporary duty" must be secured in the same manner that leaves are approved.

Temporary duty is a duty day for benefit of the school and initiated by the school or district office.

**Subdivision 1:** All assignments for temporary duty leaves must be substantiated by a short written report delivered to the Assistant Superintendent for Curriculum and Instruction. Travel expense and per diem may be paid for assignment for temporary duty during period of employment. Forms for reports and expense vouchers may be procured from the county school office.

#### **Section 6 - Pre-School and/or Post-School Leave for 10-Month Personnel**

Leave during the pre and post-period may be granted to ten-month personnel for attending college courses or other special programs when the request in writing has been approved by the Board with the approval of the Superintendent. Such approval shall be granted only when the activity is considered to be in line of duty and not for the purpose of merely raising the rank of a certificate. When such is the case, the leave shall be considered personal and subject to salary deductions.

Leave during the pre-school and post-school will be carefully scrutinized since these days were provided to meet a definite need for staff planning and in service training. Florida institutions provide summer school on a schedule that does not conflict with the school schedule. In most cases when staff members arrange a schedule that conflicts with pre-school and post-school it will be considered that such leave is for personal advantage and, if granted, generally should be personal leave and subject to salary deductions. However, in special cases, consideration will be given and professional leave may be granted. Professional leave may be granted to instructional personnel either for the purpose of self-improvement of the teacher or in order that the teacher may make a greater contribution to the total educational system in Manatee County.

### **Section 7- Jury Duty Leave**

Assignment for temporary jury duty will be granted with no loss of pay. In cases where such duty would work an unusual hardship, the employee should appear in answer to the summons and plead his/her case. The expenses paid to a juror are not considered wages. They should not be remitted to the Board.

Any employee called for duty during school hours or who is subpoenaed to testify during school hours in any judicial matter in which he/she is not a principal party shall be paid his/her full salary for such time.

### **Section 8- Leave for Personal Reasons**

"Personal Reasons" shall be adequate explanation for such leave but it shall be understood to entail pressing personal problems or emergencies which cannot be resolved outside of regular employment hours.

- 1. Use and notification:** A teacher shall be granted leave for personal reasons with pay of five (5) days per fiscal year from accumulated sick leave. A teacher using such leave shall notify the principal, or his designee, at least 24 hours prior to taking such leave, except in cases of emergency.
- 2. Special circumstances:** Use of leave for personal reasons before or after a school holidays or vacation, during the first five (5) or last five (5) days of the school year or during the first three (3) or the last three (3) duty days of summer school must be applied for at least ten (10) days in advance.
- 3. Limits on personnel:** Further, leave for personal reasons shall not be available on a given student day to over ten percent (10%) or five (5) teachers maximum in a single school.
- 4. Applying:** Leave for personal reasons shall be applied for in the same manner as other leaves prescribed by the Board. "Personal Reasons" shall be adequate explanation for such leave.



## **Section 9- Military Leaves**

### **1. Temporary Military Leave**

All regular full-time teachers (except hourly or daily paid employees) of the Board who are members of the Reserve in the United States Armed Services or members of the National Guard of the United States, shall receive remuneration for up to a maximum of 17 days of absence from their regular work (contractual period) during any fiscal year, if they are ordered by the Armed Services or National Guard to report for temporary duty, provided that:

Full-time regular employees not receiving annual paid vacations are to plan to render their temporary military service during the time school is not in session. If this is impossible, requests for leaves for temporary military service with military orders must be submitted to the Human Resources Department at least four (4) weeks prior to the beginning of the leave. If the administration is not successful in having the commanding officer change the training period to a time when school is not in session, it will be approved.

### **2. Call-Up of Military Reservists**

All regular full-time employees who are reservists called to full-time active military service and are unable to complete contractual obligations to the Board shall be paid according to the salary schedule plus supplements for the first 30 days of such service. Thereafter, any such reservists shall have his or her total gross military pay supplemented up to the amount he/she was earning on the salary schedule, plus supplements, at the time they were called to active duty. For the purpose of administering this provision, the reservists shall be required each month to provide substantiation of total gross military pay by providing copies of the "monthly leave and earnings statement" or comparable certified information to the Board and shall provide a copy of his/her orders or comparable statement giving estimated length of full-time active service. Such statement shall be updated as necessary by the employee. This provision may be used in lieu of, not in addition to, temporary military leave. Accrued leaves shall continue to accrue during any employee's absence approved pursuant to this provision.

Any reservists who are called to full-time active military service will also be eligible to continue their School Board health insurance coverage by paying the employee's share of the cost of such coverage.

During the period of leave required by the call-up, the employee shall continue to maintain his or her seniority number. Upon returning from leave, the employee shall receive credit on the salary schedule for the time of the military call-up.

### **3. Full-time Military Leave**

A full-time employee (except hourly or daily paid employees) of the Board may be granted a military leave of absence, without pay, provided that:

He/she is inducted into the Armed Services via Selective Service Act or he/she volunteers in lieu of induction.

He/she enlists in the Armed Services during the period our forces are engaged in combat.

The conditions and benefits of a military leave of absence for a full-time regular employee are as follows:

He/she is to be considered as being in continuous employment of the Board during his/her period of service and shall receive all benefits of employment upon his/her return that would normally accrue to him/her if he/she had been actually filling his/her position (except time in military service is to count as a void for credit toward continuing contract and continuous service).

Credit will be given on the teacher's salary schedule for each year.

He/she is to return to the employ of the Board within sixty (60) days after receiving his/her final discharge or present evidence of his physical disability to return.

If after the combat period is over, the teacher refuses final discharge in order to lengthen or accept another period of service, he/she will forfeit his/her rights under this regulation.

## **ARTICLE X - UNPAID LEAVES**

### **Section 1 - Unpaid Leaves**

Unpaid personal leaves are provided according to the following guidelines for the following purposes: leave of absence for personal reasons, sick leave, child care leave, leave granted under the Family and Medical Leave Act, and professional leave.

#### **1. Unpaid Sick leave**

- a. Unpaid leaves, satisfactorily substantiated by medical evidence, requested for illness, illness or death of a family member, and illness or incapacity due to pregnancy related reasons shall be granted.
- b. The employee may be required to provide satisfactory documentation for the necessity for such leave, if requested.
- c. Unpaid leaves requested for illness will be granted only when all accumulated paid sick leave is exhausted.
- d. The beginning and ending dates of such leaves shall be based on medical opinion.
- e. Sick leave shall not be granted for a period longer than the remainder of the year in which the request is made and one (1) full additional school year.

#### **2. Unpaid leave for other reasons**

- a. Requests for unpaid leaves for reasons other than illness shall be recommended at the discretion of the Superintendent or his designee, unless the employee is entitled to such leave pursuant the Family and Medical Leave Act.
- b. Unpaid leave will be granted in order for an employee to take employment elsewhere. This shall include the opportunity to work in a Charter School. Employees will notify Human Resources in writing by March 1 of their intent to return to work for the following year. This date will apply district wide to notification for return from unpaid leaves other than illness or military leave.
- c. Except emergencies, unpaid leave requests shall be made prior to May 1 of the school year preceding the school year during which the leave is to be taken if such leave is to commence at the beginning of the school year. Any such leave shall be for the entire school year unless other arrangements are more beneficial to the school district, as determined by the Superintendent or his designee.
- d. Leaves requested during a school year shall normally commence with the end of a grading period and shall be for the remainder of the school year unless other arrangements are more beneficial to the school district, as determined by the Superintendent or his designee.

- e. Leave requests shall be for specific period of time not to exceed any portion of a school year. An employee may request leave for one (1) additional school year.
- f. Employees may be required to provide satisfactory documentation for the necessity of the requested leave.

### **Section 2 - Insurance Coverage**

Any teacher granted a leave of absence as provided in this Article shall be given the opportunity, if the carrier permits, to continue insurance coverage in existing school programs during the leave, provided that the full premiums for such insurance programs shall be paid by the teacher on a monthly basis in advance of the month due. It is the teacher's responsibility to handle all arrangements with the Benefits office.

## **ARTICLE XI - VACANCIES, TRANSFERS AND PROMOTIONS**

### **Section 1 - Posting of Vacancies**

Known instructional vacancies for the following school year shall be posted for five (5) workdays starting on the first workday in April and continuing through the first day of July. Instructional vacancies which occur after the first of July through the remainder of the school year shall be posted electronically for five (5) work days in all school buildings, except that vacancies that occur from five (5) days prior to the teachers' first workday through five (5) days after the student year begins shall be posted for two (2) days.

After the applicant has been officially approved to fill the position, other applicants will be promptly notified of the decision.

### **Section 2 - Involuntary Transfers**

1. Should involuntary transfers become necessary, among other facts, length of service in the county, certifications, and major and minor fields of study shall be the determining factors as to which teachers shall be transferred. MEA shall be consulted prior to and at every step of the involuntary procedure.
2. Volunteers to transfer shall be requested prior to assigning an involuntary transfer. Each teacher in the affected school will be notified of the positions to be transferred and given a list of the open vacancies and a form to designate transfer positions in which they may be interested. Teachers wishing to be considered for transfer shall return the form as directed on the form within the time deadlines stated on the form.
3. The teacher with most seniority within the area of certification shall have the first option to stay in a position, or transfer, with such option extended to all teachers on a diminishing basis until one elects to transfer or until such time as the teacher with the least amount of seniority is required to transfer.
4. A written notice of involuntary transfers will be made at least five days in advance of the date of transfer. Upon request the MEA shall be provided the rationale leading to the proposed involuntary transfer(s).
5. Involuntary transfers shall be made only after a meeting between the teacher(s) involved and the Superintendent or his designee, at which time the teacher(s) shall be notified of the reasons for the transfer(s). The Superintendent shall recommend to the Board all transfers of personnel.
6. Teachers involuntarily transferred or reassigned after school begins shall be provided at least one (1) released day to be utilized in preparation of the new assignment.
7. It is understood that nothing in this section shall limit the right of the Superintendent to transfer a teacher for disciplinary reasons or the right of the teacher to due process.

### **Section 3 - Voluntary Transfers**

1. During the posting period any teacher possessing the appropriate certification may apply for a posted vacancy.
2. All currently employed teachers who apply for a posted vacancy shall have their file reviewed prior to considering any new applicant for the vacancy. Currently employed teachers will be given strong preference for a vacancy for which they are certified. Vacancies occurring before one week prior to the first teacher workday through the end of the school year will require consent from the sending and receiving principal prior to allowing the current employee to transfer into the vacant position. Vacancies occurring for the following school year will not require the consent of the sending principal before allowing the employee to transfer.
3. For any posted vacancy, the principal or his/her designee (hiring officer) shall interview a minimum of four direct qualified transfer candidates one of which must be a minority candidate, if available. Should less than four direct qualified transfer applicants apply for a posted vacancy, all shall be interviewed. A candidate who has been interviewed in the previous 15 months at a particular cost center site need not be interviewed again.
4. Applications for a posted vacancy shall be on file in the personnel office within the required posting time. A transfer applicant who is not recommended for the transfer will be notified and may request, in writing, reason(s) for not being selected.

### **Section 4 - Promotions**

School personnel are encouraged to prepare themselves for advancement in the profession. Vacancies shall be posted for ten (10) working days. When an employee believes that he meets certification and other requirements for an administrative or supervisory position, the employee should make application through the district's electronic application system (PATs).

## **ARTICLE XII - COMPENSATION AND HEALTH INSURANCE**

### **Section 1 - Salary**

The salary schedule shall be as set forth in Appendix "A".

In any year in which bargaining is concluded prior to the legislature's adoption of the state education budget, either side will have the ability to reopen bargaining if the funding for the Manatee County School District, through the FEFP appropriations, is more than +/- 2% per student different than had been anticipated in the bargaining process.

### **Section 2 - Supplemental Salary Schedule**

The supplemental salary schedule shall be as set forth in Appendix "B".

### **Section 3 - Commitment of the Parties**

The Manatee Education Association agrees to work with the Manatee County School Board to ensure the continued actuarial viability and stability of the insurance fund by negotiating any necessary plan and rate changes.

The Manatee County School Board will provide the cost of the health insurance plan as defined by the provisions of Appendix E.

Any change in health insurance benefits and/or premiums will be negotiated between the Board and the Association before the Board takes action on any change.

Any change in the voluntary benefits offered to employees shall be negotiated between the Board and the Association. This does not give the MEA the right to negotiate the specific plan administrator.

### **Section 4 - Health Insurance Committee**

The parties agree to a Health Insurance Committee, involving representatives appointed by the bargaining agents of employee groups and those designated by the Superintendent for the purpose of continuing to explore ways of containing the cost of health insurance. The committee shall not exceed 16 members, eight of whom will be appointed by the Superintendent, including the chair, and eight members appointed by the District's unions. The Health Insurance Committee (HIC) shall have the authority to make recommendations to the negotiating team regarding health insurance issues and propose language. The health insurance committee shall recommend changes to the health plan to include wellness and an Employee Assistance Program, other voluntary benefits offered to employees at no or reasonable costs to employees.

In collaboration with the Procurement Department, a RFP (Request for Proposals) may be developed by the Insurance Committee to be issued in the early spring of any given year with the intent to permit a change in insurance carriers during the ensuing school year, if such a change is beneficial to the Board and its employees.

## **Section 5 - Plan Design**

- 1. Summary** - A summary of the health insurance plan designs and their associated premiums for the 2023-2024 plan year are located in Appendix E.
- 2. Terminally Ill Employees** - Any employee who has credit for a minimum of 2 years of service with the School Board, who, at the time of the leave, is covered under the Board health insurance plan and who is terminally ill or has a family member who is terminally ill shall have the School Board portion of his or her insurance premium paid by the Board for up to 12 months from the date that the individual begins his or her unpaid sick leave.

Any documentation of terminal illness shall remain confidential and not be placed in the personnel file of the employee.

- 3. Full Year Coverage** - Teachers who complete their contract year and have paid for a full year's health insurance coverage shall receive a full year's health insurance coverage.

Coverage for teachers who separate from the District:

- a) If a teacher finishes the contract year (May/June, depending on the last workday for the employee) and is non-renewed, resigns, or retires, benefit premiums will be collected to provide coverage through July 31.
  - b) If a teacher resigns during the contract year (prior to the last workday), benefit coverage will continue through the end of the termination month.
- 4.** A teacher who completes the full contract year and is rehired prior to the first duty day of the next contract year will not be considered to have a break in service, therefore, all benefits will be restored, and premiums will be collected accordingly.
  - 5.** A teacher who resigned from the district and is rehired after the first duty day is considered a new hire and benefits will not be effective until the waiting period has been met unless the employee pays the full September premium in advance.
  - 6. New Teacher Coverage** - New teachers who wish to purchase health insurance so that they will have coverage from the date that they begin work until the normal effective date of coverage, may purchase such coverage at full monthly cost, including Board share of premiums, for each month or portion thereof during this interim period of time.
  - 7. Benefit Premiums** – All benefit premiums will be divided equally among employee pay checks with the exception of the pay dates of August 14, 2020 and December 18, 2020. Participants will not have employee premiums deducted on the above dates.

## **Section 6 - Codification of Salary Guidelines and Fringe Benefits**

**Subdivision 1. Placement on the Salary Schedule:** Placement on the Teachers' Salary Schedule is determined by in-county and out-of-county public school teaching experience for those teachers



hired prior to July 1, 2013. When merging the AC schedule with the negotiated schedule for the 2013-2014 salary schedule, teachers were placed on the step closest to their current salary. No teacher shall suffer a reduction in pay due to the merging of the schedules. For teachers hired beginning with the 2013-2014 school year, credit on the salary scale will be a maximum of twelve (12) years of public school experience. As required by F.S. 1012.22 all teachers hired after July 1, 2014, will be placed on the performance salary schedule.

**Subdivision 2. Advancement on the Salary Schedule:** If applicable, one (1) year advancement on the Salary Schedule shall be based upon ninety-nine (99) or more day's employment, including paid holidays, within the district during a school year. The method of advancement to succeeding levels after the 2010-2011 school year shall be determined through negotiations. There shall be no presumption of status quo with respect to advancement to a different level on the salary schedule. No experience step advancement was granted for the 2011-12 work year.

**Subdivision 3. Advancement in Rank:** Employees shall be eligible for payment for an advanced degree (Master, Specialist or Doctorate) upon completion of the required credits as indicated on the official transcript bearing the seal of the institution. Payments shall be effective as of the date indicated on transcript. Evidence of completion must be filed with the Executive Director of Human Resources by June 1st of the fiscal year for advancement on the salary schedule to be effective that fiscal year. In the event the university fails to cooperate by supplying a transcript by this date, after a timely request for it is made by the teacher, the teacher may provide a letter no later than June 1st of the fiscal year stating that the advanced degree is or will be completed and proof of the degree will be forthcoming.

The teacher shall submit with this letter proof of timely request to the university. This will not entitle the teacher to payment, but will reserve payment until proof is received.

**Subdivision 4. Advanced Degrees for Teachers** hired on or after July 1, 2011: Teachers hired on or after July 1, 2011, shall be eligible for an advanced degree supplement only if an advanced degree is held in an area of the teacher's certification as reflected on the teacher's certificate. The amount of the Advanced Degree Supplements are identified in Appendix A Salary Schedule.

The District shall utilize the State Board Rules and Guidelines pertaining to certification to determine if the advanced degree is within the teacher's area of certification.

#### **Subdivision 5. Fringe Benefits:**

**1. Term Life Insurance Policy:**—The School Board will pay the premium for a Term Life Insurance policy in an amount equal to the employee's Annual Earnings for all newly-hired employees. The newly-hired employee will also have the option to purchase additional life insurance up to one, two or three time Annual Earnings. Additional life insurance amounts in excess of \$300,000 will require evidence of insurability and approval by the life insurance provider. Any requests for additional life insurance after the employee receives their first payroll deduction will require evidence of insurability and approval by the life insurance provider.

