



**ARTICLE XI -- SALARY AND SCHOOL RELATED PERSONNEL WELFARE**

**SECTION A - Salary Schedule and Remunerations**

The regular salary structure, which consists of multiple pay grades and a placement schedule, attached as Addendum E, shall be adhered to for all SRP. The SRP Compensation Committee will meet to review and provide input regarding implementation of the new structure, which was created and implemented during the 2017-2018 school year. The newly created salary ranges, as opposed to the former step schedules, will serve as the starting point for negotiations and be integrated as part of any salary increases for the 2017-2018 school year and beyond.

Placement within the pay grades shall follow the rules outlined in the SRP Placement Guidelines, entitled Addendum E.

**Through 11. - SAME**

**SECTION B - Fringe Benefits**

The Board agrees to contribute an annual rate of no more than \$7,174.89 (an increase of \$153.36 from 2020), toward the cost of the benefits package for the 2021 insurance plan year.

**SAME**

**SAME**

**Through 7. - SAME**

**SECTION C – Payroll Deduction for Additional Benefits - SAME**

**SECTION D – Early Retirement Monthly Benefit – SAME**

**SECTION E – Deferred Retirement Option Program (DROP) – SAME**

**SECTION F – Retiree Health Care Premium - SAME**

**SECTION G – Meritorious Attendance Incentive Pay - SAME**

**SECTION H – Group Medical Benefits Recovery Inc. (Indemnity – PPO and HMO Programs) – SAME**

**SECTION I – Education Supplemental Pay Plan - SAME**

**SECTION J – Employee Assistance Program (EAP) – SAME**

**SECTION K – Premium Pay - SAME**

**END OF ARTICLE XI**

**ADDENDUM A -- RULES GOVERNING THE SALARY SCHEDULE**

All SRP shall be paid according to their job title, salary pay grade, and the rules governing that position. The parties created and implemented one SRP salary structure, consisting of multiple pay grades and a placement schedule during the 2017-2018 school year. The SRP Compensation Committee will meet to review and provide input regarding implementation of the new salary structure during the ~~2019-2020~~ 2020-2021 school year. The newly created salary ranges, as opposed to the former step schedules, will be integrated as part of any salary increases for the 2017-2018 school year and beyond.

Effective November 19, 1987, any SRP employed in Pasco County whose service is interrupted due to active military service shall be granted experience for a maximum of four (4) years as if he/she had been serving within the district.

In order to receive credit for a year of Pasco continuous service, a SRP must be in paid duty status one day more than one-half (1/2) of his/her work year. However, in the event a SRP is reassigned or promoted, credit will be given if that person would have received credit in either position.

Pay dates for the ~~2019-2020~~ 2020-2021 school year and the number of paychecks will be negotiated during the ~~2019-2020~~ 2020-2021 negotiations.

**5. – 9. SAME**

**Service Factor:**

All Service Factor and Longevity payments established prior to July 1, 2016, will continue to be paid at the rates which they were established, however as part of the new salary structure these payments will now be part of the employee's base salary and no longer treated as a supplement. (see Addendum E) Effective July 1, 2016, the Service Factor/Longevity concept was discontinued and no longer utilized going forward as both the District and Union believe employees will receive higher compensation levels by using any and/or all available monies for annual raises and other improvements.

**END OF ADDENDUM A**

**ADDENDUM E**

**Job Titles and Salary Schedules 2020-2021**

**SRP Placement Guidelines 2020-2021**

Credit for related applicable experience will be granted according to the rules outlined below. In order to receive credit, all experience must be verified in writing by former employer(s) and submitted to the Office for Human Resources and Educator Quality. If the aggregate of verified outside experience results in a fractional part of a year greater than one-half (1/2), it will be counted as a year of outside experience.

Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
Administrative Assistant	S10		5	1 for 2	
Air Conditioning Chiller Mechanic	S15		15	1 for 1	
Air Conditioning Specialist	S13		15	1 for 1	
Behavior Assistant	S07		15	1 for 1	
Benefits Associate	S06		15	1 for 1	
Benefits Representative	S11		15	1 for 1	
Bookkeeper Secretary	S08		5	1 for 2	
Bus Driver	S09		5	1 for 2	<b>Extracurricular trip rate: \$14.32/hr</b> \$14.75 <b>Driver Trainer rate: <del>\$17.93/hr</del></b> \$18.47 <b>Bus Driver Trainee \$12.23/hr</b>
Bus Parts Specialist	S10		15	1 for 1	
Classroom Assistant	<del>S02</del>	<u>S03</u>	1	Level 1	
Clinic Assistant	S06		5	1 for 2	
Clinic Assistant (LPN)	S14	-	5	1 for 2	
Computer Operator	S08		15	1 for 1	
Conservation and Recycling Ops Asst	S04		5	1 for 2	
Construction Finance Assistant	S09		15	1 for 1	
Courier	S04		5	1 for 2	
Custodian	<del>S02</del>	<u>S03</u>	5	1 for 2	\$0.20/hour for <b>certified custodian</b> certification or \$0.40/hour for <b>master custodian</b> certification; \$1.50/hour for those designated as <b>relief custodians</b>
Data Entry Operator	S08	-	5	1 for 2	
Department of Juvenile Justice Program Specialist	S06		5	1 for 2	
Distribution and Materials Handler	S09		5	1 for 2	
Early Childhood Programs Health Assistant	<del>S02</del>	<u>S03</u>	5	1 for 2	
Early Head Start Caregiver	S10	-	7	1 for 1	
Early Head Start Lead Caregiver	S11	-	7	1 for 1	
Facility Service Worker	S06		15	1 for 1	
Family Services Worker	S04		5	1 for 2	
Finance Assistant	S09		15	1 for 1	
Financial Aid Assistant	S04		5	1 for 2	
Food and Nutrition Services Assistant	S03	-	5	1 for 2	
Food and Nutrition Services Associate	S06		15	1 for 1	
Food and Nutrition Services Production Assistant	S06	-	5	1 for 2	
Food and Nutrition Services Vending Technician	S13		15	1 for 1	
Group Leader	<del>S02</del>	<u>S03</u>	1	Level 1	
Help Desk Technician	S08		15	1 for 1	
Home Services Worker	S08		15	1 for 1	

#### SRP Placement Guidelines 2020-2021

Credit for related applicable experience will be granted according to the rules outlined below. In order to receive credit, all experience must be verified in writing by former employer(s) and submitted to the Office for Human Resources and Educator Quality. If the aggregate of verified outside experience results in a fractional part of a year greater than one-half (1/2), it will be counted as a year of outside experience.

Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
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Home Visitor	S03		1	Level 1	
Human Capital Associate	S06		15	1 for 1	
HVAC Systems Control Technician	S15		15	1 for 1	
Instructional Assistant (Basic Education Programs & Federal and State Programs)	S05	-	5	1 for 2	
Instructional Assistant (Bus Driver)	S09	-	5	1 for 2	
Instructional Assistant (Deaf/Hard of Hearing) (Exceptional Student Education)	S05	-	5	1 for 2	
Instructional Assistant (Department of Juvenile Justice)	S06	-	5	1 for 2	
Instructional Assistant (Eligible for Florida Educator's Certificate)	S08		5	1 for 2	Instructional Assistants or Paraprofessionals eligible for a state issued Florida Educator's Certificate at the Bachelor's level or higher will be paid according to Pay Grade S08 effective beginning the next pay period after submission of evidence of eligibility and review and approval by the Office for Human Resources and Educator Quality. All individuals who previously applied for a certificate and possess a statement of eligibility will no longer need to reapply for this statement once it expires.
Instructional Assistant (ESOL/Bilingual)	S05		5	1 for 2	
Instructional Assistant (Exceptional Student Education)	S06		5	1 for 2	
Instructional Assistant (Instructional Learning Systems)	S05		5	1 for 2	
Instructional Assistant/Paraprofessional Physical Education	S05		5	1 for 2	
Instructional Assistant (Pre-Kindergarten)	S05		5	1 for 2	\$0.53 per hour for a <b>Child Development Associate (CDA)</b> or equivalent
Instructional Assistant (Special Adult Education Programs)	S05		5	1 for 2	
Instructional Assistant (Student Discipline)	S06		5	1 for 2	
Interpreter for the Deaf and Hard of Hearing	S07		5	1 for 2	
Interpreter for the Deaf and Hard of Hearing (EIPA 3.3 or greater)	S16		5	1 for 2	\$7.00 per hour for attaining a score of 4 or greater on the Educational Interpreter Performance Assessment (EIPA) or obtaining national interpreter certification (NIC) by the National Registry of Interpreters for the Deaf (NRID) \$45.00/hour Additional Duty outside of regular work duties
Inventory Records Assistant	S08		15	1 for 1	
Licensed Practical Nurse	S14		5	1 for 2	
Licensed Practical Nurse 245	S14		5	1 for 2	
Lunchroom Monitor	<del>S02</del>	<u>S03</u>	1	Level 1	

**SRP Placement Guidelines 2020-2021**

Credit for related applicable experience will be granted according to the rules outlined below. In order to receive credit, all experience must be verified in writing by former employer(s) and submitted to the Office for Human Resources and Educator Quality. If the aggregate of verified outside experience results in a fractional part of a year greater than one-half (1/2), it will be counted as a year of outside experience.

Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
Maintenance Technician	S10		15	1 for 1	
Multimedia Production Assistant	S06		15	1 for 1	
Network Technician	S12		15	1 for 1	
Occupational Therapy Assistant	S18		15	1 for 1	
Onboarding Representative	S11		15	1 for 1	
<u>Paraprofessional (Basic)</u>	S03		5	1 for 2	
Paraprofessional (Cysis)	S03		5	1 for 2	\$0.53 per hour for a <b>Child Development Associate (CDA)</b> or equivalent ( <i>which will be considered in the calculation of the Educational Supplemental Pay Plan ceiling</i> ). CDA issued and credit received through Pasco County Schools Adult Education Program does not qualify for this supplement.
Paraprofessional (Social Services)	S03		5	1 for 2	
Paraprofessional (Transition Assistant)	S04		10	1 for 1	
Parent Involvement Assistant	S05		5	1 for 2	
Parent Involvement Assistant 245	S05		5	1 for 2	
Physical Education Field Technician	S08		15	1 for 1	
Physical Therapy Assistant	S18		15	1 for 1	
Property Control Assistant	S08		15	1 for 1	
<u>Public Records Specialist</u>	S14		15	1 for 1	
Purchasing Associate	S06		15	1 for 1	
Records Management Assistant	S04		5	1 for 2	
Registrar	S03	-	5	1 for 2	
Registrar 245	S03	-	5	1 for 2	
Relief Bus Driver	S09		5	1 for 2	<b>Extracurricular trip rate: <del>\$14.32/hr</del> \$14.75</b> <b>Driver Trainer rate: <del>\$17.93/hr</del> \$18.47</b> <b>Relief Bus Driver \$1.00/hr</b>
Resource Management Associate	S06		5	1 for 2	
Secretary II	S05		5	1 for 2	
Secretary III	S03		5	1 for 2	
Senior Finance Assistant	S11		15	1 for 1	
Senior Food and Nutrition Services Associate	S11		15	1 for 1	
Senior Group Leader	S04		5	1 for 2	
Senior Testing Assistant	S08		15	1 for 1	
Social Educator	S09		5	1 for 2	
Student System Data Entry Operator	S08		5	1 for 2	
Technology Services Technician	S12		15	1 for 1	<b>Tech Services Certification: \$1.00/hr</b> for those who are certified to complete warranty repair work for which the company and the District have a warranty program agreement
Testing Assistant	S04		5	1 for 2	
Transportation Assistant	<del>S02</del>	<del>S03</del>	5	1 for 2	
Transportation Communications Technician	S12		15	1 for 1	
Transportation Maintenance Assistant	S05		5	1 for 2	

Credit for related applicable experience will be granted according to the rules outlined below. In order to receive credit, all experience must be verified in writing by former employer(s) and submitted to the Office for Human Resources and Educator Quality. If the aggregate of verified outside experience results in a fractional part of a year greater than one-half (1/2), it will be counted as a year of outside experience.

Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
<u>Vehicle Technician</u>	S15		15	1 for 1	<b>Vehicle Technician Tool Allowance</b> - \$500/yr
Water and Sewer Plant Operator	S08		15	1 for 1	

<sup>1</sup> **MPL (Maximum Placement Level)** - Credit for related experience shall not exceed the level (MPL) indicated

<sup>2</sup> **Experience Credit** - Credit for related experience will be granted on the basis of: (a) 1 level for every 1 year of related experience (**1 for 1**); (b) 1 level for every 2 years of related experience (**1 for 2**); or (c) at level 1 for all employees (**Level 1**)

<sup>3</sup> For payment of supplements for certifications and/or licenses, proof of certification or license must be submitted to the Office for Human Resources and Educator Quality (HREQ) along with the appropriate form. Payment will begin at the start of the pay period following submission of evidence of certification/license and review and approval by HREQ.

#### Additional Considerations:

##### Bus Drivers/Relief Bus

###### Drivers:

(a) Bus Drivers and Relief Bus Drivers selected to function as **Bus Driver Trainers** will be paid \$18.47/hr, exclusive of supplements.

(b) Bus Drivers and Relief Bus Drivers will be paid \$14.75/hr for **extra-curricular trips**, exclusive of supplements.

#### SRP Placement Guidelines 2020-2021

#### Additional Considerations:

##### Instructional

###### Assistants/Paraprofessionals:

The Director of Student Support Programs and Services may determine that certain programs require an Instructional Assistant or Paraprofessional to be a Licensed Practical Nurse because of the nature of the students being served. When this occurs, the Instructional Assistant or Paraprofessional will be paid from salary schedule S08.