Employees hired before April 1, 2012, will have their School Board-paid two-times Annual Earnings life insurance benefit reduced to a School Board-paid one times Annual Earnings amount. These employees shall be allowed to purchase the additional life insurance premium for the School Board-reduced one-times Annual Earnings benefit amount lost during a special one-time

enrollment period to be held during the months of February/March 2012 without evidence of insurability.

Any requests for additional life insurance up to one, two, or three times Annual Earnings, after this special one-time enrollment period, will require evidence of insurability and approval by the life insurance provider.

Life insurance premiums are expressed in Appendix "F."

**2. Worker's Compensation.** Teachers on worker's compensation leave shall be permitted to supplement such payments with their own accumulated sick leave benefits, up to their regular daily rate of pay. Deductions for use of sick leave will be made according to past practice, unless otherwise agreed. Sick Leave Bank may not be used for worker's compensation absences.

**3. Payroll deduction for a Tax Shelter Annuity.**

**4. Master Plan for In-service Education.**

**Subdivision 6 - Teacher Payday:**

Bi-weekly Pay: Salary shall be distributed to employees based on the payroll distribution selected by the teacher from the below options. Selection of a pay option will be in the spring of the preceding school year and cannot be changed for that school year. All options shall be available for Teachers hired prior to the beginning of the work year. Payments shall be distributed on the Friday following the end of the pay period.

- a. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 4 days pay. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution.
- b. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 4 days pay. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution. The teacher shall receive the final five (5) regular payroll distributions within the first pay period in June of each year as the final payment for the work year.
- c. Salary shall be distributed in 22 payroll distributions. The first payroll distribution in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 4 days pay. The remaining 21 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution.

All other language contained within the Collective Bargaining Agreement between the parties shall remain unchanged and in full effect.

### **Subdivision 7. Payroll Errors:**

Payroll errors which are not the result of teacher error shall be corrected within five (5) days of notification unless the teacher and the Board mutually agree to extend the correction period.

It is the Board's intent to extend the date for those teachers who have been inadvertently overpaid. Extensions may be for no longer than one calendar year from the time the error is identified. At no time will extensions occur beyond the final employment date of the employee.

### **Section 7 - Legal Services Indemnification**

It is the policy of the School Board of Manatee County, Florida, that legal services for School Board members, Superintendent of Schools, School Board Attorney, officer, employees, and present or former agents of the School Board who are charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities be afforded legal services.

The School Board may authorize:

- a. coverage by legal liability insurance; or,
- b. provision of legal services by the School Board Attorney, or special counsel; or,
- c. reimbursement of reasonable expenses of legal services upon successful defense, or
- d. all or a combination of the above (a) through (c).

However, in any case in which the officer or employee pleads guilty or nolo contendere or is found guilty of any such action, the officer or employee shall reimburse the School Board for any legal services supplied pursuant to this section.

The policy of the School Board is that upon affirmative action of the Board, School Board members, Superintendent of Schools, School Board Attorney, officers, employees, and present or former agents may be reimbursed for any judgment which may be granted against him or her in a civil action, and for damages, costs, and attorney's fees.

Defense of the legal actions governed by this policy shall include but not be limited to, any civil rights lawsuit seeking relief personally against such officers, employees, present or former agents, School Board members, Superintendent of Schools, and School Board Attorney, under color of state law, custom, or usage. Any personal final judgment including damages, costs, and attorney's fees may be paid unless it has been determined by the School Board and the final judgment that the harm was caused intentionally.

In the event the School Board provides legal liability insurance, it is the policy of the School Board that:

- a. the provisions of this policy providing for legal services and indemnification, shall also pertain and be available for School Board members, Superintendent of Schools, School Board Attorney, officers, employees, and present or former agents, in the circumstances set forth in (b) immediately following.
- b. legal service and indemnification for any "gap" caused by a deductible provision in any legal liability policy; and legal service and indemnification for all areas of exclusions from coverage

set forth in such a policy.

### **Section 8 - Curriculum Development and Special Projects**

The Board may make curriculum development and other special projects identified by the Superintendent available to teachers outside the regular workday at a rate of pay no less than \$20 per hour. Retroactive to August 2, 2022.

### **Section 9 - Fingerprinting Costs**

Any school district finger printing and/or criminal background check of any currently employed teacher required as a result of changes in Florida or Federal Statutes shall be provided free of cost to the teacher.

### **Section 10 - Family Status Changes**

Family Status Changes means a difference in family circumstances based on those events defined within Section 125 of the Internal Revenue Code. Changes to pre-tax benefit elections requested outside of the annual enrollment period may only be made under limited circumstances, as provided by established IRS 125 rules.

A sample of some of the approved list of Family Status Changes are:

- A significant change in my family's health coverage attributable to my spouse's employment.
- Marriage
- Divorce
- Birth or Adoption
- Death of my spouse and or dependent
- Termination or commencement of employment by my spouse
- Switching from part time to full time (or vice-versa) employment on the part of me or my spouse
- A switch between part time to full time (or vice-versa) employment on the part of me or my spouse
- Commencement of, or return from, an unpaid leave of absence on the part of the employee or spouse

### **Section 11 – Retention**

1. Retention payments will be based on total time of employment with the Manatee County School Board (MCSB) in the Instructional Bargaining Unit position. However, initial assessment and notification of eligibility will be based upon District date started. If a bargaining member who broke service believes he or she is eligible and did not receive a prior longevity grant via salary schedule step movement Prior to 2014, it is the responsibility of the employee to notify Human Resources within sixty (60) days from ratification of contract. In cases where service is broken, only time as an active duty status

employee will be eligible for retention purposes.

2. The number of years of retention shall be determined based on years retained on active duty status as an MSCB employee, one day more than half of a normal work year counting as a year. Active service is defined to include time of duty plus any time the employee is on paid leave or Worker's Compensation Leave.
3. Beginning with the 2017-2018 school year, on July 1, of any given school year, each eligible employee will be placed into the appropriate retention payment grouping as follows:

Years Retained as Teacher Completed as of June 30	Retention Payment Grouping as of July 1	2023-2024 Amount
16	16 plus years	\$2,100
25	25 plus years	\$3,600

4. Retention payments will be considered as a salary supplement for the purposes of the Florida Retirement System.
5. Retention payments will be divided by 22 or 26 depending on the pay option selected by the employee, and added to each paycheck effective with the 2017-2018 school year.
6. The retention payment is in addition to any advancement in level or adjustment on the salary schedule. Retention payments do not become part of the teacher's base rate of pay
7. The amount of the retention payment is subject to negotiations each year. However, employees that received the payment in prior years shall continue to receive the retention payment so long as those employees continue to be employees of MCSD.

## **ARTICLE XIII - TERMINAL PAY**

### **Section 1 - Terminal Sick Leave Benefit**

1. The terminal sick leave benefit shall be provided in a manner consistent with Florida Statutes for all teachers in the bargaining unit as defined by Florida Retirement System (FRS) Rules at the time of the teacher's retirement.
2. If a retiree who has previously received terminal pay benefits returns to active employment, they are not eligible for additional terminal pay benefits.
3. General provisions: Only those sick days earned during employment with Manatee County School Board shall be used to calculate terminal pay benefits.
  - a. The teacher's average base salary rate over the last five years of employment with the School District of Manatee County will be used to calculate terminal pay benefits.

### **Section 2 - Normal Retirement and Early Retirement**

#### **1. Benefits Upon Normal or Early Retirement for Sick Leave Days Earned**

Employees paid under the teacher salary schedules shall be eligible for terminal sick pay benefits at the time of their retirement from Manatee County School Board, if they elect to take normal retirement as defined - by FRS rules at the time of their retirement. Benefits will be paid in accordance with the following criteria:

- a. From zero (0) year to the completion of the 15<sup>th</sup> year of service in Manatee County, the daily rate of pay multiplied by fifty percent (50%) times the number of days of sick leave accumulated.
- b. Beginning year 16 through completion of year 25, the daily rate of pay multiplied by seventy five percent (75%) times the number of days of sick leave accumulated.
- c. Beginning year 26 and thereafter, the daily rate of pay multiplied by one hundred percent (100%) times the number of days of sick leave accumulated.

### **Section 3– Death Benefit**

If service is terminated by death, payment shall be made to the employee's beneficiary in the manner outlined in the provisions for normal retirement regardless of the employee's status.

### **Section 4– Requirements and Limitations**

Notwithstanding the above prescribed requirements and limitations, no teacher shall receive terminal pay or accumulate sick leave in excess of the limits prescribed in Florida Statutes.

### **Section 5- General Provisions**

1. Use of Accumulated Leave from Other Florida Retirement System Employers:

Only Manatee County School Board accumulated sick leave shall be used to calculate terminal pay benefits. However, when calculating the number of Manatee County accumulated days remaining upon retirement, the following formula shall be used:

- a. Determine the number of days accrued from another Florida Retirement System employer.

- b. Subtract one-half ( $1/2$ ) of the sick leave used during the time of employment.
  - c. If the total is 0 or less, then all of the ending sick leave days are eligible for Terminal Sick Leave pay.
  - d. If the total is greater than 0, subtract this total from the ending sick leave balance to arrive at a revised number of sick leave days that are eligible for Terminal Sick Leave pay.
- 2. A year of service in Manatee County is defined as  $1/2$  the number of workdays in a year plus one.
  - 3. Full time Employee: An employee in a regularly established position of 20 hours or more per week.

## ARTICLE XIV - GRIEVANCE PROCEDURE

### Section 1 – Definitions

In the interpretation and construction of this grievance procedure, the terms hereinafter set forth are defined as follows:

**Subdivision 1. Grievance:** A grievance shall mean an allegation by a teacher, a group of teachers, or the Association, resulting from a dispute or disagreement as to the interpretation or application of this agreement.

**Subdivision 2. Grievant:** A teacher or group of teachers in the appropriate unit, and the Association, having an alleged grievance.

**Subdivision 3. Days:** In any place in this grievance procedure where the grievant is required to take any action within a certain number of days, same shall be construed to mean the work days for the particular grievant. In any place in this grievance procedure where the person charged with the responsibility of making a decision is required to take any action within a certain number of days, same shall be construed to mean the work days for the particular person.

**Subdivision 4. Extension of Time Limits:** Extension of the time limits in this grievance procedure may be granted due to extenuating circumstances. Extensions shall be granted by mutual agreement in writing by the parties at whatever level of processing the grievance may then reside.

**Subdivision 5. Definition of PERC:** Hereinafter PERC shall mean Public Employees Relations Commission.

**Subdivision 6. Definition of AAA:** Hereinafter AAA shall mean American Arbitration Association.

### Section 2 – Procedure

The procedure in the handling and processing of grievances by teachers covered by this agreement shall be:

**Subdivision 1. Informal Conference:** Before a formal grievance presentation is filed the grievant and his/her supervisor shall attempt to resolve the alleged grievance in an informal conference. The grievant shall inform the supervisor that the meeting is for the purpose of attempting to resolve a potential grievance.

**Subdivision 2. Formal Grievance Presentation:** The formal grievance presentation required in Steps One, Two and Three shall be in writing signed by the grievant on the proper form. If the Association is the grievant, or the grievance is on behalf of a group, a teacher affected shall be listed on the grievance form along with a description of the group affected if the grievance affects more than one teacher.

The statement of the alleged grievance shall include the date said alleged grievance occurred, or



the date upon which the grievant obtained knowledge of the alleged grievance and a statement of the facts and circumstances surrounding the interpretation or application of this agreement. Copies of supporting documents or other demonstrative items of evidence may be attached to said formal grievance presentation, or may be incorporated therein by specific reference thereto.

- a. **Step One, Formal Grievance Presentation and Decision of Principal:** Within thirty (30) days of the time the alleged grievance occurred or within thirty (30) days of the time the grievant obtained knowledge of the alleged grievance, the grievant may submit a formal grievance presentation to his principal. In a matter beyond the principal's control, the grievance may be submitted to the Superintendent, who shall determine the appropriate administrator to be assigned. The administrator shall have ten (10) days from the receipt of said formal grievance presentation within which to render a written decision on the merits of the alleged grievance.
- b. **Step Two, Decision by the Superintendent:** In the event the grievant is not satisfied with the disposition of the alleged grievance at Step One, then and in that event the grievant may within ten (10) days of receipt of the written decision from Step One, submit a formal grievance presentation to the Superintendent. The Superintendent shall have ten (10) days from the date said formal grievance presentation is received by said Superintendent within which to render a written decision on the merits of said alleged grievance. The decision of the Superintendent regarding the merits of the alleged grievance is final, unless the grievant wishes to appeal the alleged grievance to Step Three, Arbitration.

c. **Step Three, Binding Arbitration:**

**1. Procedure:** In the event the grievant wishes to appeal the decision of the Superintendent, the grievant and only the grievant, may request that the grievance be submitted to arbitration within ten (10) days of the Step Two decision. Written notice of this action shall be submitted to the Superintendent.

**2. Selection of Arbitrator:** Upon submission of a grievance to arbitration under the terms of this procedure, the parties shall attempt to agree upon the selection of an arbitrator within five (5) days after the request to arbitrate. If no agreement on an arbitrator is reached after five (5) days the grievant may request AAA to initiate procedures for the selection of an arbitrator, provided such request is made within ten (10) days after request for arbitration. Failure to request an arbitrator from the AAA within the time periods provided herein shall constitute a waiver of the grievance.

**3. Submission of Grievance Information:**

- a. Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, the submission of the grievance which shall include the following:
  - The issue involved,
  - Statement of the facts,
  - Position of the grievant,

- The written documents relating to the grievance,
- b. The School Board shall make a similar submission of information relating to the grievance either before or at the time of the hearing.
- 4. Hearing:** The grievance shall be heard by a single arbitrator. The grievant shall be present and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, present witnesses, and make oral or written arguments relating to the issues before the arbitrator.
- 5. Decision:** The written decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator shall be final and binding upon the parties.
- 6. Expenses:** Each party shall bear its own expenses in connection with arbitration, including expenses relating to the parties' representatives, witnesses, and any other expenses which the party causes to be incurred in connection with presenting its case in arbitration. The cost of substitute teachers for personnel called as witnesses shall be paid by the calling party. The parties shall only share equally, fees and expenses of the arbitrator.
- 7. Restriction on Arbitrator:** The arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this agreement.

### **Section 3 - Alleged Grievances by a Group**

In the event the facts and circumstances constituting the alleged grievance are substantially the same for two or more grievants, at more than one work location, then and in that event the two or more grievants having substantially the same alleged grievance may at their election, submit a single formal grievance presentation signed by each of said grievants. The alleged grievance by a group asserted in and by said single formal grievance presentation shall then be handled and processed in the same manner as provided in this grievance procedure for other formal grievance presentations beginning at Step Two.

In the event there are two or more grievant(s) in the same school or work location with substantially the same grievance, the grievance shall be filed at Step One.

### **Section 4 - Related Provisions**

**Subdivision 1. Representation:** Teachers shall have the right of Association representation at each step of the grievance procedure and shall be required to be present at Step 2. Nothing in this part shall be construed to prevent any teacher from presenting, at any time, his own grievance, in person or by legal counsel, and having such grievances adjusted without the intervention of the Association, if the adjustment is not inconsistent with the terms of this Agreement and if the Association had been given reasonable opportunity to be present at any meeting called for the resolution of such grievances.

A grievant may discuss, but not be required to discuss, their grievance without their chosen representative being present. A grievant shall not be represented by any person who might be required to take action, or against whom action might be taken, in order to adjust the grievance, or by a representative of any other employee organization.

**Subdivision 2. Time Limitations:** In the event a grievant does not institute Step One of the grievance procedure within thirty (30) days of the time the grievant obtained knowledge of the alleged grievance, or within thirty (30) days of the time the grievant should have obtained knowledge of the alleged grievance, then and in that event the grievant shall be deemed to have waived the alleged grievance. In the event the grievant does not institute the procedure set forth in Steps Two, and Three, within the time herein above prescribed for each particular Step, then and in that event the grievant shall be deemed to have waived the right of said grievant to proceed with the grievance procedure and shall be deemed to have accepted the written decision rendered at the previously completed Step. If a written decision is not rendered at Steps One or Two with the time herein above prescribed in each particular Step, the grievant may proceed to the next Step of the grievance procedure. The time limitations set forth in this grievance procedure may be waived or extended according to Section 1, Subdivision 4 of this Article.

**Subdivision 3. Decision Making:** In arriving at a decision in Steps One, Two, and Three the person charged with the responsibility of making the decision shall examine the formal grievance presentations, together with any supporting documents attached thereto. Said persons shall confer with the grievant and may take statements from, questions, or confer with any other employee or person who may have actual knowledge of facts material to making a decision.

**Subdivision 4: Fair Dealing:** The School Board, its members, officers, agents and employees shall not in any manner intimidate, harass, or make reprisals against a grievant who has asserted an alleged grievance merely because said grievant has exercised the right of following the grievance procedure set forth herein. The formal grievance presentation, the written decision rendered in connection therewith and all other appropriate documents in connection with any alleged grievance shall be kept by the School Board as a separate file and no part or portion thereof shall be included or noted in the personnel file of any particular grievant.

**Subdivision 5: Resolution:** Notwithstanding the expiration of this agreement, any claim or grievance arising there under may be processed through the grievance procedure until resolution.

## **ARTICLE XV - REDUCTION IN FORCE**

### **Section 1 - General**

The School Board shall have the sole authority to determine when a reduction in force (RIF) is necessary and which programs or positions shall be eliminated.

1. The Superintendent or his designee shall determine which schools will lose units as a result of the Board decision.
2. The Superintendent or his designee shall annually prepare and post a list in each school which (a) list the teachers, administrators, supervisors and professional employees, in the order of their length of continuous service in the bargaining unit, including approved leaves, (see exception #6), (b) gives each teacher's certification areas and (c) assigns a seniority number to each teacher, administrator, supervisor and professional employee, which shall be used according to this plan. A copy of this list shall be provided the union. A seniority number shall be determined by the first day of work.
3. Where two or more teachers have the same length of continuous service, including approved leaves, a lottery system will be used to assign seniority numbers. A union representative shall be present at any lottery.
4. Any teacher who would have qualified for retirement during the reduction year and is 61 years old or has 29 years of service, shall be permitted to teach that year to acquire needed service. A teacher who would qualify under this language must place, on file with the School Board, an intent to retire letter. It is understood by both parties that, for the purposes of this ARTICLE, this would be binding document except by special action of the School Board.
5. Administrative, Supervisory and professional personnel who are not in the appropriate bargaining unit who are displaced from their current position, shall be reassigned into the bargaining unit. Seniority or length of service as referred to throughout this Article for these teachers shall mean length of service including approved leaves in the school district.
6. Area of current major teaching assignment shall mean the teaching assignment a teacher has a majority of the time. Where no majority exists, the principal shall identify the major teaching assignment from the two or more assignments a teacher has based on school needs as determined by the principal. Areas of current major teaching assignment are the teacher's current major teaching assignment at the time the School Board authorizes a RIF. Examples of teaching assignment areas are such as but not limited to: Kindergarten, Elementary Education, Art, P.E., Music, English, Social Studies, appropriate Exceptional Student Education certification, Math, Gifted, Media, Science, and Guidance.
7. Certificated or Area of Certification shall mean a teacher's area of Florida Teacher Certification as described on his/her teacher's certificate currently on file in Human Resources at the time the School Board authorizes a RIF.

## **Section 2 - Procedure**

1. The teacher(s) who has (have) the least seniority in his/her major teaching assignment in the unit(s) or program(s) which has (have) been reduced, shall be removed from their assignment area and placed in a pool. If this is not the unit which the administration has identified for reduction, the involuntary transfer provision of this agreement shall be used for transfer purposes. Seniority for this purpose shall be determined by the length of continuous service including approved leaves, in this bargaining unit, except as provided in paragraph 6 above.
2. Those teachers placed in the pool shall bump the least senior teacher within the school system who has his/her current major teaching assignment in any area of the pooled teacher's certification. The "bumped" teacher shall be laid-off. A teacher may not bump outside the bargaining unit. Seniority shall be length of continuous service in the bargaining unit, including approved leave, with the exception of teachers covered by Section 1, paragraph 6.
3. Any teacher who is RIFFED shall no longer be entitled to salary or fringe benefits unless specifically defined in this Article and their contract will be severed except for rights contained in the provisions in the Recall Section of this Article and Article XIII.
4. When the Superintendent determines that it is necessary to recommend a reduction in force to the School Board, the Superintendent or his designee shall notify the union. The union shall be provided a list of employees who will probably be reduced as soon as it is compiled.
5. Within a reasonable time after the teachers to be reduced have been identified and the reduction in force has been approved by the Board, the Superintendent or his designee shall notify all teachers, in writing, who are to be laid off. The administration shall provide the union with a copy of all Reduction In Force notifications.

## **Section 3 - Recall**

1. Annual contract teachers shall not have recall rights. Recall rights only apply to continuing contract teachers and PSC teachers.
2. As vacancies become available, the laid-off teacher with the greatest length of service, including approved leaves, in the bargaining unit, who has the area of certification needed for the major teaching assignment of the vacancy, shall be offered the position first. (Also, see Section 1, paragraph 6, for variation)
3. As long as vacancies exist for which there certified teachers for the major teaching assignment are required by the position, no new teachers shall be hired for the vacancy during the recall period.

Recall rights for continuing contract and professional services contract teachers shall expire after 15 months following Board action authorizing the RIF.

4. It shall be the responsibility of the laid-off teacher to be certain that the personnel office

has a correct, current address during lay-off and to be available for mail notification. Failure to do so may result in forfeiture of lay-off rights. A laid-off teacher who is offered recall must or not he/she accepts the recall. Failure of the laid-off teacher to respond shall terminate the teacher's right to recall. If a laid-off teacher declines a position, he/she shall forfeit any rights to any further recall.

5. No credit on the salary schedule shall accrue during lay-off periods.
6. A laid-off teacher shall have the right to continue life and health insurance benefits at no cost to the Board for a period not to exceed the recall period or until the teacher obtains employment elsewhere, whichever occurs first.
7. No teacher shall have recall rights to a supplemented position.
8. Upon returning to work, a recalled teacher will resume fringe benefits that had accrued prior to the lay-off. These include: sick leave and Sick Leave Bank, except that a teacher shall contribute any days due the bank at the time of recall. If a teacher has no days to contribute, he/she shall no longer be in the bank, until such time as he/she has days to contribute.

#### **Section 4 - Unusual Circumstance**

If the Superintendent is presented with an unusual circumstance, he may, in the best interest of the School District's instructional program, use the following procedure for securing an exception to this Article during the term of the agreement.

If an agreement cannot be reached between the parties to modify or waive the provisions of this Article, the parties shall participate in mediation with a mutually agreeable mediator. If the parties cannot agree on a mediator, a mediator will be selected by alternate striking from a PERC supplied list.

If the parties are unable to reach agreement through mediation, the person selected for mediation shall assume the role of advisory arbitrator and shall determine whether the waiver or modification desired by the Superintendent is in the best interest of the school district. If the arbitrator determines it is in the best interest of the school district, he or she shall recommend the waiver or modification desired by the Superintendent, to the School Board.

#### **Section 5 - Summer School**

1. Should it become necessary to reduce units in summer school, the Superintendent or his designee shall determine the programs or positions to be eliminated.
2. Teachers hired after the beginning of summer school shall be considered temporary and may be reduced as needed, according to program needs. Factors to be considered when identifying temporary teachers to be reduced will be grade level, subject assignment and seniority.

3. If it is necessary to reduce teachers who have been hired prior to the start of summer school, the reduction shall be by seniority within area of certification in which the teacher has taught in the previous school year. A teacher may be given special exemption from reduction by the Superintendent on rare occasion if the summer school program requires special skills or training of a particular teacher not included on Florida certification requirements.
4. Volunteers shall be requested prior to any reduction in force.
5. All other factors being equal, the last hired for summer school will be the first to be released.

## **ARTICLE XVI - SICK LEAVE BANK**

### **Section 1 - Membership**

A teacher or paraprofessional with at least six (6) days of accrued sick leave as of the date of application may enroll in the Sick Leave Bank by voluntarily authorizing contribution of a newly earned sick leave day to the bank during a two week period between August 16th and October 16th of any school year. A sick leave day donated to the bank by a member will not be returned to the employee except as authorized hereinafter.

### **Section 2 - Establishment and Duration**

The Sick Leave Bank will not come into existence until at least three hundred (300) days are deposited and shall remain in existence until terminated through the collective bargaining procedure.

### **Section 3 - Replenish Contribution**

After the bank is established, all participating members shall contribute one (1) additional newly accrued day each time the bank reaches a balance of 25% of the number of participants. When it becomes necessary to replenish the bank, contributions shall be equally required of all members participating. Members participating in the sick leave bank will be notified the month before a contribution is withdrawn to replenish the bank.

### **Section 4 - Bank Utilization**

In the event of catastrophic illness or injury, (as defined by the sick leave bank committee), of a participating member necessitating the employee's absence from work over an extended period of time, a participating member who meets the definition of having a catastrophic illness or injury may receive paid leave under the following conditions:

1. Any sick leave drawn from the bank by a participating member must be used for said member's personal illness, accident or injury.
2. Any member wishing to draw from the Sick Leave Bank must have been absent for more than thirty (30) consecutive work days, ten (10) of which shall have been without pay, in order to qualify. Once the member has qualified, the member shall be paid retroactively for the ten (10) days without pay.
3. A member must have exhausted all sick leave to become eligible for Sick Leave Bank benefits.
4. A member may not receive benefits for any illness or injury arising prior to January 1st following the member's enrollment in the Sick Leave Bank.
5. Application for use of the Sick Leave Bank must be made five (5) calendar days in advance of anticipated need. Such application shall include:
  - a. A doctor's statement certifying the illness and the necessity for the protracted leave.



- b. Certification by the member of the date on which all sick leave will be exhausted and the date on which the Sick Leave Bank is to be used.
  - c. If surgery is involved, the doctor must certify that the surgery may not be scheduled during non-working periods because to do so would be detrimental to the health of the sick leave applicant.
- 6. A member may draw a maximum of one hundred (100) days for any one illness or injury.
  - 7. A member of the Sick Leave Bank shall not be eligible to use sick leave from the bank if the member is on injury or Illness-In-Line-of-Duty leave, worker's compensation or other approved leaves.
  - 8. The Sick Leave Bank may not be used for elective surgery which can be planned to occur during non-working times. The question of elective or necessary surgery shall be determined by the physician in charge of the case. Two doctors concurring diagnoses may be required.
  - 9. Two doctors' diagnoses stating that because of the psychological disorder, the member is unable to perform required duties, may be required for any psychological disorder which does not require hospitalization before a member may use Sick Leave Bank.
  - 10. The Sick Leave Bank committee and/or the Superintendent may require additional medical information or a second medical opinion of a bank applicant. This requirement for additional information must be made prior to the decision of the Sick Leave Bank committee on the applicant's request or prior to extension of the leave by the Sick Leave Bank Committee, whichever is applicable.
  - 11. Any necessary medical opinions are at the expense of the applicant.
  - 12. When determining the maximum number of allowable days per illness or injury, the Sick Leave Bank Committee shall use the Medical Target Data Guide from International Rehabilitation Associates, Inc., as a guide. The parties recognize that many illnesses and injuries listed in the Guide may have a recovery period shorter than indicated in the Guide, and in no event shall the Committee approve more days than is certified as necessary by the member's physician, even if this number of days fall below the minimum indicated in the Guide. The Committee shall approve no more than the maximum number of days of disability indicated in the Guide for any illness or injury unless the member's physician certifies that a specific complication has necessitated a longer disability. Upon such certification, the Committee may grant additional Sick Leave Bank days. The maximum allowable days shall include the days used by the member from his/her own accumulated sick leave.

### **Section 5 - Approval of Requests for Utilization**

The Manatee Education Association shall appoint five teacher (5) member representatives and one (1) paraprofessional representative to a committee whose purpose is to determine the validity of

claims against the bank.

### **Section 6 - Participation Abuse**

If a member is found to have abused the use of the Sick Leave Bank, the member shall repay all of the sick leave credit drawn from the bank and be subject to such other disciplinary action as determined by the School Board through appropriate established procedures.

### **Section 7 - Withdrawal of Participation**

A participating member who chooses to withdraw from participation in the Sick Leave Bank shall not be eligible to withdraw any sick leave already contributed. Withdrawal will be effective one (1) pay period after the employee initiates his/her intent to withdraw to the Payroll Department.

### **Section 8 - Paraprofessional Employees**

The paraprofessional employees shall be permitted membership into the Teacher Sick Leave Bank and shall follow the established rules and regulations.

## **ARTICLE XVII - DURATION AND RATIFICATION**

### **Section 1 – Term of Agreement**

This agreement shall remain in full force and effect for a period commencing July 1, 202~~4~~<sup>3</sup> through June 30, 2026.

### **Section 2 – Full and Complete Agreement**

This agreement constitutes the full and complete agreement between the School Board and the Manatee Education Association.

### **Section 3 – Severability**

The provisions of this agreement shall be severable, and if any provision thereof or the application of any such provision is held invalid by a court of competent jurisdiction or as a result of State or Federal legislation, it shall not affect any other provision of this agreement or the application of any provision thereof.

### **Section 4 – Re-openers**

Negotiations on the following re-openers shall begin on or before June 1 of each year unless otherwise agreed by the MEA and the School Board. Re-openers shall be:

## **ARTICLE XII – COMPENSATION AND HEALTH INSURANCE**

And each party may re-open two sections of the agreement each year.

The parties may mutually agree to re-open any provision of the contract at any time.

## **ARTICLE XVIII - WORK YEAR - PAID HOLIDAYS**

### **Section 1 - Work Year**

#### **Beginning 2005-2006**

The standard work year for employees shall consist of 196 days. In addition to the six (6) paid holidays as described below, the standard work year shall consist of 4 preschool days of which two (2) will be reserved for employees to work in their classroom or work site. These 2 days shall be non-student contact workdays. No meetings of any kind may take place on these days. There shall also be 4 additional in-service days, 3 record days, 1 post-school day, and 180 student days.

### **Section 2 - Holidays**

The School Board shall provide six (6) paid holidays, one of which shall be either Florida Heritage Day or President's Day, as part of the 196 days. The calendar adoption process shall determine whether the paid holiday is President's Day or Florida Heritage Day.

### **Section 3 - Pay for Holidays**

Any employee who is on the payroll or compensable leave on the workday preceding or following a paid holiday shall be paid for the paid holiday which falls next to the paid leave or compensable workday. Any employee whose last workday before termination, resignation or retirement falls on the last workday before a holiday shall not be entitled to holiday pay. Any employee whose first day of employment begins on the first workday following a holiday shall not be entitled to holiday pay for any holiday preceding the first workday.

## Executed Ratification Agreement, 2023

### Ratification MEA Teacher Agreement

The execution of this Ratification Agreement by the respective parties evidences that this Ratification Agreement and the terms and conditions hereof have been ratified pursuant to Section 447.309, Florida Statutes, by the employees who are members of the particular bargaining unit and by the School Board of Manatee County at a meeting held on 29 of September 2023.

**IN WITNESS WHEREOF**, the parties hereto have caused this Ratification Agreement to be executed this 29 day of September 2023.

Bargaining Agent  
Manatee Education Association

Public Employer  
School District of Manatee County

By: Pat Barber  
Pat Barber, President

By: Dr. Jason Wysong  
Dr. Jason Wysong, Superintendent

Date: 09/29/2023

Date: 09/29/2023

## **APPENDIX “A” – Salary Schedules**

### **INSTRUCTIONAL SALARY SCHEDULES**

The parties agree that if all or part of F.S. 1012.22 pertaining to performance pay is repealed or found void by a court with jurisdiction over the Manatee County School District, the parties agree to negotiate a salary schedule similar to the one contained in the 2013/2014 contract.

There are two Teacher Salary Schedules, a Performance Pay Salary Schedule and a Grandfathered Salary Schedule. Placement on the Teacher's Salary Schedule is determined by public school teaching experience. A teacher will be given credit for all public school teaching experience, provided the experience was earned in the United States and provided the teacher was properly certified at the time the experience was earned. All employees whose start date is after July 1, 2009, will be placed on the appropriate step on the Performance Pay Salary Schedule ~~AC~~ salary schedule. Teachers hired prior to July 1, 2009 shall be placed on the Grandfathered Schedule. Teachers on the Grandfathered Schedule may opt to move to the Performance Pay Salary Schedule as provided in law. Teachers opting to move to the Performance Pay Salary Schedule shall relinquish their Professional Services Contract and will be on Annual Contract status. In compliance with F.S. 1012.22 all instructional employees new to the district, returning to the district after a break in service without an authorized leave of absence, or appointed for the first time to a position in the district in the capacity of instructional personnel shall be placed on the performance salary schedule.

For instructional personnel on the Performance Pay Schedule, hired on or before June 30, 2011, the compensation for a credited advanced degree shall be added to their assigned pay schedule Masters, Specialist, Doctorate, and be a part of the permanent base pay. Instructional personnel on the Performance Pay Schedule hired after June 30, 2011, who held an advanced degree in their area of certification will be awarded a degree supplement. Instructional personnel on the Grandfathered Schedule who hold a Masters, Specialist, or Doctorate degree shall be placed on the appropriate level of the salary schedule for the last degree. Advanced degree pay is part of the employee's daily rate of pay calculation when employees are contracted for additional days or hours. Advancement on the salary schedule shall be based upon 99 or more day's employment, including paid holidays, within the school district during previous school year. The method of advancement to succeeding levels shall be determined through negotiation. There is no presumption of status quo with respect to

advancement to a different level on the salary schedule. Note that no step advancement was awarded during the 2011-2012 contract year.

As prescribed by law, advancement of level on the Performance Salary Schedule shall be for eligible teachers that receive an Effective or Highly Effective performance rating for the previous year. Teachers on the Performance Salary Schedule rated less than Effective (Unsatisfactory, Needs Improvement or Developing) for the prior year are not eligible for level advancement on the schedule. Eligible teachers on the Grandfathered Schedule rated Unsatisfactory for the prior year are not eligible for level advancement on the Grandfathered Schedule.

Vocational Teachers initially employed by the District after February 15, 2002 who are locally certified shall be granted full credit on the salary schedule for all previous work experience that is related to the assignment and/or area of certification of the employee. Such experience must be properly documented and submitted to the district for verification.

Teachers in the Deferred Retirement Option Program (DROP) who are approved for participation in the extended DROP program by the Superintendent of Schools shall be continued in the DROP program on an annual contract basis. The annual contract basis for renewal shall refer to the contractual status only and shall not affect the salary schedule placement of the teacher.

For the 2017-2018 work year, levels 1a and 1b on the Performance Pay Salary Schedule shall be eliminated and employees on those levels will be moved to level 1c. Level 1c will become the new level for hiring purposes. In addition, each level on the Performance Pay Salary Schedule and the Grandfathered Salary Schedules shall be increased by \$200.00.