###### Interpreter for the DHH

Interpreters for the Deaf and Hard of Hearing who have obtained national interpreter certification (NIC) by the National Registry of Interpreters for the Deaf (NRID) or earned a 4.0 or higher on the Educational Interpreter Performance Assessment (EIPA) shall receive \$45.00 per hour, or time and a half, whichever is greater, for any additional duty outside of their normal work duties, that they accept.

#### ARTICLE XIII – DURATION

1. This Agreement shall remain in full force and effect until midnight, June 30, 2022 June 30, 2023 and shall be renewed automatically from year to year thereafter unless written notice to modify or amend is given by either party at least ninety (90) days before the aforementioned expiration date. In the event such notice is given, negotiations shall commence within a reasonable time after notification.
2. During any reopening of negotiations for changes to take effect during the term of the Agreement, the existing provisions of the Agreement shall remain in full force and effect until modified sections are executed.
3. This agreement may be reopened upon request of either party if any item is affected by legislature or by mutual consent of both parties.
4. This Agreement may be reopened for the 2020 - 2021 2021 - 2022 and 2022 - 2023 school years and each subsequent school year on Article XI, Addendum A, salaries, items affected by legislation, mutual consent of both parties, and all currently established Memorandums of Understanding. The Union and the Board may each select a total of three (3) additional items to reopen for negotiations.
5. The agreements contained herein constitute the full and complete Agreement between the Union and the Board and shall not be changed, altered, modified, or amended by either party except as provided in paragraphs 2 and 3 above.

#### SCHOOL RELATED PERSONNEL ECONOMIC PROPOSAL 2020-2021

Recognizing the important role that SRP play in the operation of the school district, the Superintendent, Board, and Union prioritized the providing of salary increases for SRP for the 2020-2021 school year as follows:

##### Salaries for 2020/2021

\$2,145,477 will be provided to improve SRP compensation for the 2020-2021 school year as follows:

\$1,925,737 to provide a salary increase of three percent (3.0%) of base salary to all eligible SRP, exclusive of all supplements provided the SRP earned a year of service credit for the 2019-2020 school year.

All supplements and differentials will continue to be paid at 2019-2020 rates except as provided in this proposal. (see Addendum E)

Should there be any deviations during implementation, the Board and the Union are authorized to correct these deviations. In addition, should the District’s budgetary status improve during the 2020-2021 school year, the Board and the Union agree to meet to examine the possibility of compensation improvement.

The Board and the Union agree to meet and work to identify strategies to address SRP salary compression concerns and other perceived salary equity issues created by the passage of the minimum wage ballot initiative in Florida. The SRP Compensation Committee will be convened to provide input regarding both the compression issue and future salary initiatives.

The payment and increases shown above will be provided retroactively to July 1, 2020, for current bargaining unit members employed on the date of Board ratification. However, such increases will not be provided to bargaining unit members who left the District prior to Board ratification for any reason.

The District will cover the cost of additional required contributions to the Florida Retirement System. For the 2020-2021 school year, the increased contribution amount is approximately \$1,167,825.

**Other Considerations - \$219,740** for the following:

\$219,740 to reclassify all employees currently on Pay Grade S02 to Pay Grade S03 (Classroom Assistants, Custodians, Early Childhood Programs Health Assistants, Group Leaders, Lunchroom Monitors and Transportation Assistants). After all employees on the new Pay Grade S03 receive their 3% base salary increase, the \$219,740 will bring any employee on the new Pay Grade S03, who is not at least at the \$10 per hour rate, to at least \$10 per hour in anticipation of Florida’s new minimum wage rate which goes into effect on September 30, 2021.

**Fingerprint Retention Fees**

The Board will continue to pay the fingerprint retention fee for SRP, estimated to be \$25,486 for the 2020-2021 school year.

**4. Fringe Benefits**

The Board agrees to contribute \$7,174.89 per eligible employee (an increase of \$153.36 from 2020), toward the cost of the health insurance benefit package for the 2021 insurance plan year.

The Board’s contribution will be used to pay those premiums associated with the fully-insured benefits contained in the health insurance benefit package, to pay all claims and administrative costs incurred and associated with the self-insured benefits contained in the health insurance benefit package, and to contribute towards the insurance reserve account for the self-insured benefits contained in the health insurance benefit package. In order to balance the insurance budget, the District Insurance Committee agreed that effective January 1, 2014, the annual \$150 per employee flexible benefit would be replaced with an annual health risk assessment incentive of up to \$250 per employee.