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## 10-Month 2024-2025 Grandfathered Bachelor Degree Schedule

10-Month Grandfathered Bachelor Salary Schedule 2024-2025					
Salary Increase		2.90%			
Sal Plan	Step	2024-25			
GAD2	1a	\$50,637	GAD2	24b	\$64,321
GAD2	1b	\$50,637	GAD2	24c	\$64,642
GAD2	1c	\$50,637	GAD2	25a	\$64,963
GAD2	2a	\$50,637	GAD2	25b	\$65,284
GAD2	2b	\$50,637	GAD2	25c	\$65,606
GAD2	2c	\$50,637	GAD2	26a	\$65,927
GAD2	3a	\$50,637	GAD2	26b	\$66,249
GAD2	3b	\$50,637	GAD2	26c	\$66,570
GAD2	3c	\$50,637	GAD2	27a	\$66,892
GAD2	4a	\$50,637	GAD2	27b	\$67,213
GAD2	4b	\$50,637	GAD2	27c	\$67,534
GAD2	4c	\$50,637	GAD2	28a	\$67,855
GAD2	5a	\$50,637	GAD2	28b	\$68,177
GAD2	5b	\$50,637	GAD2	28c	\$68,498
GAD2	5c	\$50,637	GAD2	29a	\$68,820
GAD2	6a	\$50,637	GAD2	29b	\$69,141
GAD2	6b	\$50,637	GAD2	29c	\$69,463
GAD2	6c	\$50,637	GAD2	30a	\$69,784
GAD2	7a	\$50,637	GAD2	30b	\$70,105
GAD2	7b	\$50,637	GAD2	30c	\$70,427
GAD2	7c	\$50,637	GAD2	31a	\$70,749
GAD2	8a	\$50,637	GAD2	31b	\$71,070
GAD2	8b	\$50,637	GAD2	31c	\$71,391
GAD2	8c	\$50,637	GAD2	32a	\$71,712
GAD2	9a	\$50,637	GAD2	32b	\$72,034
GAD2	9b	\$50,637	GAD2	32c	\$72,355
GAD2	9c	\$50,637	GAD2	33a	\$72,676
GAD2	10a	\$50,637	GAD2	33b	\$72,997
GAD2	10b	\$50,822	GAD2	33c	\$73,319
GAD2	10c	\$51,143	GAD2	34a	\$73,640
GAD2	11a	\$51,465	GAD2	34b	\$73,961
GAD2	11b	\$51,786	GAD2	34c	\$74,282
GAD2	11c	\$52,108	GAD2	35a	\$74,604
GAD2	12a	\$52,429	GAD2	35b	\$74,925
GAD2	12b	\$52,751	GAD2	35c	\$75,246
GAD2	12c	\$53,072	GAD2	36a	\$75,567
GAD2	13a	\$53,394	GAD2	36b	\$75,888
GAD2	13b	\$53,715	GAD2	36c	\$76,209
GAD2	13c	\$54,037	GAD2	37a	\$76,530
GAD2	14a	\$54,358	GAD2	37b	\$76,851
GAD2	14b	\$54,679	GAD2	37c	\$77,172
GAD2	14c	\$55,000	GAD2	38a	\$77,493
GAD2	15a	\$55,322	GAD2	38b	\$77,814
GAD2	15b	\$55,643	GAD2	38c	\$78,135
GAD2	15c	\$55,964	GAD2	39a	\$78,456
GAD2	16a	\$56,285	GAD2	39b	\$78,777
GAD2	16b	\$56,607	GAD2	39c	\$79,098
GAD2	16c	\$56,928	GAD2	40a	\$79,419
GAD2	17a	\$57,249	GAD2	40b	\$79,740
GAD2	17b	\$57,572	GAD2	40c	\$80,061
GAD2	17c	\$57,894	GAD2	41a	\$80,382
GAD2	18a	\$58,215	GAD2	41b	\$80,703
GAD2	18b	\$58,536	GAD2	41c	\$81,024
GAD2	18c	\$58,857	GAD2	42a	\$81,346
GAD2	19a	\$59,179	GAD2	42b	\$81,667
GAD2	19b	\$59,500	GAD2	42c	\$81,988
GAD2	19c	\$59,821	GAD2	43a	\$82,309
GAD2	20a	\$60,142	GAD2	43b	\$82,630
GAD2	20b	\$60,464	GAD2	43c	\$82,951
GAD2	20c	\$60,785	GAD2	44a	\$83,272
GAD2	21a	\$61,106	GAD2	44b	\$83,593
GAD2	21b	\$61,427	GAD2	44c	\$83,914
GAD2	21c	\$61,750	GAD2	45a	\$84,235
GAD2	22a	\$62,071	GAD2	45b	\$84,556
GAD2	22b	\$62,392	GAD2	45c	\$84,877
GAD2	22c	\$62,713	GAD2	46a	\$85,198
GAD2	23a	\$63,036	GAD2	46b	\$85,519
GAD2	23b	\$63,357	GAD2	46c	\$85,840
GAD2	23c	\$63,678	GAD2	47a	\$86,161
GAD2	24a	\$63,999			

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 10-Month 2024-2025 Grandfathered Master's Degree Schedule

10-Month Grandfathered Master Salary Schedule 2024-2025					
Salary Increase		2.90%			
Sal Plan	Step	2024-25			
GAC2	1a	\$52,695	GAC2	24b	\$66,378
GAC2	1b	\$52,695	GAC2	24c	\$66,700
GAC2	1c	\$52,695	GAC2	25a	\$67,021
GAC2	2a	\$52,695	GAC2	25b	\$67,343
GAC2	2b	\$52,695	GAC2	25c	\$67,664
GAC2	2c	\$52,695	GAC2	26a	\$67,986
GAC2	3a	\$52,695	GAC2	26b	\$68,307
GAC2	3b	\$52,695	GAC2	26c	\$68,628
GAC2	3c	\$52,695	GAC2	27a	\$68,949
GAC2	4a	\$52,695	GAC2	27b	\$69,271
GAC2	4b	\$52,695	GAC2	27c	\$69,592
GAC2	4c	\$52,695	GAC2	28a	\$69,913
GAC2	5a	\$52,695	GAC2	28b	\$70,234
GAC2	5b	\$52,695	GAC2	28c	\$70,556
GAC2	5c	\$52,695	GAC2	29a	\$70,878
GAC2	6a	\$52,695	GAC2	29b	\$71,199
GAC2	6b	\$52,695	GAC2	29c	\$71,521
GAC2	6c	\$52,695	GAC2	30a	\$71,843
GAC2	7a	\$52,695	GAC2	30b	\$72,164
GAC2	7b	\$52,695	GAC2	30c	\$72,485
GAC2	7c	\$52,695	GAC2	31a	\$72,806
GAC2	8a	\$52,695	GAC2	31b	\$73,128
GAC2	8b	\$52,695	GAC2	31c	\$73,449
GAC2	8c	\$52,695	GAC2	32a	\$73,770
GAC2	9a	\$52,695	GAC2	32b	\$74,091
GAC2	9b	\$52,695	GAC2	32c	\$74,413
GAC2	9c	\$52,695	GAC2	33a	\$74,734
GAC2	10a	\$52,695	GAC2	33b	\$75,055
GAC2	10b	\$52,880	GAC2	33c	\$75,376
GAC2	10c	\$53,202	GAC2	34a	\$75,699
GAC2	11a	\$53,523	GAC2	34b	\$76,020
GAC2	11b	\$53,845	GAC2	34c	\$76,342
GAC2	11c	\$54,166	GAC2	35a	\$76,663
GAC2	12a	\$54,487	GAC2	35b	\$76,985
GAC2	12b	\$54,808	GAC2	35c	\$77,306
GAC2	12c	\$55,130	GAC2	36a	\$77,627
GAC2	13a	\$55,452	GAC2	36b	\$77,948
GAC2	13b	\$55,773	GAC2	36c	\$78,270
GAC2	13c	\$56,094	GAC2	37a	\$78,591
GAC2	14a	\$56,416	GAC2	37b	\$78,912
GAC2	14b	\$56,737	GAC2	37c	\$79,233
GAC2	14c	\$57,058	GAC2	38a	\$79,554
GAC2	15a	\$57,379	GAC2	38b	\$79,875
GAC2	15b	\$57,701	GAC2	38c	\$80,196
GAC2	15c	\$58,023	GAC2	39a	\$80,517
GAC2	16a	\$58,344	GAC2	39b	\$80,838
GAC2	16b	\$58,665	GAC2	39c	\$81,159
GAC2	16c	\$58,987	GAC2	40a	\$81,480
GAC2	17a	\$59,308	GAC2	40b	\$81,801
GAC2	17b	\$59,629	GAC2	40c	\$82,122
GAC2	17c	\$59,950	GAC2	41a	\$82,443
GAC2	18a	\$60,273	GAC2	41b	\$82,765
GAC2	18b	\$60,594	GAC2	41c	\$83,086
GAC2	18c	\$60,915	GAC2	42a	\$83,407
GAC2	19a	\$61,236	GAC2	42b	\$83,728
GAC2	19b	\$61,558	GAC2	42c	\$84,049
GAC2	19c	\$61,879	GAC2	43a	\$84,370
GAC2	20a	\$62,200	GAC2	43b	\$84,691
GAC2	20b	\$62,521	GAC2	43c	\$85,012
GAC2	20c	\$62,844	GAC2	44a	\$85,333
GAC2	21a	\$63,165	GAC2	44b	\$85,654
GAC2	21b	\$63,486	GAC2	44c	\$85,975
GAC2	21c	\$63,807	GAC2	45a	\$86,296
GAC2	22a	\$64,129	GAC2	45b	\$86,617
GAC2	22b	\$64,450	GAC2	45c	\$86,938
GAC2	22c	\$64,771	GAC2	46a	\$87,259
GAC2	23a	\$65,092	GAC2	46b	\$87,580
GAC2	23b	\$65,415	GAC2	46c	\$87,901
GAC2	23c	\$65,736	GAC2	47a	\$88,222
GAC2	24a	\$66,057			

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 10-Month 2024-2025 Grandfathered Specialist Salary Schedule

10-Month Grandfathered Specialist Salary Schedule 2024-2025					
Salary Increase		2.90%			
Sal Plan	Step	2024-25			
GAB2	1a	\$54,173	GAB2	24a	\$67,534
GAB2	1b	\$54,173	GAB2	24b	\$67,856
GAB2	1c	\$54,173	GAB2	24c	\$68,177
GAB2	2a	\$54,173	GAB2	25a	\$68,498
GAB2	2b	\$54,173	GAB2	25b	\$68,820
GAB2	2c	\$54,173	GAB2	25c	\$69,141
GAB2	3a	\$54,173	GAB2	26a	\$69,462
GAB2	3b	\$54,173	GAB2	26b	\$69,784
GAB2	3c	\$54,173	GAB2	26c	\$70,105
GAB2	4a	\$54,173	GAB2	27a	\$70,427
GAB2	4b	\$54,173	GAB2	27b	\$70,748
GAB2	4c	\$54,173	GAB2	27c	\$71,069
GAB2	5a	\$54,173	GAB2	28a	\$71,391
GAB2	5b	\$54,173	GAB2	28b	\$71,712
GAB2	5c	\$54,173	GAB2	28c	\$72,033
GAB2	6a	\$54,173	GAB2	29a	\$72,355
GAB2	6b	\$54,173	GAB2	29b	\$72,676
GAB2	6c	\$54,173	GAB2	29c	\$72,998
GAB2	7a	\$54,173	GAB2	30a	\$73,319
GAB2	7b	\$54,173	GAB2	30b	\$73,640
GAB2	7c	\$54,173	GAB2	30c	\$73,962
GAB2	8a	\$54,173	GAB2	31a	\$74,283
GAB2	8b	\$54,173	GAB2	31b	\$74,605
GAB2	8c	\$54,173	GAB2	31c	\$74,926
GAB2	9a	\$54,173	GAB2	32a	\$75,247
GAB2	9b	\$54,173	GAB2	32b	\$75,569
GAB2	9c	\$54,173	GAB2	32c	\$75,890
GAB2	10a	\$54,173	GAB2	33a	\$76,211
GAB2	10b	\$54,327	GAB2	33b	\$76,533
GAB2	10c	\$54,679	GAB2	33c	\$76,854
GAB2	11a	\$55,000	GAB2	34a	\$77,176
GAB2	11b	\$55,322	GAB2	34b	\$77,497
GAB2	11c	\$55,643	GAB2	34c	\$77,818
GAB2	12a	\$55,964	GAB2	35a	\$78,140
GAB2	12b	\$56,286	GAB2	35b	\$78,461
GAB2	12c	\$56,607	GAB2	35c	\$78,783
GAB2	13a	\$56,929	GAB2	36a	\$79,104
GAB2	13b	\$57,250	GAB2	36b	\$79,425
GAB2	13c	\$57,571	GAB2	36c	\$79,747
GAB2	14a	\$57,893	GAB2	37a	\$80,068
GAB2	14b	\$58,214	GAB2	37b	\$80,389
GAB2	14c	\$58,535	GAB2	37c	\$80,711
GAB2	15a	\$58,857	GAB2	38a	\$81,033
GAB2	15b	\$59,178	GAB2	38b	\$81,354
GAB2	15c	\$59,500	GAB2	38c	\$81,675
GAB2	16a	\$59,821	GAB2	39a	\$81,996
GAB2	16b	\$60,142	GAB2	39b	\$82,318
GAB2	16c	\$60,464	GAB2	39c	\$82,639
GAB2	17a	\$60,785	GAB2	40a	\$82,960
GAB2	17b	\$61,106	GAB2	40b	\$83,282
GAB2	17c	\$61,428	GAB2	40c	\$83,604
GAB2	18a	\$61,749	GAB2	41a	\$83,925
GAB2	18b	\$62,071	GAB2	41b	\$84,246
GAB2	18c	\$62,392	GAB2	41c	\$84,567
GAB2	19a	\$62,713	GAB2	42a	\$84,888
GAB2	19b	\$63,035	GAB2	42b	\$85,209
GAB2	19c	\$63,356	GAB2	42c	\$85,530
GAB2	20a	\$63,678	GAB2	43a	\$85,852
GAB2	20b	\$63,999	GAB2	43b	\$86,173
GAB2	20c	\$64,320	GAB2	43c	\$86,494
GAB2	21a	\$64,642	GAB2	44a	\$86,815
GAB2	21b	\$64,963	GAB2	44b	\$87,136
GAB2	21c	\$65,284	GAB2	44c	\$87,457
GAB2	22a	\$65,606	GAB2	45a	\$87,778
GAB2	22b	\$65,927	GAB2	45b	\$88,099
GAB2	22c	\$66,249	GAB2	45c	\$88,420
GAB2	23a	\$66,570	GAB2	46a	\$88,741
GAB2	23b	\$66,891	GAB2	46b	\$89,062
GAB2	23c	\$67,213	GAB2	46c	\$89,383
			GAB2	47a	\$89,704

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.  
Please note that the pay increases were based on a percentage increase without level movement



## 10-Month 2024-2025 Grandfathered Doctorate Degree Schedule

10-Month Grandfathered Doctorate Degree Schedule 2024-2025					
Salary Increase	2.90%				
Sal Plan	Step	2024-25			
GAA2	1a	\$56,743	GAA2	24a	\$70,105
GAA2	1b	\$56,743	GAA2	24b	\$70,427
GAA2	1c	\$56,743	GAA2	24c	\$70,748
GAA2	2a	\$56,743	GAA2	25a	\$71,069
GAA2	2b	\$56,743	GAA2	25b	\$71,391
GAA2	2c	\$56,743	GAA2	25c	\$71,712
GAA2	3a	\$56,743	GAA2	26a	\$72,034
GAA2	3b	\$56,743	GAA2	26b	\$72,355
GAA2	3c	\$56,743	GAA2	26c	\$72,676
GAA2	4a	\$56,743	GAA2	27a	\$72,997
GAA2	4b	\$56,743	GAA2	27b	\$73,319
GAA2	4c	\$56,743	GAA2	27c	\$73,640
GAA2	5a	\$56,743	GAA2	28a	\$73,961
GAA2	5b	\$56,743	GAA2	28b	\$74,284
GAA2	5c	\$56,743	GAA2	28c	\$74,605
GAA2	6a	\$56,743	GAA2	29a	\$74,926
GAA2	6b	\$56,743	GAA2	29b	\$75,248
GAA2	6c	\$56,743	GAA2	29c	\$75,569
GAA2	7a	\$56,743	GAA2	30a	\$75,890
GAA2	7b	\$56,743	GAA2	30b	\$76,212
GAA2	7c	\$56,743	GAA2	30c	\$76,533
GAA2	8a	\$56,743	GAA2	31a	\$76,854
GAA2	8b	\$56,743	GAA2	31b	\$77,176
GAA2	8c	\$56,743	GAA2	31c	\$77,497
GAA2	9a	\$56,743	GAA2	32a	\$77,818
GAA2	9b	\$56,743	GAA2	32b	\$78,140
GAA2	9c	\$56,743	GAA2	32c	\$78,461
GAA2	10a	\$56,743	GAA2	33a	\$78,782
GAA2	10b	\$56,928	GAA2	33b	\$79,104
GAA2	10c	\$57,249	GAA2	33c	\$79,425
GAA2	11a	\$57,572	GAA2	34a	\$79,746
GAA2	11b	\$57,893	GAA2	34b	\$80,069
GAA2	11c	\$58,214	GAA2	34c	\$80,390
GAA2	12a	\$58,536	GAA2	35a	\$80,711
GAA2	12b	\$58,857	GAA2	35b	\$81,032
GAA2	12c	\$59,178	GAA2	35c	\$81,354
GAA2	13a	\$59,500	GAA2	36a	\$81,675
GAA2	13b	\$59,821	GAA2	36b	\$81,996
GAA2	13c	\$60,142	GAA2	36c	\$82,318
GAA2	14a	\$60,464	GAA2	37a	\$82,639
GAA2	14b	\$60,785	GAA2	37b	\$82,960
GAA2	14c	\$61,106	GAA2	37c	\$83,282
GAA2	15a	\$61,428	GAA2	38a	\$83,604
GAA2	15b	\$61,749	GAA2	38b	\$83,925
GAA2	15c	\$62,070	GAA2	38c	\$84,246
GAA2	16a	\$62,392	GAA2	39a	\$84,567
GAA2	16b	\$62,713	GAA2	39b	\$84,889
GAA2	16c	\$63,034	GAA2	39c	\$85,210
GAA2	17a	\$63,357	GAA2	40a	\$85,532
GAA2	17b	\$63,678	GAA2	40b	\$85,853
GAA2	17c	\$63,999	GAA2	40c	\$86,175
GAA2	18a	\$64,321	GAA2	41a	\$86,496
GAA2	18b	\$64,642	GAA2	41b	\$86,817
GAA2	18c	\$64,963	GAA2	41c	\$87,138
GAA2	19a	\$65,285	GAA2	42a	\$87,461
GAA2	19b	\$65,606	GAA2	42b	\$87,782
GAA2	19c	\$65,927	GAA2	42c	\$88,103
GAA2	20a	\$66,249	GAA2	43a	\$88,424
GAA2	20b	\$66,570	GAA2	43b	\$88,745
GAA2	20c	\$66,891	GAA2	43c	\$89,066
GAA2	21a	\$67,213	GAA2	44a	\$89,387
GAA2	21b	\$67,534	GAA2	44b	\$89,708
GAA2	21c	\$67,855	GAA2	44c	\$90,029
GAA2	22a	\$68,176	GAA2	45a	\$90,350
GAA2	22b	\$68,498	GAA2	45b	\$90,671
GAA2	22c	\$68,820	GAA2	45c	\$90,992
GAA2	23a	\$69,141	GAA2	46a	\$91,313
GAA2	23b	\$69,463	GAA2	46b	\$91,635
GAA2	23c	\$69,784	GAA2	46c	\$91,956
			GAA2	47a	\$92,277

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 11—Month 2024-2025 Grandfathered Bachelor’s Degree Salary Schedule

Sal Plan	Step	2024-25			
GXD2	1a	\$55,804	GXD2	25a	\$71,592
GXD2	1b	\$55,804	GXD2	25b	\$71,945
GXD2	1c	\$55,804	GXD2	25c	\$72,300
GXD2	2a	\$55,804	GXD2	26a	\$72,654
GXD2	2b	\$55,804	GXD2	26b	\$73,009
GXD2	2c	\$55,804	GXD2	26c	\$73,363
GXD2	3a	\$55,804	GXD2	27a	\$73,718
GXD2	3b	\$55,804	GXD2	27b	\$74,072
GXD2	3c	\$55,804	GXD2	27c	\$74,426
GXD2	4a	\$55,804	GXD2	28a	\$74,779
GXD2	4b	\$55,804	GXD2	28b	\$75,134
GXD2	4c	\$55,804	GXD2	28c	\$75,488
GXD2	5a	\$55,804	GXD2	29a	\$75,842
GXD2	5b	\$55,804	GXD2	29b	\$76,196
GXD2	5c	\$55,804	GXD2	29c	\$76,551
GXD2	6a	\$55,804	GXD2	30a	\$76,904
GXD2	6b	\$55,804	GXD2	30b	\$77,258
GXD2	6c	\$55,804	GXD2	30c	\$77,613
GXD2	7a	\$55,804	GXD2	31a	\$77,968
GXD2	7b	\$55,804	GXD2	31b	\$78,322
GXD2	7c	\$55,804	GXD2	31c	\$78,676
GXD2	8a	\$55,804	GXD2	32a	\$79,030
GXD2	8b	\$55,804	GXD2	32b	\$79,385
GXD2	8c	\$55,804	GXD2	32c	\$79,738
GXD2	9a	\$55,804	GXD2	33a	\$80,092
GXD2	9b	\$55,804	GXD2	33b	\$80,446
GXD2	9c	\$55,804	GXD2	33c	\$80,801
GXD2	10a	\$55,804	GXD2	34a	\$81,155
GXD2	10b	\$56,008	GXD2	34b	\$81,509
GXD2	10c	\$56,362	GXD2	34c	\$81,862
GXD2	11a	\$56,717	GXD2	35a	\$82,216
GXD2	11b	\$57,071	GXD2	35b	\$82,570
GXD2	11c	\$57,425	GXD2	35c	\$82,924
GXD2	12a	\$57,778	GXD2	36a	\$83,278
GXD2	12b	\$58,133	GXD2	36b	\$83,631
GXD2	12c	\$58,487	GXD2	36c	\$83,985
GXD2	13a	\$58,842	GXD2	37a	\$84,339
GXD2	13b	\$59,196	GXD2	37b	\$84,693
GXD2	13c	\$59,551	GXD2	37c	\$85,047
GXD2	14a	\$59,905	GXD2	38a	\$85,400
GXD2	14b	\$60,258	GXD2	38b	\$85,754
GXD2	14c	\$60,612	GXD2	38c	\$86,108
GXD2	15a	\$60,967	GXD2	39a	\$86,462
GXD2	15b	\$61,321	GXD2	39b	\$86,816
GXD2	15c	\$61,675	GXD2	39c	\$87,169
GXD2	16a	\$62,029	GXD2	40a	\$87,523
GXD2	16b	\$62,384	GXD2	40b	\$87,877
GXD2	16c	\$62,737	GXD2	40c	\$88,231
GXD2	17a	\$63,091	GXD2	41a	\$88,585
GXD2	17b	\$63,446	GXD2	41b	\$88,938
GXD2	17c	\$63,801	GXD2	41c	\$89,292
GXD2	18a	\$64,155	GXD2	42a	\$89,646
GXD2	18b	\$64,509	GXD2	42b	\$90,000
GXD2	18c	\$64,863	GXD2	42c	\$90,354
GXD2	19a	\$65,217	GXD2	43a	\$90,708
GXD2	19b	\$65,571	GXD2	43b	\$91,061
GXD2	19c	\$65,925	GXD2	43c	\$91,415
GXD2	20a	\$66,279	GXD2	44a	\$91,769
GXD2	20b	\$66,634	GXD2	44b	\$92,123
GXD2	20c	\$66,988	GXD2	44c	\$92,477
GXD2	21a	\$67,341	GXD2	45a	\$92,830
GXD2	21b	\$67,695	GXD2	45b	\$93,184
GXD2	21c	\$68,051	GXD2	45c	\$93,538
GXD2	22a	\$68,405	GXD2	46a	\$93,892
GXD2	22b	\$68,759	GXD2	46b	\$94,246
GXD2	22c	\$69,113	GXD2	46c	\$94,599
GXD2	23a	\$69,468	GXD2	47a	\$94,953
GXD2	23b	\$69,822	GXD2	47b	\$95,307
GXD2	23c	\$70,175	GXD2	47c	\$95,661
GXD2	24a	\$70,529	GXD2	48a	\$96,015
GXD2	24b	\$70,884	GXD2	48b	\$96,368
GXD2	24c	\$71,238	GXD2	48c	\$96,722
			GXD2	49a	\$97,076

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 11—Month 2024-2025 Grandfathered Master’s Degree Salary Schedule

Sai Plan	Step	2024-25			
GXC2	1a	\$58,072	GXC2	25a	\$73,860
GXC2	1b	\$58,072	GXC2	25b	\$74,213
GXC2	1c	\$58,072	GXC2	25c	\$74,568
GXC2	2a	\$58,072	GXC2	26a	\$74,922
GXC2	2b	\$58,072	GXC2	26b	\$75,277
GXC2	2c	\$58,072	GXC2	26c	\$75,631
GXC2	3a	\$58,072	GXC2	27a	\$75,986
GXC2	3b	\$58,072	GXC2	27b	\$76,340
GXC2	3c	\$58,072	GXC2	27c	\$76,693
GXC2	4a	\$58,072	GXC2	28a	\$77,047
GXC2	4b	\$58,072	GXC2	28b	\$77,402
GXC2	4c	\$58,072	GXC2	28c	\$77,756
GXC2	5a	\$58,072	GXC2	29a	\$78,110
GXC2	5b	\$58,072	GXC2	29b	\$78,464
GXC2	5c	\$58,072	GXC2	29c	\$78,819
GXC2	6a	\$58,072	GXC2	30a	\$79,172
GXC2	6b	\$58,072	GXC2	30b	\$79,526
GXC2	6c	\$58,072	GXC2	30c	\$79,881
GXC2	7a	\$58,072	GXC2	31a	\$80,236
GXC2	7b	\$58,072	GXC2	31b	\$80,590
GXC2	7c	\$58,072	GXC2	31c	\$80,944
GXC2	8a	\$58,072	GXC2	32a	\$81,298
GXC2	8b	\$58,072	GXC2	32b	\$81,652
GXC2	8c	\$58,072	GXC2	32c	\$82,006
GXC2	9a	\$58,072	GXC2	33a	\$82,360
GXC2	9b	\$58,072	GXC2	33b	\$82,714
GXC2	9c	\$58,072	GXC2	33c	\$83,069
GXC2	10a	\$58,072	GXC2	34a	\$83,423
GXC2	10b	\$58,276	GXC2	34b	\$83,776
GXC2	10c	\$58,630	GXC2	34c	\$84,130
GXC2	11a	\$58,985	GXC2	35a	\$84,484
GXC2	11b	\$59,339	GXC2	35b	\$84,838
GXC2	11c	\$59,693	GXC2	35c	\$85,192
GXC2	12a	\$60,046	GXC2	36a	\$85,545
GXC2	12b	\$60,401	GXC2	36b	\$85,899
GXC2	12c	\$60,755	GXC2	36c	\$86,253
GXC2	13a	\$61,110	GXC2	37a	\$86,607
GXC2	13b	\$61,464	GXC2	37b	\$86,961
GXC2	13c	\$61,819	GXC2	37c	\$87,315
GXC2	14a	\$62,173	GXC2	38a	\$87,668
GXC2	14b	\$62,526	GXC2	38b	\$88,022
GXC2	14c	\$62,880	GXC2	38c	\$88,376
GXC2	15a	\$63,235	GXC2	39a	\$88,730
GXC2	15b	\$63,589	GXC2	39b	\$89,084
GXC2	15c	\$63,943	GXC2	39c	\$89,437
GXC2	16a	\$64,297	GXC2	40a	\$89,791
GXC2	16b	\$64,652	GXC2	40b	\$90,145
GXC2	16c	\$65,005	GXC2	40c	\$90,499
GXC2	17a	\$65,359	GXC2	41a	\$90,853
GXC2	17b	\$65,714	GXC2	41b	\$91,206
GXC2	17c	\$66,069	GXC2	41c	\$91,560
GXC2	18a	\$66,423	GXC2	42a	\$91,914
GXC2	18b	\$66,777	GXC2	42b	\$92,268
GXC2	18c	\$67,130	GXC2	42c	\$92,622
GXC2	19a	\$67,485	GXC2	43a	\$92,975
GXC2	19b	\$67,839	GXC2	43b	\$93,329
GXC2	19c	\$68,193	GXC2	43c	\$93,683
GXC2	20a	\$68,547	GXC2	44a	\$94,037
GXC2	20b	\$68,902	GXC2	44b	\$94,391
GXC2	20c	\$69,256	GXC2	44c	\$94,744
GXC2	21a	\$69,609	GXC2	45a	\$95,098
GXC2	21b	\$69,963	GXC2	45b	\$95,452
GXC2	21c	\$70,319	GXC2	45c	\$95,806
GXC2	22a	\$70,673	GXC2	46a	\$96,160
GXC2	22b	\$71,027	GXC2	46b	\$96,514
GXC2	22c	\$71,381	GXC2	46c	\$96,867
GXC2	23a	\$71,736	GXC2	47a	\$97,221
GXC2	23b	\$72,089	GXC2	47b	\$97,575
GXC2	23c	\$72,443	GXC2	47c	\$97,929
GXC2	24a	\$72,797	GXC2	48a	\$98,283
GXC2	24b	\$73,152	GXC2	48b	\$98,636
GXC2	24c	\$73,506	GXC2	48c	\$98,990
			GXC2	49a	\$99,344

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement



## 11—Month 2024-2025 Grandfathered Specialist Degree Salary Schedule

11-Month Grandfathered Specialist Degree Schedule 2024-2025

Sal Plan	Step	2024-25			
GXB2	1a	\$59,661	GXB2	25a	\$75,448
GXB2	1b	\$59,661	GXB2	25b	\$75,802
GXB2	1c	\$59,661	GXB2	25c	\$76,157
GXB2	2a	\$59,661	GXB2	26a	\$76,511
GXB2	2b	\$59,661	GXB2	26b	\$76,866
GXB2	2c	\$59,661	GXB2	26c	\$77,220
GXB2	3a	\$59,661	GXB2	27a	\$77,575
GXB2	3b	\$59,661	GXB2	27b	\$77,928
GXB2	3c	\$59,661	GXB2	27c	\$78,282
GXB2	4a	\$59,661	GXB2	28a	\$78,636
GXB2	4b	\$59,661	GXB2	28b	\$78,991
GXB2	4c	\$59,661	GXB2	28c	\$79,345
GXB2	5a	\$59,661	GXB2	29a	\$79,699
GXB2	5b	\$59,661	GXB2	29b	\$80,052
GXB2	5c	\$59,661	GXB2	29c	\$80,407
GXB2	6a	\$59,661	GXB2	30a	\$80,761
GXB2	6b	\$59,661	GXB2	30b	\$81,115
GXB2	6c	\$59,661	GXB2	30c	\$81,470
GXB2	7a	\$59,661	GXB2	31a	\$81,825
GXB2	7b	\$59,661	GXB2	31b	\$82,179
GXB2	7c	\$59,661	GXB2	31c	\$82,532
GXB2	8a	\$59,661	GXB2	32a	\$82,886
GXB2	8b	\$59,661	GXB2	32b	\$83,241
GXB2	8c	\$59,661	GXB2	32c	\$83,595
GXB2	9a	\$59,661	GXB2	33a	\$83,949
GXB2	9b	\$59,661	GXB2	33b	\$84,303
GXB2	9c	\$59,661	GXB2	33c	\$84,658
GXB2	10a	\$59,661	GXB2	34a	\$85,011
GXB2	10b	\$59,865	GXB2	34b	\$85,365
GXB2	10c	\$60,219	GXB2	34c	\$85,719
GXB2	11a	\$60,574	GXB2	35a	\$86,073
GXB2	11b	\$60,928	GXB2	35b	\$86,427
GXB2	11c	\$61,281	GXB2	35c	\$86,780
GXB2	12a	\$61,635	GXB2	36a	\$87,134
GXB2	12b	\$61,990	GXB2	36b	\$87,488
GXB2	12c	\$62,344	GXB2	36c	\$87,842
GXB2	13a	\$62,699	GXB2	37a	\$88,196
GXB2	13b	\$63,053	GXB2	37b	\$88,549
GXB2	13c	\$63,408	GXB2	37c	\$88,903
GXB2	14a	\$63,761	GXB2	38a	\$89,257
GXB2	14b	\$64,115	GXB2	38b	\$89,611
GXB2	14c	\$64,469	GXB2	38c	\$89,965
GXB2	15a	\$64,824	GXB2	39a	\$90,319
GXB2	15b	\$65,178	GXB2	39b	\$90,672
GXB2	15c	\$65,532	GXB2	39c	\$91,026
GXB2	16a	\$65,885	GXB2	40a	\$91,380
GXB2	16b	\$66,240	GXB2	40b	\$91,734
GXB2	16c	\$66,594	GXB2	40c	\$92,088
GXB2	17a	\$66,948	GXB2	41a	\$92,441
GXB2	17b	\$67,303	GXB2	41b	\$92,795
GXB2	17c	\$67,658	GXB2	41c	\$93,149
GXB2	18a	\$68,012	GXB2	42a	\$93,503
GXB2	18b	\$68,365	GXB2	42b	\$93,857
GXB2	18c	\$68,719	GXB2	42c	\$94,210
GXB2	19a	\$69,074	GXB2	43a	\$94,564
GXB2	19b	\$69,428	GXB2	43b	\$94,918
GXB2	19c	\$69,782	GXB2	43c	\$95,272
GXB2	20a	\$70,136	GXB2	44a	\$95,626
GXB2	20b	\$70,491	GXB2	44b	\$95,979
GXB2	20c	\$70,844	GXB2	44c	\$96,333
GXB2	21a	\$71,198	GXB2	45a	\$96,687
GXB2	21b	\$71,552	GXB2	45b	\$97,041
GXB2	21c	\$71,908	GXB2	45c	\$97,395
GXB2	22a	\$72,262	GXB2	46a	\$97,748
GXB2	22b	\$72,616	GXB2	46b	\$98,102
GXB2	22c	\$72,969	GXB2	46c	\$98,456
GXB2	23a	\$73,324	GXB2	47a	\$98,810
GXB2	23b	\$73,678	GXB2	47b	\$99,164
GXB2	23c	\$74,032	GXB2	47c	\$99,518
GXB2	24a	\$74,386	GXB2	48a	\$99,871
GXB2	24b	\$74,741	GXB2	48b	\$100,225
GXB2	24c	\$75,095	GXB2	48c	\$100,579
			GXB2	49a	\$100,933

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 11—Month 2024-2025 Grandfathered Doctorate Degree Salary Schedule