Should there be any funds once the District has set aside funds to pay all fully insured premiums, all self-insured incurred claims, all administrative costs associated with the health insurance benefits package, and funded the insurance reserve/surplus account to the level identified by the District Insurance Committee, such funds will be placed in the insurance reserve/surplus account and applied towards the costs for the 2022 plan year. Should increases in costs for the products and services contained in the health insurance benefit package require an additional District contribution in excess of the operating dollars budgeted for the 2021 benefit year, the Board and the Union will meet to decide how to balance any such deficit.

In addition, the alternative “opt-out” program shall be provided to bargaining unit members with existing coverage who do not choose one of the Board-approved health insurance plans. The amount of this “opt-out” will be \$1,200.

Effective with the 2012-2013 school year, employees receiving the District’s health insurance benefit package who terminate employment after working through the final day of his/her respective work calendar shall continue to receive Board contributions towards his/her health insurance benefit package through the end of August of that plan year.

**MEMORANDUM OF UNDERSTANDING:**

**EDUCATIONAL PARAPROFESSIONALS/INSTRUCTIONAL ASSISTANTS AND OTHER ELIGIBLE SRP CAREER DEVELOPMENT PROGRAM**

The Board and the Union agree to continue the program to assist Paraprofessionals / Instructional Assistants and other eligible SRP with monetary assistance for those enrolled as degree seeking students in a college of education.

The Board and the Union agree to meet during the ~~2019-2020~~ 2020 - 2021 school year to discuss any issues or concerns that arise as a result of this memorandum.

The program will continue provided the funding sources are available.

**MEMORANDUM OF UNDERSTANDING**

**Extended School Year Program - Summer ~~2019~~20**

The following parameters will govern the working conditions of employees who work in a summer Extended School Year programs:

<b>PROGRAM DATES:</b> (Student Attendance)	<b>24-Day Summer Reading Camp for Grade 3</b> June 8, 9, 10, 11,15, 16, 17, 18, 22, 23;24, 25, 29, 30, July 1, 2, 6, 7, 8, 9, 13, 14, 15 and 16
	<b>20-Day Middle School Course Recovery Program</b> (20 half-days) June 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, July 6, 7, 8, 9, 13, 14, 15 and 16
	<b>High School Credit Recovery Program</b> (20 half-days) 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, July 6, 7, 8, 9, 13, 14, 15 and 16

	<b>10-Day ESE Program</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, and 23
	<b>10-Day AVID Excel Camp</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, and 23
	<b>16-Day Elementary Title III Summer Camp</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 29, 30, July 1, and 2
	<b>16-Day Immigrant Elementary Title III Summer Camp</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 29, 30, July 1 and 2
	<b>16-Day Secondary Title III Summer Camp</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, 29, 30, July 1 and 2
	<b>24-Day Part C Migrant Camp (Elementary)</b> June 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, July 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23
	<b>20-Day PASS Migrant Summer Program for Secondary</b> Jun 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25, July 6, 7, 8, 9, 13, 14, 15, and 16

Instructional and Non-instructional Employees

Filling Positions:

- Assignment to this program is voluntary.
- ~~Each school principal~~ A member of administration will notify the staff of the program dates by ~~April 29, 2019~~ May 12, 2020.
- Each employee having an interest in working in the program will submit his/her name to the school ~~principal~~ administrator by ~~May 6, 2019~~ May 19, 2020.
- Tentative job openings will be announced by the last student day.
- When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, district seniority shall prevail.
- When filling positions, employees within the bargaining unit shall be given priority over other applicants.
- ~~The previous procedure to select transportation employees for the school year assignments will continue to be used, with the following exception. Bus drivers and transportation assistants who select a route and resign, or work less than half of the days of the selected route in ESY for the summer of 2019-2020 will be placed at the bottom of the selection list for ESY for the summer of 2020-2021 unless the reason for resigning or working less than half of the days is for one of the following reasons and is supported by appropriate documentation as determined by Transportation Department administration: a health concern that prohibits the employee from working or a health concern of an immediate family member of the employee and the employee is needed to care for the family member, family emergency, or jury duty.~~

**Work Schedule:**

**TEACHERS:**

**24-Day Summer Reading Camp for Grade 3**

- 1 day of preplanning at 7.5 hours – June 5, 2020
  - 24 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 25 (including preplanning) Total Hours: 103.5**

**20-Day Middle School Course Recovery Program**

- 1 day of preplanning at 7.5 hours – June 5, 2020
  - 20 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 21 (including preplanning) Total Hours: 87.5**

**20-Day High School Credit Recovery**

- 1 day of preplanning at 7.5 hours – June 5, 2020
  - 20 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 21 (including preplanning) Total Hours: 87.5**