11-Month Grandfathered Doctorate Degree Schedule 2024-2025

Sal Plan	Step	2024-25			
GXA2	1a	\$62,875	GXA2	25a	\$78,663
GXA2	1b	\$62,875	GXA2	25b	\$79,017
GXA2	1c	\$62,875	GXA2	25c	\$79,372
GXA2	2a	\$62,875	GXA2	26a	\$79,726
GXA2	2b	\$62,875	GXA2	26b	\$80,080
GXA2	2c	\$62,875	GXA2	26c	\$80,434
GXA2	3a	\$62,875	GXA2	27a	\$80,789
GXA2	3b	\$62,875	GXA2	27b	\$81,143
GXA2	3c	\$62,875	GXA2	27c	\$81,497
GXA2	4a	\$62,875	GXA2	28a	\$81,851
GXA2	4b	\$62,875	GXA2	28b	\$82,206
GXA2	4c	\$62,875	GXA2	28c	\$82,559
GXA2	5a	\$62,875	GXA2	29a	\$82,913
GXA2	5b	\$62,875	GXA2	29b	\$83,267
GXA2	5c	\$62,875	GXA2	29c	\$83,622
GXA2	6a	\$62,875	GXA2	30a	\$83,976
GXA2	6b	\$62,875	GXA2	30b	\$84,330
GXA2	6c	\$62,875	GXA2	30c	\$84,685
GXA2	7a	\$62,875	GXA2	31a	\$85,039
GXA2	7b	\$62,875	GXA2	31b	\$85,393
GXA2	7c	\$62,875	GXA2	31c	\$85,747
GXA2	8a	\$62,875	GXA2	32a	\$86,101
GXA2	8b	\$62,875	GXA2	32b	\$86,456
GXA2	8c	\$62,875	GXA2	32c	\$86,810
GXA2	9a	\$62,875	GXA2	33a	\$87,163
GXA2	9b	\$62,875	GXA2	33b	\$87,517
GXA2	9c	\$62,875	GXA2	33c	\$87,872
GXA2	10a	\$62,875	GXA2	34a	\$88,226
GXA2	10b	\$63,080	GXA2	34b	\$88,580
GXA2	10c	\$63,433	GXA2	34c	\$88,934
GXA2	11a	\$63,788	GXA2	35a	\$89,287
GXA2	11b	\$64,142	GXA2	35b	\$89,641
GXA2	11c	\$64,496	GXA2	35c	\$89,995
GXA2	12a	\$64,850	GXA2	36a	\$90,349
GXA2	12b	\$65,205	GXA2	36b	\$90,703
GXA2	12c	\$65,558	GXA2	36c	\$91,056
GXA2	13a	\$65,913	GXA2	37a	\$91,410
GXA2	13b	\$66,267	GXA2	37b	\$91,764
GXA2	13c	\$66,622	GXA2	37c	\$92,118
GXA2	14a	\$66,976	GXA2	38a	\$92,472
GXA2	14b	\$67,330	GXA2	38b	\$92,826
GXA2	14c	\$67,684	GXA2	38c	\$93,179
GXA2	15a	\$68,039	GXA2	39a	\$93,533
GXA2	15b	\$68,392	GXA2	39b	\$93,887
GXA2	15c	\$68,746	GXA2	39c	\$94,241
GXA2	16a	\$69,100	GXA2	40a	\$94,595
GXA2	16b	\$69,455	GXA2	40b	\$94,948
GXA2	16c	\$69,809	GXA2	40c	\$95,302
GXA2	17a	\$70,163	GXA2	41a	\$95,656
GXA2	17b	\$70,517	GXA2	41b	\$96,010
GXA2	17c	\$70,872	GXA2	41c	\$96,364
GXA2	18a	\$71,226	GXA2	42a	\$96,717
GXA2	18b	\$71,580	GXA2	42b	\$97,071
GXA2	18c	\$71,934	GXA2	42c	\$97,425
GXA2	19a	\$72,289	GXA2	43a	\$97,779
GXA2	19b	\$72,643	GXA2	43b	\$98,133
GXA2	19c	\$72,996	GXA2	43c	\$98,486
GXA2	20a	\$73,350	GXA2	44a	\$98,840
GXA2	20b	\$73,705	GXA2	44b	\$99,194
GXA2	20c	\$74,059	GXA2	44c	\$99,548
GXA2	21a	\$74,413	GXA2	45a	\$99,902
GXA2	21b	\$74,767	GXA2	45b	\$100,255
GXA2	21c	\$75,123	GXA2	45c	\$100,609
GXA2	22a	\$75,476	GXA2	46a	\$100,963
GXA2	22b	\$75,830	GXA2	46b	\$101,317
GXA2	22c	\$76,184	GXA2	46c	\$101,671
GXA2	23a	\$76,539	GXA2	47a	\$102,025
GXA2	23b	\$76,893	GXA2	47b	\$102,378
GXA2	23c	\$77,247	GXA2	47c	\$102,732
GXA2	24a	\$77,600	GXA2	48a	\$103,086
GXA2	24b	\$77,955	GXA2	48b	\$103,440
GXA2	24c	\$78,309	GXA2	48c	\$103,794
			GXA2	49a	\$104,147

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement



# **10—Month 2024-2025 Pay-for-Performance Bachelor's Degree Salary Schedule**

10-Month Performance Salary Schedule Bachelor Degree 2024-2025			
Performance Increase			
Steps	E		
1c to 2c	1.00%		
3a to 4c	1.25%		
5a to 65c	1.75%		
7a to 8c	2.20%		
9a and up	2.90%		

Sal Plan	Step	2024-25 Effective Performanc e Salary	2024-25 Highly Effective Performance Salary
PAD2	1c	\$49,702	\$49,825
PAD2	2a	\$49,702	\$49,825
PAD2	2b	\$49,702	\$49,825
PAD2	2c	\$49,702	\$49,825
PAD2	3a	\$49,825	\$50,071
PAD2	3b	\$49,825	\$50,071
PAD2	3c	\$49,825	\$50,071
PAD2	4a	\$49,825	\$50,071
PAD2	4b	\$49,825	\$50,071
PAD2	4c	\$49,825	\$50,071
PAD2	5a	\$50,071	\$50,317
PAD2	5b	\$50,071	\$50,317
PAD2	5c	\$50,071	\$50,317
PAD2	6a	\$50,071	\$50,317
PAD2	6b	\$50,071	\$50,317
PAD2	6c	\$50,071	\$50,317
PAD2	7a	\$50,293	\$50,564
PAD2	7b	\$50,293	\$50,564
PAD2	7c	\$50,293	\$50,564
PAD2	8a	\$50,293	\$50,564
PAD2	8b	\$50,293	\$50,564
PAD2	8c	\$50,293	\$50,564
PAD2	9a	\$50,637	\$51,031
PAD2	9b	\$50,637	\$51,031
PAD2	9c	\$50,637	\$51,031
PAD2	10a	\$50,637	\$51,031
PAD2	10b	\$50,832	\$51,227
PAD2	10c	\$51,153	\$51,551
PAD2	11a	\$51,474	\$51,874
PAD2	11b	\$51,796	\$52,199
PAD2	11c	\$52,117	\$52,522
PAD2	12a	\$52,438	\$52,846
PAD2	12b	\$52,760	\$53,170
PAD2	12c	\$53,081	\$53,494
PAD2	13a	\$53,403	\$53,818
PAD2	13b	\$53,724	\$54,142
PAD2	13c	\$54,045	\$54,465
PAD2	14a	\$54,366	\$54,789
PAD2	14b	\$54,688	\$55,113
PAD2	14c	\$55,009	\$55,437
PAD2	15a	\$55,330	\$55,760
PAD2	15b	\$55,652	\$56,085
PAD2	15c	\$55,973	\$56,408
PAD2	16a	\$56,295	\$56,733
PAD2	16b	\$56,617	\$57,057
PAD2	16c	\$56,938	\$57,381
PAD2	17a	\$57,259	\$57,704
PAD2	17b	\$57,581	\$58,029
PAD2	17c	\$57,902	\$58,352
PAD2	18a	\$58,223	\$58,676
PAD2	18b	\$58,545	\$59,000
PAD2	18c	\$58,866	\$59,324
PAD2	19a	\$59,187	\$59,647
PAD2	19b	\$59,509	\$59,972
PAD2	19c	\$59,830	\$60,295
PAD2	20a	\$60,151	\$60,619
PAD2	20b	\$60,473	\$60,943
PAD2	20c	\$60,794	\$61,267
PAD2	21a	\$61,115	\$61,590
PAD2	21b	\$61,437	\$61,915
PAD2	21c	\$61,759	\$62,239
PAD2	22a	\$62,080	\$62,563
PAD2	22b	\$62,402	\$62,887
PAD2	22c	\$62,723	\$63,211
PAD2	23a	\$63,044	\$63,534
PAD2	23b	\$63,366	\$63,859
PAD2	23c	\$63,687	\$64,182

10-Month Performance Placement Schedule		
Step		2024-25
1c	New Teacher and 1 year Experience	\$49,702
2a	2 Years Experience	\$49,702
2b	3 Years Experience	\$49,702
2c	4 Years Experience	\$49,702
3a	5 Years Experience	\$49,825
3b	6 Years Experience	\$49,825
3c	7 Years Experience	\$49,825
4a	8 Years Experience	\$49,825
4b	9 Years Experience	\$49,825
4c	10 Years Experience	\$49,825
5a	11 Years Experience	\$50,071
5b	12 Years Experience	\$50,071

Effective for newly hired teachers beginning

Degree Supplements	
Masters	\$2,058
Specialist	\$3,536
Doctorate	\$6,106

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.  
Please note that the pay increases were based on a percentage increase without level movement

# **10—Month 2024-2025 Pay-for-Performance Bachelor's Degree Salary Schedule (Cont.)**

Sal Plan	Step	2024-25 Effective Performanc e Salary	2024-25 Highly Effective Performance Salary
PAD2	24a	\$64,008	\$64,506
PAD2	24b	\$64,329	\$64,829
PAD2	24c	\$64,651	\$65,154
PAD2	25a	\$64,972	\$65,477
PAD2	25b	\$65,293	\$65,801
PAD2	25c	\$65,615	\$66,125
PAD2	26a	\$65,936	\$66,449
PAD2	26b	\$66,257	\$66,772
PAD2	26c	\$66,579	\$67,097
PAD2	27a	\$66,900	\$67,420
PAD2	27b	\$67,221	\$67,744
PAD2	27c	\$67,544	\$68,069
PAD2	28a	\$67,865	\$68,393
PAD2	28b	\$68,186	\$68,716
PAD2	28c	\$68,508	\$69,041
PAD2	29a	\$68,829	\$69,364
PAD2	29b	\$69,150	\$69,688
PAD2	29c	\$69,472	\$70,012
PAD2	30a	\$69,793	\$70,336
PAD2	30b	\$70,114	\$70,659
PAD2	30c	\$70,436	\$70,984
PAD2	31a	\$70,757	\$71,307
PAD2	31b	\$71,078	\$71,631
PAD2	31c	\$71,400	\$71,955
PAD2	32a	\$71,721	\$72,279
PAD2	32b	\$72,042	\$72,602
PAD2	32c	\$72,364	\$72,927
PAD2	33a	\$72,685	\$73,250
PAD2	33b	\$73,007	\$73,575
PAD2	33c	\$73,329	\$73,899
PAD2	34a	\$73,650	\$74,223
PAD2	34b	\$73,971	\$74,546
PAD2	34c	\$74,293	\$74,871
PAD2	35a	\$74,614	\$75,194
PAD2	35b	\$74,935	\$75,518
PAD2	35c	\$75,257	\$75,842
PAD2	36a	\$75,578	\$76,166
PAD2	36b	\$75,899	\$76,489
PAD2	36c	\$76,221	\$76,814
PAD2	37a	\$76,542	\$77,137
PAD2	37b	\$76,863	\$77,461
PAD2	37c	\$77,184	\$77,784
PAD2	38a	\$77,505	\$78,108
PAD2	38b	\$77,826	\$78,431
PAD2	38c	\$78,147	\$78,755
PAD2	39a	\$78,468	\$79,078
PAD2	39b	\$78,790	\$79,403
PAD2	39c	\$79,111	\$79,726
PAD2	40a	\$79,432	\$80,050
PAD2	40b	\$79,753	\$80,373
PAD2	40c	\$80,074	\$80,697
PAD2	41a	\$80,395	\$81,020
PAD2	41b	\$80,716	\$81,344
PAD2	41c	\$81,037	\$81,667
PAD2	42a	\$81,358	\$81,991
PAD2	42b	\$81,679	\$82,314
PAD2	42c	\$82,000	\$82,638
PAD2	43a	\$82,321	\$82,961
PAD2	43b	\$82,642	\$83,285
PAD2	43c	\$82,963	\$83,608

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

## 11—Month 2024-2025 Pay-for-Performance Bachelor's Degree Salary Schedule

11-Month Performance Salary Schedule Bachelor Degree 2024-2025			
Performance Increase			
Steps	E		
1c to 2c	1.00%		
3a to 4c	1.25%		
5a to 6c	1.75%		
7a to 8c	2.20%		
9a and up	2.90%		

Sal Plan	Step	2024-25 Effective Performance Salary	2024-25 Highly Effective Performance Salary
PXD2	1c	\$54,774	\$54,909
PXD2	2a	\$54,774	\$54,909
PXD2	2b	\$54,774	\$54,909
PXD2	2c	\$54,774	\$54,909
PXD2	3a	\$54,909	\$55,180
PXD2	3b	\$54,909	\$55,180
PXD2	3c	\$54,909	\$55,180
PXD2	4a	\$54,909	\$55,180
PXD2	4b	\$54,909	\$55,180
PXD2	4c	\$54,909	\$55,180
PXD2	5a	\$55,180	\$55,452
PXD2	5b	\$55,180	\$55,452
PXD2	5c	\$55,180	\$55,452
PXD2	6a	\$55,180	\$55,452
PXD2	6b	\$55,180	\$55,452
PXD2	6c	\$55,180	\$55,452
PXD2	7a	\$55,425	\$55,723
PXD2	7b	\$55,425	\$55,723
PXD2	7c	\$55,425	\$55,723
PXD2	8a	\$55,425	\$55,723
PXD2	8b	\$55,425	\$55,723
PXD2	8c	\$55,425	\$55,723
PXD2	9a	\$55,804	\$56,238
PXD2	9b	\$55,804	\$56,238
PXD2	9c	\$55,804	\$56,238
PXD2	10a	\$55,804	\$56,238
PXD2	10b	\$56,018	\$56,454
PXD2	10c	\$56,372	\$56,811
PXD2	11a	\$56,726	\$57,167
PXD2	11b	\$57,081	\$57,525
PXD2	11c	\$57,435	\$57,881
PXD2	12a	\$57,789	\$58,238
PXD2	12b	\$58,144	\$58,596
PXD2	12c	\$58,497	\$58,952
PXD2	13a	\$58,852	\$59,310
PXD2	13b	\$59,206	\$59,666
PXD2	13c	\$59,560	\$60,023
PXD2	14a	\$59,914	\$60,380
PXD2	14b	\$60,269	\$60,737
PXD2	14c	\$60,623	\$61,094
PXD2	15a	\$60,976	\$61,450
PXD2	15b	\$61,331	\$61,808
PXD2	15c	\$61,685	\$62,165
PXD2	16a	\$62,039	\$62,521
PXD2	16b	\$62,394	\$62,879
PXD2	16c	\$62,748	\$63,235
PXD2	17a	\$63,101	\$63,592
PXD2	17b	\$63,456	\$63,950
PXD2	17c	\$63,810	\$64,306
PXD2	18a	\$64,164	\$64,663
PXD2	18b	\$64,519	\$65,021
PXD2	18c	\$64,873	\$65,377
PXD2	19a	\$65,227	\$65,734
PXD2	19b	\$65,581	\$66,091
PXD2	19c	\$65,935	\$66,448
PXD2	20a	\$66,289	\$66,804
PXD2	20b	\$66,644	\$67,162
PXD2	20c	\$66,998	\$67,519
PXD2	21a	\$67,352	\$67,875
PXD2	21b	\$67,707	\$68,233
PXD2	21c	\$68,060	\$68,590
PXD2	22a	\$68,414	\$68,946
PXD2	22b	\$68,769	\$69,304
PXD2	22c	\$69,123	\$69,660
PXD2	23a	\$69,477	\$70,017
PXD2	23b	\$69,832	\$70,375
PXD2	23c	\$70,186	\$70,731
PXD2	24a	\$70,539	\$71,088
PXD2	24b	\$70,893	\$71,444
PXD2	24c	\$71,248	\$71,802

11-Month Performance Placement Schedule		
Step		2024-25
1c	New Teacher and 1 year Experience	\$54,774
2a	2 Years Experience	\$54,774
2b	3 Years Experience	\$54,774
2c	4 Years Experience	\$54,774
3a	5 Years Experience	\$54,909
3b	6 Years Experience	\$54,909
3c	7 Years Experience	\$54,909
4a	8 Years Experience	\$54,909
4b	9 Years Experience	\$54,909
4c	10 Years Experience	\$54,909
5a	11 Years Experience	\$55,180
5b	12 Years Experience	\$55,180

Effective for newly hired teachers beginning 7/1/2024

Degree Supplements	
Masters	\$2,268
Specialist	\$3,857
Doctorate	\$7,071

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement

# **11—Month 2024-2025 Pay-for-Performance Bachelor's Degree Salary Schedule (Cont.)**

Sal Plan	Step	2024-25 Effective Performance Salary	2024-25 Highly Effective Performanc e Salary
PXD2	25a	\$71,602	\$72,159
PXD2	25b	\$71,956	\$72,515
PXD2	25c	\$72,311	\$72,873
PXD2	26a	\$72,664	\$73,229
PXD2	26b	\$73,018	\$73,586
PXD2	26c	\$73,373	\$73,944
PXD2	27a	\$73,727	\$74,300
PXD2	27b	\$74,081	\$74,657
PXD2	27c	\$74,436	\$75,014
PXD2	28a	\$74,790	\$75,371
PXD2	28b	\$75,143	\$75,728
PXD2	28c	\$75,498	\$76,085
PXD2	29a	\$75,852	\$76,442
PXD2	29b	\$76,206	\$76,798
PXD2	29c	\$76,561	\$77,156
PXD2	30a	\$76,915	\$77,513
PXD2	30b	\$77,268	\$77,869
PXD2	30c	\$77,623	\$78,227
PXD2	31a	\$77,977	\$78,583
PXD2	31b	\$78,331	\$78,940
PXD2	31c	\$78,686	\$79,298
PXD2	32a	\$79,040	\$79,654
PXD2	32b	\$79,394	\$80,011
PXD2	32c	\$79,749	\$80,369
PXD2	33a	\$80,102	\$80,725
PXD2	33b	\$80,456	\$81,082
PXD2	33c	\$80,811	\$81,439
PXD2	34a	\$81,165	\$81,796
PXD2	34b	\$81,519	\$82,152
PXD2	34c	\$81,874	\$82,510
PXD2	35a	\$82,227	\$82,867
PXD2	35b	\$82,581	\$83,223
PXD2	35c	\$82,936	\$83,581
PXD2	36a	\$83,290	\$83,938
PXD2	36b	\$83,644	\$84,294
PXD2	36c	\$83,999	\$84,652
PXD2	37a	\$84,353	\$85,008
PXD2	37b	\$84,706	\$85,365
PXD2	37c	\$85,060	\$85,722
PXD2	38a	\$85,414	\$86,078
PXD2	38b	\$85,768	\$86,435
PXD2	38c	\$86,122	\$86,791
PXD2	39a	\$86,475	\$87,148
PXD2	39b	\$86,829	\$87,504
PXD2	39c	\$87,183	\$87,861
PXD2	40a	\$87,537	\$88,217
PXD2	40b	\$87,891	\$88,574
PXD2	40c	\$88,244	\$88,931
PXD2	41a	\$88,598	\$89,287
PXD2	41b	\$88,952	\$89,644
PXD2	41c	\$89,306	\$90,000
PXD2	42a	\$89,660	\$90,357
PXD2	42b	\$90,014	\$90,713
PXD2	42c	\$90,367	\$91,070
PXD2	43a	\$90,721	\$91,426
PXD2	43b	\$91,075	\$91,783
PXD2	43c	\$91,429	\$92,140

Please note that the figures herein include the 15-minute time adjustment initiated in 2018-2019, but they do not include the referendum supplement which carries a value of \$9537 for 2024-25.