**10-Day ESE Program**

- 1 day of preplanning at 7.5 hours – June 5, 2020 (hours are flexible)
  - 10 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 11 (including preplanning) Total Hours: 47.5**

**10-Day AVID Excel Camp**

- 1 day of preplanning at 7.5 hours – June 5, 2020
  - 10 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)
- Total Days: 11 (including preplanning) Total Hours: 47.5**

**16-Day Elementary Title III Summer Camp**

- 1 day of preplanning at 7.5 hours – June 5, 2020

- 16 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)  
**Total Days: 17 (including preplanning) Total Hours: 71.5**

**16-Day Immigrant Elementary Title III Summer Camp**

- 1 day of preplanning at 7.5 hours – June 5, 2020
- 16 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)  
**Total Days: 17 (including preplanning) Total Hours: 71.5**

**16-Day Secondary Title III Summer Camp**

- 1 day of preplanning at 7.5 hours – June 5, 2020
- 16 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)  
**Total Days: 17 (including preplanning) Total Hours: 71.5**

**24-Day Part C Migrant Camp (Elementary)**

- 1 day of preplanning at 7.5 hours – June 5, 2020
- 24 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)  
**Total Days: 25 (including preplanning) Total Hours: 103.5**

**20-Day PASS Migrant Summer Program for Secondary**

- 1 day of preplanning at 7.5 hours – June 5, 2020
- 20 days at 4.0 hours per day (3.5 hours of student instruction and .5 hour of planning)  
**Total Days: 21 (including preplanning) Total Hours: 87.5**

**ESE Instructional Assistants**

- 4.0 hours per day for either 10 or 24 day program  
**Total Days: 10 (10 Day Program) Total Hours: 40 (10 Day Program)**  
~~24 (24 Day Program) 97 (24 Day Program)~~

**EOC Administration Window:**

- HS: 72 hours of test administration for the Algebra 1, Geometry, Biology, and US History EOC.
- MS: 36 hours of test administration for the Civics EOC.

**Pay Rate:**

All employees will be paid at their regular hourly rate based upon the ~~2018-2019~~ 2019-2020 salary schedule or range.

**Pay Dates:**

Employees working one of the programs will be paid as listed below:

	<u>Pay Date</u>	<u>Pay/Work Period</u>
<u>20-Day M.S./H.S. Course Recovery Program</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
	<u>8/7/2020 (4 days)</u>	<u>July 11-23</u>
<u>24-Day Summer Reading Camp for Grade 3</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (8 days)</u>	<u>June 27 – July 9</u>
	<u>8/7/2020 (4 days)</u>	<u>July 11-23</u>
<u>10-Day ESE Program</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (6 days)</u>	<u>June 13-25</u>
<u>10-Day AVID Excel Camp</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (6 days)</u>	<u>June 13-25</u>
<u>16-Day Elementary Title III Summer Camp</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
<u>16-Day Immigrant Elementary Title III Summer Camp</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
<u>16-Day Secondary Title III Summer Camp</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
<u>24-Day Part C Migrant Camp</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
	<u>8/7/2020 (8 days)</u>	<u>July 11-23</u>
<u>24-Day PASS Migrant Summer for Secondary</u>	<u>6/26/2020 (4 days + 1 Planning)</u>	<u>June 1-11</u>
	<u>7/10/2020 (8 days)</u>	<u>June 13-25</u>
	<u>7/27/2020 (4 days)</u>	<u>June 27 – July 9</u>
	<u>8/7/2020 (4 days)</u>	<u>July 11-23</u>

**Sick Leave Accrual:**

Employees who work the 24-Day Program and high school teachers who work a full day (2 single sessions) will earn .5 day sick leave.

**Absences:**



- All 10 to 16-Day Program employees' absences will be without pay. These employees are not eligible to use previously earned sick leave for pay purposes.
- 24-Day Program employees may use sick leave.

**Substitutes:**

A regular employee who substitutes in this program will be paid his/her regular hourly rate.

**FNS SAFETY APPAREL**

Food and Nutrition Services will continue their Program for the 2020-2021 ~~2019-2020~~ school year, regarding Safety Apparel.

**Shirts**

School-based FNS employees will receive three (3) shirts with the Zone logo for the 2020-2021 ~~2019-2020~~ school year. Shirt colors will be determined by FNS.

School-based FNS employees must wear the issued shirts at least three (3) days per week on days designated by the FNS manager.

**Safety Shoes**

School-based FNS employees must wear safety shoes daily for work.

School-based safety shoes must have non-skid soles to prevent slips and falls.

No canvas, mesh or open toed shoes are permitted.

Safety shoes may not be tattered or torn and must be appropriate for work.

One \$45.00 payment will be issued per employee for the 2020-2021 ~~2019-2020~~ school year for the purchase of safety shoes. Payment will be included as a separate line item on the FNS employee's paycheck. Employees may be required to show proof that the safety shoes purchased are non-skid.

**Responsibility**

FNS will replace the shirts damaged in work-related incident(s).

The employee will replace the shirt if damaged outside of work.

It will be the employees' responsibility to keep the shirt and shoes clean and appropriate for work.

The District will purchase extra shirts so that the replacement cost to employees for shirts shall not exceed the District's cost.

The Board and the Union agree to begin implementation of this MOU in anticipation of ratification, and to meet during the year to resolve any issues or concerns that arise as a result of this memorandum.

**MEMORANDUM OF UNDERSTANDING:**

**MAINTENANCE DEPARTMENT SHIRT PROGRAM**

Effective with the 2013-2014 school year, the Maintenance Department will issue all maintenance employees five (5) work shirts to promote a professional appearance and provide a safety feature of allowing all Maintenance employees to be easily recognizable. All employees who worked during the 2019-2020 ~~2018-2019~~ school year and have already been issued their five (5) work shirts will continue to wear those shirts unless they need to be replaced due to damage or normal wear. New maintenance employees will be issued five (5) work shirts.

All Maintenance employees must wear the issued work shirts daily while at work.

The color and style of the work shirts will be determined by the Maintenance Department.

New employees may choose to have either five (5) short-sleeved shirts, five (5) long-sleeved shirts or beginning with the 2016-2017 school year, any combination of short-sleeved shirts and long-sleeved shirts totaling five (5) shirts.

**Responsibility**

Maintenance Department will replace shirts damaged in work-related incidents or normal wear with the employee's preferred sleeve length.

The employee will replace shirts damaged outside of work.

It will be the employee's responsibility to keep the shirt clean and appropriate for work.

The District will purchase extra shirts so that the replacement cost to employees for shirts shall not exceed the District's cost.

The Board and the Union agree to begin implementation of this MOU in anticipation of ratification, and to meet during the year to resolve any issues or concerns that may arise as a result of this memorandum.

**MEMORANDUM OF UNDERSTANDING:**

**SRP COMPENSATION COMMITTEE**

The Board and the Union agree that qualified SRP are essential to the success of the District and that adequate compensation is an integral factor in the recruitment and retention of SRP. With the creation of new salary ranges for all SRP job categories effective July 1, 2017, the parties agree to continue the SRP Compensation Committee to review and assess how this new compensation program is working. The Committee will also continue to study the feasibility and potential impacts regarding, but not limited to the following:

Prorated, year-round pay

Other payroll options

Pay calendars and pay dates

Crediting of experience on the salary schedules

Levelized pay for bus drivers and transportation assistants

Salary schedule consolidation

Compensation for job-related training and certifications

SRP attendance incentives

Conducting a pay study of the entire SRP unit

In light of the ongoing COVID-19 pandemic, the parties agree that to ensure the safety and comfort level of all participants, meetings may be held in person or by the "zoom or another mutually agreed upon virtual format".

The SRP Compensation Committee will be comprised of the Superintendent or his/her designee, the Union

President or his/her designee, and other members mutually agreed upon by both the Superintendent and the Union President. The committee will be responsible for developing a meeting schedule but will meet at a minimum of once per semester. All recommendations of this committee will be made to the Superintendent and Union President by May 1<sup>st</sup> December 31, 2020.

**MEMORANDUM OF UNDERSTANDING:  
REOPENING GUIDELINES**

WHEREAS, on July 6, 2020 the Florida Department of Education (FLDOE), using its executive authority, issued an Emergency Order 2020-EO-06 (“Emergency Order”) stating that “all school boards and charter school governing boards must open brick and mortar schools at least five days per week for all students subject to advice and orders of the Florida Department of Health, local departments of health, Executive Order 20-149 and subsequent executive orders”; and  
WHEREAS, the emergency order requires that districts submit reopening plans for approval by FLDOE and authorizes the districts to develop innovative delivery models through remote learning provided that the innovative remote learning model provides the same panoply of services as live in- person instruction in the traditional setting; and  
WHEREAS, the District has developed its reopening plan to include a remote learning platform called MySchool on Line (MSOL) consisting of virtual instruction following a daily schedule aligned to the approved student calendar and bell times using the same or similar curriculum as in- person instruction; and  
WHEREAS, the Florida Department of Education (FLDOE) approved the District’s reopening plan, FLDOE will authorize full FTE credit for MSOL which would otherwise not be available under Florida’s Education Finance Program; and  
WHEREAS, The Emergency Order guarantees flexibility for the localities affected, based on said locality’s COVID-19 case numbers, hospitalizations, and fatalities at the time of opening, as further guaranteed by the Florida Constitution (ARTICLE IX-Section 4 (1-3); and  
WHEREAS, Section 447.309(1) of the Florida Statutes provides that a bargaining agent and public employer “shall bargain collectively in the determination of the wages, hours, and terms and conditions of employment of the public employees within the bargaining unit”; and  
WHEREAS, Section 447.209 of the Florida Statutes provides that it is the right of the public employer to determine unilaterally the purpose of each of its constituent agencies, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations; and  
WHEREAS, the Parties agree to work together and extend their full cooperation in arriving at the safest possible working conditions to accommodate all members of the bargaining unit, to the greatest extent possible; and  
WHEREAS, a memorandum of understanding is binding upon execution by the Board Superintendent and the Union President but requires subsequent ratification unless its duration is for a period of one (1) year or less. Should issues arise that are not noticed in the District’s reopening plan or not noticed in this memorandum, the parties agree to meet to discuss and address these issues.