Please note that the pay increases were based on a percentage increase without level movement



## ***APPENDIX “B” – Differentiated Pay Salary Schedule***

### **2024-25 Salary Supplement Schedule for Other School Personnel**

1. Athletic Directors shall be assigned full teaching and/or administrative duties with general direction over athletic activities.
2. Personnel who coach combined boys and girls teams shall receive only one basic supplement for that sport.
3. With the exception of coaching supplements specifically designated for middle school sports, all coaching supplements are for high school sports only.
4. Supplemented coaches of the varsity sports listed below shall be paid \$20 per day for each day of practice or competition required for play-off games sanctioned by FHSAA, which are beyond district level competition. Such payments shall not exceed \$100 per week.
5. Only those varsity coaches who are supplemented to coach the following varsity sports shall be eligible for the playoff payment: football, volleyball, basketball, baseball, softball and soccer.

<b>Supplement Description</b>	<b>2024-2025</b>
	<b>Plus 4%</b>
ATHLETIC DIRECTOR	\$6,105
ATHLETIC DIRECTOR, Middle School	\$1,225
ATHLETIC TRAINER	\$8,951
BASEBALL, Head Varsity	\$4,287
BASEBALL, First Assistant	\$3,575
BASEBALL, Second Assistant	\$2,501
BASKETBALL, Head Varsity*	\$4,691
BASKETBALL, Jr. Varsity*	\$3,575
BASKETBALL, Freshman*	\$2,501
BASKETBALL, Middle School	\$919
CROSS COUNTRY (Boys or Girls)	\$3,191
CROSS COUNTRY, Middle School	\$490
CROSS COUNTRY (Combined Team)	\$3,378
FOOTBALL, Head Varsity	\$5,514
FOOTBALL, 1st Assistant Varsity	\$4,412
FOOTBALL, Assistant Varsity	\$3,677
FOOTBALL, Head Jr. Varsity	\$3,677
FOOTBALL, Assistant Jr. Varsity	\$2,944
FOOTBALL, Head Freshman	\$2,944
FOOTBALL, Assistant Freshman	\$2,572
GOLF	\$3,216
LACROSSE	\$3,643
INTRAMURALS, Middle School	\$3,575
POWERLIFTING (Weightlifting)	\$3,378
RYTHMIC GYMNASTICS/DANCE	\$3,677
SOCCER Varsity	\$4,056
SOCCER, Jr. Varsity	\$3,310
SOCCER, Middle School	\$919
SOFTBALL	\$4,287
SOFTBALL, First Assistant	\$3,575
SOFTBALL, 2nd Assistant	\$2,501
SWIMMING, Head	\$3,310
SWIMMING, Assistant	\$2,572

TENNIS	\$3,216
TRACK, Varsity	\$4,056
TRACK, Assistant Varsity	\$3,310
VOLLEYBALL, Varsity	\$3,378
VOLLEYBALL, Jr. Varsity (15 or more matches)	\$2,501
VOLLEYBALL Middle School	\$919
WRESTLING, Varsity	\$3,941
WRESTLING, Jr. Varsity	\$3,216
FLAG FOOTBALL, Asst.	\$2,501
FLAG FOOTBALL, Head	\$3,379
FLAG FOOTBALL, Middle School	\$919
SAND VOLLEYBALL, Varsity	\$3,379
SAND VOLLEYBALL, Asst.	\$2,501
B. MUSIC - HIGH SCHOOL ONLY	
INSTRUMENTAL - Band, Concert	\$1,787
INSTRUMENTAL - Band, Marching	\$3,930
INSTRUMENTAL - Band, Assistant Marching	\$1,427
INSTRUMENTAL - Band, Stage	\$1,787
ENSEMBLES	\$713
ORCHESTRA, Chamber	\$1,787
ORCHESTRA, String	\$1,787
ORCHESTRA, Symphonic	\$1,787
VOCAL MUSIC	
CHOIR, Concert	\$1,787
CHOIR, Madrigal	\$1,787
CHORUS, Male	\$1,787
DIRECTOR, Musical	\$1,787
DIRECTOR, Assistant Musical	\$1,075
ENSEMBLES, Vocal	\$713
GLEE CLUB, Girls	\$1,787
OPERA WORKSHOP	\$1,427
C. MIDDLE SCHOOL MUSIC*	\$1,075
D. GUIDANCE COUNSELORS	
With or without full teaching duties, plus responsibility for vocational and	
10- Month - 196 Duty Days	\$3,575
11- Month - 216 Duty Days	\$3,931
E. VOCATIONAL AGRICULTURE HIGH SCHOOLS	
10- Month - 196 Duty Days	\$3,818
11- Month - 216 Duty Days	\$4,198
MIDDLE SCHOOLS	
10- Month - 196 Duty Days	\$1,909
11- Month - 216 Duty Days	\$2,099
With full-time teaching in either middle or high school or both, and the	
F. DRAMA COACHES	\$3,575
G. DEPARTMENT CHAIRPERSONS OR TEAM LEADERS	
DEPARTMENT CHAIRPERSONS - 10 Month	\$2,438

DEPARTMENT CHAIRPERSONS - 11 Month	\$2,683
ESE SECONDARY CHAIRPERSON	\$4,222
TEAM LEADERS - 10 MONTH	\$1,427
TEAM LEADERS - 11 MONTH	\$1,570
**SECONDARY - the chairperson of a department which has five or more instructors will be entitled to supplemental pay.	
MIDDLE SCHOOL ESE department chairperson's supplements shall be ELEMENTARY SCHOOL additional Team Leaders shall be granted where The assignment of such a department chairperson and the responsibilities	
H. PEER/MENTOR TEACHERS	\$1,522
Elementary and middle school teachers may request a substitute teacher one	
I. MIDDLE SCHOOL YEARBOOK	\$2,067
J. MIDDLE SCHOOL NEWSPAPER	\$2,067
K. REMOTE SCHOOL SUPPLEMENT	\$1,892
Full-time teachers employed at Myakka School who live more than 15 miles	
L. MTI Teachers on Extended Contracts: See Article V, Section 24.	
M. Horizons Academy Teachers on Extended Contracts	
Full time teachers employed at Horizons Academy for the 2007-2008 school	
N. SUPERVISORY ACTIVITIES (High School Only Unless Designated ACADEMIC COMPETITION SPONSOR	\$2,068
DIRECTOR OF ACTIVITIES	\$2,631
DOMESTIC EXCHANGE SPONSOR	\$1,427
DRILL TEAM SPONSOR	\$3,677
FORENSICS	\$2,067
JUNIOR CLASS SPONSORS (One per high school)	\$1,789
SENIOR CLASS SPONSOR (One per high school)	\$2,253
STUDENT GOVERNMENT SPONSOR	\$2,631
NATIONAL HONOR SOCIETY SPONSOR	\$1,789
NATIONAL HONOR SOCIETY SPONSOR MIDDLE	\$891
NATIONAL HONOR SOCIETY SPONSOR ELEM	\$446
CAREER TECH SERVICES ORG (CTSO) SPONSOR HS	\$546
CAREER TECH SERVICES ORG (CTSO) SPONSOR MID	\$546
CAREER TECH SERVICES ORG (CTSO) SPONSOR ELEM	\$546
VARSITY CHEERLEADER SPONSOR	\$5,360
ASSISTANT CHEERLEADER SPONSOR	\$3,677
YEARBOOK SPONSOR	\$2,631
SCHOOL NEWSPAPER SPONSOR	\$2,631
O. PROFESSIONAL PEER S.A.M.P. SALARY	\$1,522
(Psychologists and Social Workers)	
P. JROTC	\$3,930
Q. TESTING COORDINATOR	\$1,463
R. MEDIA SPECIALIST	\$2,440
S. CHILD STUDY TEAM COORDINATOR	\$2,440
T. EQUIPMENT MANAGER	\$3,654

U. SELF-CONTAINED CLASSROOM ESE TEACHER

\$525

V. CRITICAL SHORTAGE AREAS:

The superintendent, after conferring with the MEA president, will designate critical shortage areas at Title 1 middle or high schools in the certification areas as defined in Florida Statute 1012.07. Such a designation will allow the district to pay a one-time hiring supplement in the amount of \$3,000.00



## APPENDIX “C” – Sick Leave Authorization

### Donated Sick Leave Authorization

I authorize the donation of \_\_\_\_\_ days of sick leave to

---

(name of person)

---

(position)

who is related to me as a ( ) spouse, ( ) parent, ( ) child, ( ) sibling. (check one)

I understand this form will authorize deduction of the stated days from my sick leave and the donation of these days to the person named on this form.

---

(Date)

---

(Signature and position of person authorizing donation of leave.)

## **APPENDIX “D” – Memorandum of Understanding**

## Memorandum of Understanding for the Millage Referendum

Memorandum of Understanding  
Between  
The School District of Manatee County  
And  
The Manatee Education Association

### Millage Referendum for MEA Instructional Staff & Paraprofessionals

This Memorandum of Understanding between The School District of Manatee County (District) and the Manatee Education Association (MEA), hereby referred to as "the parties" mutually agree to the following regarding the 1-Mil Referendum:

Upon passage of the Referendum, the parties agree that beginning in the 2018-2019 Fiscal Year and continuing for the length of the Referendum, the following will be in effect for the members of the MEA bargaining units. 1.) The teacher duty day shall be increase to 7.75 hours for which each teacher will be compensated his/her hourly rate for the extra 15 minutes of duty which will be paid from the revenue generated by the 1 mil. In addition, each full time member of the MEA teacher bargaining unit will receive a supplement equal to the remainder of the 51% inclusive of attached benefits of the actual revenue from the 1 mil. as certified by the Property Appraiser in July of each year divided by the total number of teacher bargaining unit members. 2.) Each bargaining unit member who works less than full time will receive a prorated supplement based on the amount of time worked per week. 3.) All members of the teacher bargaining unit will have 225 minutes of uninterrupted planning outside the student day per week. 4.) Elementary teachers will receive no less than 45 minutes per day of uninterrupted in-student day planning time; Middle school teachers will receive the equivalent of a student period of uninterrupted in-student day planning time per day; High school teachers will receive no less than an average of 45 minutes per day in a ten day cycle of uninterrupted planning time or the length of a skinny. 5.) Any extended days or hours worked including but not limited to those in the L300 schools are not impacted by this supplement and will be paid at the base rate of pay as defined by the contract.

The duty day for those paid on the teacher assistants salary schedule as well as behavior techs will increase to 7.75 hours for which each employee will be compensated his/her hourly rate for the extra 15 minutes of duty time inclusive of attached benefits which will be paid from the revenue generated by the 1 mil. The teacher aide duty day will increase to 7.15 hours for which each employee will be compensated his/her hourly rate for the extra 15 minutes of duty time inclusive of attached benefits which will be paid from the revenue generated by the 1 mil. In addition, each member of the Paraprofessional bargaining unit will receive a supplement equal to the remainder of the 5% inclusive of attached benefits of the actual revenue from the 1 mil. as certified by the Property Appraiser in July of each year divided by the total number of paraprofessional bargaining unit members. Each bargaining unit member who works less than full time will receive a prorated supplement based on the amount of time worked per week. Any paras working extended days or hours including but not limited to the L300 schools will not be impacted by this supplement and will be paid at their base rate of pay as defined by the contract.

Calculations for the division of all funds from the 1 mil will be provided to MEA within two weeks of certification by the Property Appraiser.

All provisions of the contract not addressed in this MOU will remain as contained in the current collective bargaining agreement between the School Board of Manatee County and the Manatee Education Association.

Should the referendum ever not be approved the planning time will revert back to the language contained in the 2017-2018 contract.

Manatee Education Association

By: *Patricia L. Barber*

Date: 1-17-18

School District of Manatee County

By: *[Signature]*

Date: 1-17-18

## **Memorandum of Understanding for Resolution of Grievance – Millage Referendum**

### **Amended Memorandum of Understanding Between The School District of Manatee County And The Manatee Education Association**

#### **Millage Referendum for MEA Instructional Staff & Paraprofessionals Resolution of Grievance AAA Case Number: 01-18-003-9972**

This Memorandum of Understanding between The School District of Manatee County (District) and the Manatee Education Association (MEA), hereby referred to as "the parties" mutually agree to the following regarding the 1-Mil Referendum and resolving the grievance filed by MEA with the American Arbitration Association, AAA Case Number: 01-18-003-9972.

The parties agree that beginning in the 2019-2020, Fiscal Year and continuing for the length of the Referendum, the following will be in effect for the members of the MEA bargaining units:

1) The teacher duty day shall be increase to 7.75 hours for which each teacher will be compensated his/her hourly rate for the extra 15 minutes of duty which will be paid from the revenue generated by the 1 mil. In addition, each full time member of the MEA teacher bargaining unit will receive a supplement equal to the remainder of the 51% inclusive of attached benefits of the actual revenue from the 1 mil. as certified by the Property Appraiser in July of each year divided by the total number of teacher bargaining unit members.

2) Each bargaining unit member who works less than full time will receive a prorated supplement based on the amount of time worked per week.

3) All members of the teacher bargaining unit will have 225 minutes of uninterrupted planning outside the student day per week. For weeks when students are present less than five days, a proportionate amount of time will be provided. At a frequency no greater than twice, per month, no more than 45 minutes of that time may be scheduled and used for, but not limited to: team meetings, department meetings, grade level meetings, progress monitoring, collaborative planning, data analysis or any other purposes for academic enhancement, enrichment or improvement. Planning time will consist of blocks of time of no less than 15 minutes and may be before or after the student day. This does not affect/alter and/or change the right to hold faculty meetings fourteen (14) times per year as set for in the Collective Bargaining Agreement on page 13, paragraph 3.

4. Elementary teachers will receive no less than 50 minutes per day of uninterrupted in- student day planning time; Middle school teachers will receive the equivalent of a student period of uninterrupted in-student day planning time per day, of no less than 50 minutes; High school teachers will receive no less than an average of 50 minutes per day in a ten-day cycle of uninterrupted planning time or the length of a skinny. 5.) Any extended days or hours worked including but not limited to those in the L300 schools are not impacted by this supplement and will be paid at the base rate of pay as defined by the contract.

The duty day for those paid on the teacher assistants salary schedule as well as behavior techs will increase to 7.75 hours for which each employee will be compensated his/her hourly rate for the extra 15 minutes of duty time inclusive of attached benefits which will be paid from the revenue generated by the 1 mil. The teacher aide duty day will increase to 7.25 hours for which each employee will be compensated his/her hourly rate for the extra 15 minutes of duty time inclusive of attached benefits which will be paid from the revenue generated by the 1 mil. In addition, each member of the Paraprofessional bargaining unit will receive a supplement equal to the remainder

of the 5% inclusive of attached benefits of the actual revenue from the 1 mil. as certified by the Property Appraiser in July of each year divided by the total number of paraprofessional bargaining unit members. Each bargaining unit member who works less than full time will receive a prorated supplement based on the amount of time worked per week. Any paras working extended days or hours Including but not limited to the L300 schools will not be impacted by this supplement and will be paid at their base rate of pay as defined by the contract.

Calculations for the division of all funds from the 1 mil will be provided to MEA within two weeks of certification by the Property Appraiser.


This resolves the grievance filed by the Manatee Education Association, against the School Board of Manatee County, Florida, pending before the American Arbitration Association, Case Number: 01-18-003-9972, without costs, disbursements and/or any other measure of damages or compensation, to either side, including the time period that the referendum has been in effect (2018-2019 School year). The Manatee Education Association also agrees to withdraw the grievance with prejudice with the American Arbitration Association.

Any funds not distributed, or are remaining from, the 1 mil Referendum in the current year shall be included and added to the funds for distribution to Teacher and Paraprofessional bargaining unit members in the following fiscal year. The District will report the amount of these funds to MEA at the same time as the certification of funds is reported by the Property Appraiser.

All provisions of the contract not addressed in this MOU will remain in full force and effect as contained in the current collective bargaining agreement between the School Board of Manatee County, Florida, and the Manatee Education Association.

School District of Manatee County

Manatee Education Association

  
Cynthia Saunders  
Superintendent

  
Pat Barber  
President

Dated: 4/25/19

Dated: 4/25/19

## **Memorandum of Understanding for TPG Culture Exchange Program and Health Insurance Benefits**

### **Memorandum of Understanding Between The School District of Manatee County and The Manatee Education Association TPG Cultural Exchange Program and Health Insurance Benefits**

This Memorandum of Understanding between The School District of Manatee County (District) and the Manatee Education Association (MEA), hereby referred to as "the parties" mutually agree to the following regarding the TPG Cultural Exchange Program and District offered health insurance benefits:

The District's implementation of the Cultural Exchange Program will not take precedence over the standard hiring practices of teachers that are fully certified to teach in the State of Florida. This is strictly a cultural exchange program in temporarily fill positions that cannot otherwise be filled. Those positions will be limited solely to Secondary Math, Secondary Science, Exceptional Student Education and Foreign Language. The District also agrees that prior to hiring a teacher from the Cultural Exchange Program, that the District will follow all steps for first posting job vacancies as set forth in the Collective Bargaining Agreement for no less than twice for the minimal posting period. The District will only fill the position afterwards, if no viable candidate is hired.

All educators provided by TPG are subject to the Master agreement between the School Board of Manatee County and the Manatee Education Association. However, the health insurance plan offered by the District would not meet the legal requirements as set forth by the Department of State insurance requirements for exchange visitors on a J-1 visa. See: "Insurance" section: <https://j1visa.state.gov/sponsors/how-to-administer-a-program/>

More specifically, Sponsors must require that all exchange visitors (as well as their accompanying spouses and dependents) have insurance in effect that covers them for sickness or accidents during the time of their exchange visitor program. The recent rule increases the minimum coverage to meet today's medical insurance needs. As of May 15, 2015, Program participants and their dependents are required to have medical insurance coverage with the following minimum benefits [22 CFR 62.14]:

- o Medical benefits of at least \$100,000 per accident or illness
- o Repatriation of remains in the amount of \$25,000
- o Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
- o A deductible not to exceed \$500 per accident or illness.

The District and MEA agrees that Educators under the TPG Program will not be offered District Health Insurance benefits. Health insurance that is compliant with the Department of State Insurance requirements is and will be provided by TPG for all Educators under the TPG agreement. Teachers hired from TPG will have all other benefits contained in Article XII of the teacher contract with the exception of health insurance.

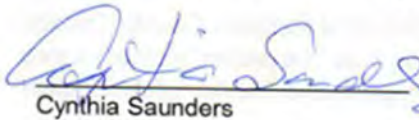
This MOU will remain in force and effect during the time period that the TPG Contract is in force and effect.

**[DELIBERATELY LEFT BLANK]**

All other provisions of the contract not addressed in this MOU will remain as contained in the current collective bargaining agreement between the School Board of Manatee County and the Manatee Education Association.

School District of Manatee County

Manatee Education Association



Cynthia Saunders  
Superintendent



Pat Barber  
President

Dated: \_\_\_\_\_

Dated: 5/9/19



## Referendum Revenue and Expenditure Summary for Teachers and Paraprofessionals

**Referendum Revenue and Expenditure Summary-MEA**

	Paras	Instructional
	2024-25	2024-25
Referendum Collections (PY Actual, CY Est)	\$75,511,748	\$75,511,748
Referendum %	5.00%	51.00%
Referendum Share	\$3,775,587.41	\$38,510,991.57
Share of ROI	\$58,578.78	\$597,503.58
Prior-year profit/(loss) to apply to CY	\$487,311.84	1,842,990.02
<b>Total Available</b>	<b>\$4,321,478</b>	<b>\$40,951,485</b>
Annual Fringe %	22.78%	22.78%
Less Fringe	(\$801,786)	(\$7,597,938)
Less Cost of Additional Daily Time	(\$684,103.95)	(\$5,476,005)
<b>Balance for Net Distribution</b>	<b>\$2,835,588</b>	<b>\$27,877,543</b>
FTE	788	2923
<b>Per Employee Amounts</b>	<b>\$3,598.00</b>	<b>\$9,537.00</b>
Prior Year Supplement	\$2,862.00	\$8,362.00
Increase from Prior Year	\$736.00	\$1,175.00

*Pat Burke*  
08/12/2024

*Jan*  
08/08/2024

*Rachel Allen*  
8/8/24

## Memorandum of Understanding for the 2024-2025 Work Year

### MEMORANDUM OF UNDERSTANDING BETWEEN THE SCHOOL DISTRICT OF MANATEE COUNTY and MANATEE EDUCATION ASSOCIATION Work Year-2024-2025

The School District of Manatee County (DISTRICT) and the Manatee Education Association (MEA) desire to modify the Collective Bargaining Agreement between the parties in Article XVIII-Work Year-Paid Holidays the 2024-2025 work year as follows (all other language in the Collective Bargaining Agreement remains unchanged):

#### ARTICLE XVIII - WORK YEAR - PAID HOLIDAYS

##### Section 1 - Work Year

###### Beginning 2005-2006

The standard work year for employees shall consist of 196 days. In addition to the six (6) paid holidays as described below, the standard work year shall consist of 4-5 preschool days of which, two (2) will be District/School Inservice days, one (1) will be a half school in-service/half reserved for employees to work in their classrooms, and two (2) will be reserved for employees to work in their classroom or work site. These two (2) days shall be non-student contact workdays. No meetings of any kind may take place on these days. There shall also be 4 one (1) additional in-service day, 3 record days, 1 post-school record day, and 180 student days.

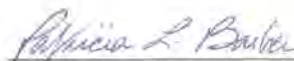
##### Section 2 - Holidays

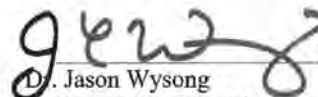
The School Board shall provide six (6) paid holidays, one of which shall be either Florida Heritage Day or President's Day, as part of the 196 days. The calendar adoption process shall determine whether the paid holiday is President's Day or Florida Heritage Day.

##### Section 3 - Pay for Holidays

Any employee who is on the payroll or compensable leave on the workday preceding or following a paid holiday shall be paid for the paid holiday which falls next to the paid leave or compensable workday. Any employee whose last workday before termination, resignation or retirement falls on the last workday before a holiday shall not be entitled to holiday pay. Any employee whose first day of employment begins on the first workday following a holiday shall not be entitled to holiday pay for any holiday preceding the first workday.

Signed by:

  
Patricia L. Barber      Date  
Manatee Education Association

  
Dr. Jason Wysong      Date  
School District of Manatee County

**MEMORANDUM OF UNDERSTANDING BETWEEN  
THE SCHOOL DISTRICT OF MANATEE COUNTY and  
MANATEE EDUCATION ASSOCIATION  
Payroll – 2024-2025**

The School District of Manatee County (DISTRICT) and the Manatee Education Association (MEA) desire to modify the Collective Bargaining Agreement between the parties in Article XII Compensation and Health Insurance, Section 6 Codification of Salary Guidelines and Fringe Benefits, Subdivision 6 Teacher Payday to modify the number of paid days in the initial payroll distribution for the 2024-2025 work year as follows:

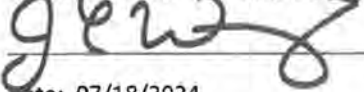
**ARTICLE XII COMPENSATION AND HEALTH INSURANCE  
Section 6 Codification of Salary Guidelines and Fringe Benefits  
Subdivision 6 – Teacher Payday**

Bi-weekly Pay: Salary shall be distributed to employees based on the payroll distribution selected by the teacher from the below options. Selection of a pay option will be in the spring of the preceding school year and cannot be changed for that school year. All options shall be available for Teachers hired prior to the beginning of the work year. Payments shall be distributed on the Friday following the end of the pay period.

- a. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in the '24-'25 work year in each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay shall be for 5 days pay on August 9th. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution.
- b. Salary shall be distributed in 26 payroll distributions. The first payroll distribution in the '24-'25 work year each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay shall be for 5 days pay on August 9th. The remaining 25 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution. The teacher shall receive the final five (5) regular payroll distributions within the first pay period in June of each year as the final payment for the work year.
- c. Salary shall be distributed in 22 payroll distributions. The first payroll distribution in the '24-'25 work year each year shall be for the number of days worked prior to the close of the first pay period of the work year of no less than 5 days pay shall be for 5 days pay on August 9th. The remaining 21 regular payroll distributions shall be of equal amounts based on the annual salary of the teacher minus the initial payroll distribution.

All other language contained within the Collective Bargaining Agreement between the parties shall remain unchanged and in full effect.

School District of Manatee County



Date: 07/18/2024

Manatee Education Association



Date: 07/18/2024

# MEA Compensation Proposal 2024-2025

SDMC/MEA Agreement 2024-25 as of 8/28/24

Category	Performance Base Compression	Pert E Increase	Pert HE Increase	Grandfathered E/HE Increase	11 Month Hourly Rate Equivalency Adjustment	School & Teacher Supplemental Differential pay	Teacher Retention 16 yr; 25 yr Supplement	Performance Degree Supplements 2.9%	ESE Teacher Supplement - Self Contained defined positions	ESE Aides Schedule - defined positions	Paras Increase (add) to step	Cost of Increases without Benefits	Cost of Increase with Benefits
	Steps 1c-10a: 1c-2c E1.00%; HE1.25%; 3a-4c E1.25%; HE1.75%; 5a-6c E1.75%; HE2.25%; 7a-8c E2.20%; HE2.75%; 9a-10a E2.9%; HE3.7% (1,648)	steps 10b & up: 2.90% (82)	steps 10b & up: 3.70% (305)	2.90% includes 2.9% on degree supplement (888)	92	4% 1,710 employees	(46) 16yr \$2,100; (37) 25yr \$3,600	Teachers supplement 229-\$525 735 each	ESE Aides 237 \$0.25 new salary schedule	One-Step (788)	Add 0.50 per step (788)	\$ 4,028,478	\$ 4,946,165
General Fund Increases	\$ 1,631,490	\$ 149,119	\$ 560,971	\$ 1,681,561	\$ 105,337							\$ 4,028,478	\$ 4,946,165
General Fund Supplement												\$ 559,449	\$ 686,891
TOTAL MEA TEACHER	Referendum Supplement 23-24 \$5,362 increase \$1.175 = \$9,537 for 24-25.					\$ 142,683	\$ 248,700	\$ 47,841	\$ 120,225			\$ 4,587,927	\$ 5,633,056
TOTAL PARAPROFESSIONALS	Referendum Supplement 23-24 \$2,862 increase \$736 = \$3,598 for 24-25.											\$ 83,785	\$ 1,026,764
TOTAL INCREASE IN 2024-25 MEA SALARY COMPENSATION excludes referendum supplement increases												\$ 6,659,820	
Board Increases to Health Insurance Plan - Benefit													
Board \$5M Contribution to Health Insurance Program to offset premium rate increase required for 2024-25 calendar year													
Teachers (2,254)	\$ 2,331,685												
Paraprofessionals (456)	\$ 471,757												
Board Contribution of \$5M Transfer to Health Insurance Program to offset premium rate increase required for 2024-25													
Board Health Insurance Premium													
Increase 10.9%												\$ 2,803,642	
Total Board Increase for Health Insurance Program for MEA (1)												\$ 2,803,642	
Note: (1) Employee applicable Health Premium Increase of 10.9% = \$1,041,405													
INCREASE IN COMPENSATION PACKAGE FOR MEA 2024-25												\$ 5,689,038	\$ 12,347,858

COLLABORATIVE PLANNING LANGUAGE revisions

Retro 7/1/24 SV  
8/28/24  
TA PND  
8/28/2024



## APPENDIX “E” – Health Insurance

### 2025 Employee Health Plan Coverage Overview

2025 - Employee Health Plan Coverage Overview

Coverage Tiers	2025 BRONZE		2025 SILVER		2025 GOLD	
	Employee Cost		Employee Cost		Employee Cost	
	20-Paycheck / 22-Paycheck	Board Cost	20-Paycheck / 22-Paycheck	Board Cost	20-Paycheck / 22-Paycheck	Board Cost
Premiums per Pay Check						
Employee Only	\$26.40 / \$24.00	\$409.80 / \$372.55	\$53.40 / \$48.55	\$421.80 / \$383.45	\$85.20 / \$77.45	\$420.00 / \$381.82
Employee + Spouse	\$323.40 / \$294.00	\$638.40 / \$580.36	\$395.40 / \$359.45	\$649.20 / \$590.18	\$462.60 / \$420.55	\$648.00 / \$589.09
Employee + Child(ren)	\$133.20 / \$121.09	\$654.60 / \$595.09	\$241.80 / \$219.82	\$612.60 / \$556.91	\$306.00 / \$278.18	\$602.40 / \$547.64
Employee + Family	\$428.40 / \$389.45	\$882.60 / \$802.36	\$582.60 / \$529.64	\$841.20 / \$764.73	\$684.00 / \$621.82	\$830.40 / \$754.91
BENEFIT	2025 BRONZE		2025 SILVER		2025 GOLD	
Description	In Network Only	Out of Network N/A	In Network	Out of Network	In Network	Out of Network
Deductible (Single/Family) Jan - Dec, 2025	\$2,500 / \$5,000		\$1,500 / \$3,000	\$3,000 / \$6,000	\$1,000 / \$2,000	\$2,000 / \$4,000
Coinsurance (amt owed after deductible is met)	30%		20%	50%	10%	50%
Annual Out-of-Pocket Maximum <sup>1</sup> (Single/Family)	\$5,000 / \$10,000		\$4,000 / \$8,000	\$8,000 / \$16,000	\$3,000 / \$6,000	\$6,000 / \$12,000
Physician Services/Office Visits						
Primary Care Physician (PCP)	\$30 copay		\$25 copay	50% after deductible	\$10 copay	50% after deductible
Specialist	\$60 copay		\$50 copay	50% after deductible	\$20 copay	50% after deductible
Minute Clinic	\$0 Copay		\$0 Copay	N/A	\$0 Copay	N/A
Preventive Care						
Adult Wellness, Routine ObGyn, Mammograms, Well Child Care, Dermatology Screening	Covered 100%		Covered 100%	50% coinsurance	Covered 100%	50% coinsurance
Teladoc	\$15 copay		\$10 copay		\$5 copay	
Facility Services (including Maternity)						
Inpatient	\$300 copay		\$250 copay	50% after deductible	\$200 copay	50% after deductible
Outpatient Surgery	30% after deductible		20% after deductible	50% after deductible	10% after deductible	50% after deductible
Ambulatory Surgery Center	30% after deductible		20% after deductible	50% after deductible	10% after deductible	50% after deductible
Regenexx	30% after deductible		20% after deductible		10% after deductible	
Surgery Plus <sup>2</sup> <span style="color: green;">NEW</span>	Covered 100%		Covered 100%	N/A	Covered 100%	N/A
Urgent Care	\$60 copay		\$50 copay	50% after deductible	\$20 copay	50% after deductible
Emergency Room <sup>2</sup>	\$1,200 copay		\$1,000 copay		\$800 copay	
Diagnostic Services						
Independent Clinical Lab	\$0 copay		\$0 copay	50% after deductible	\$0 copay	50% after deductible
Advanced Imaging/IDTF Services <sup>3</sup>	30% after deductible		20% after deductible	50% after deductible	10% after deductible	50% after deductible
Durable Medical Equipment <sup>4</sup>	30% after deductible		20% after deductible	50% after deductible	10% after deductible	50% after deductible
Home Health Care (20 visits max)	30% after deductible		20% after deductible	50% after deductible	10% after deductible	50% after deductible
Prescription Drugs						
Generic 30 day / 90 day	\$10 / \$25 copay		\$10 / \$25 copay	N/A	\$10 / \$25 copay	N/A
Preferred Brand 30 day / 90 day	\$30 / \$75 copay		\$30 / \$75 copay	N/A	\$30 / \$75 copay	N/A
Non-Preferred Brand 30 day / 90 day	\$60 / \$150 copay		\$80 / \$150 copay	N/A	\$60 / \$150 copay	N/A
Walrus - Prescription Management <span style="color: green;">NEW</span>	Covered 100%		Covered 100%	N/A	Covered 100%	N/A
Mental/Nervous and Substance Abuse						
Inpatient services	\$300 copay		\$250 copay	50% after deductible	\$200 copay	50% after deductible
Outpatient services	\$30 copay		\$25 copay	50% after deductible	\$10 copay	50% after deductible
Outpatient Therapy (35 visit max - authorization needed)						
Physical, Occupational, Speech, Chiropractic	\$60 copay		\$50 copay	50% after deductible	\$20 copay	50% after deductible
Hinge Health <sup>5</sup> <span style="color: green;">NEW</span>	\$0 Copay		\$0 Copay	N/A	\$0 Copay	N/A
Acupuncture (26 visit max)	\$60 copay		\$50 copay	50% after deductible	\$20 copay	50% after deductible

<sup>1</sup> Out of Pocket Maximum includes annual deductible, copayments, and prescription drug costs.

<sup>2</sup> Copay waived if admitted.

<sup>3</sup> Services performed in an independent Diagnostic Testing Facility.

<sup>4</sup> Diabetic supplies (lancets, strips, etc.) are covered under the Rx benefits; Supplies and equipment (insulin pumps, tubing) are covered under the medical benefit as DME.

<sup>5</sup> Must be enrolled in health insurance, age 18+ and older eligible



**\*\* Do not elect coverage your paycheck cannot support. \*\***



To find an in-network doctor, visit

<http://www.aetna.com/docfind/custom/mymeritain/>

9/27/2024

## **APPENDIX “F” – Life Insurance**

### **Employee Life Insurance Premiums – Contract Year 2017-2018 (Effective April 1, 2012)**

Employees shall pay zero (0) premium for a life insurance benefit equal to 1x the employee's salary. The full premium for such benefit shall be paid by the District.

Employees electing for greater life insurance benefit shall pay a monthly premium equal to \$0.172 per thousand dollars of that employee's salary.

Example:

An employee who makes \$20,000/year will receive a \$20,000 life insurance policy at no cost to that employee. That same employee would pay \$3.44 per month to “buy up” to a 2x salary (\$40,000) life insurance benefit:  $(\$20,000/\$1000 = 20 \times \$0.172 = \$3.44 \text{ per month})$ .