**NOW, THEREFORE,** the parties recognize that the presence of COVID-19 requires additional safety precautions and previsions. The parties agree this document applies only and specifically to the 2020 – 2021 school year, and all terms are non-precedent setting. The assignment of School-Related Personnel to interact with students may have an impact on certain working conditions and the parties agree as follows:

**General Health and Safety Precautions:**

The parties agree to implement and adhere to all reasonable safety precautions contained in the District’s reopening plan which by reference here shall be considered part of this document.

- 1) The District will limit campus and facility visits in accordance with the District’s ReOpening Plan, by non-essential visitors, community organizations, businesses, municipal partners, and-speakers. Visitors and family-members may not eat lunch with students. The parties agree to meet prior to winter break to revisit the continuation of this restriction.
- 2) All employees were provided cloth masks at the beginning of the school year and replacements may be provided as reasonably requested.
- 3) Employees shall be able to identify students with mask waivers in MyStudent, and students approved for a mask waiver shall also be given a physical “mask pass” that can be presented upon request by a school and/or District staff member.
- 4) As provided for in the collective bargaining agreements, USEP representatives shall continue to have the right to visit schools to investigate employee complaints and communicate with non-instructional staff. USEP representatives shall comply with any and all health and safety expectations in place at the time of the visit.
- 5) Bus Drivers and Transportation Assistants – students entering any school bus will be required to wear a face covering while on the bus unless the student has a mask exemption.
- 6) Due to the unprecedented nature of the coronavirus pandemic and its potential impact on employee lives and livelihood, the District will review any situation that involves an SRP being out of work in excess of 110 days as a result of the employee contracting Covid-19 while performing their duties at their worksite and remaining sick beyond the 110 days.

General Cleaning and Sanitizing Efforts:

The parties agree that all cleaning and sanitizing efforts, including Daily, Weekly and Enhanced cleaning objectives, outlined in the District’s ReOpening Plan will continue to be implemented.

- 7) Maintenance and/or custodial employees will be responsible for mixing and/or diluting chemicals in the germicides to be distributed for use.

**COVID-19 Exposures:**

Employee safety is always of paramount concern and all efforts will be made to ensure employee safety. The District will continue to provide up-to-date Covid-19 information and guidance on the Staff Health and Wellness section of the District’s Reopening Plan.

**Employee Leaves associated with COVID-19 exposure:**

This section is meant to supplement any and all leave provisions currently contained in the SRP Master Contract and shall not in any way be used to supersede any rights contained in said contract.

- a) Staff have access to leave under the Families First Coronavirus Response Act (FFCRA), which allows up to ten (10) days of Emergency Paid Sick Leave (EPSL). If employees are provided a virtual assignment, they will not have to utilize leave while working.
- b) The District intends to provide administrative leave, up to an additional total of twenty (20) days when an employee (1) is subject to more than one period of quarantine/isolation as directed by the District's COVID Response Team and/or the Pasco County Department of Health; or (2) requires more than ten (10) days of isolation, as documented by a licensed health care professional, due to testing positive for COVID through exposure at work. To be eligible for these additional days of administrative leave, the following criteria must be met:
  1. The employee has abided by the health and safety protocols contained in the District's re-opening plan;
  2. The employee is available to work, but due to the nature of his/her position cannot work remotely;
  3. The quarantine/isolation is a result of being traced to COVID exposure while working for the District or is due to the onset of COVID symptoms without known exposure;
  4. The employee agrees to any offered COVID testing through the District's COVID testing centers and tests with all reasonable haste.
  5. The employee has first utilized his/her ten (10) days of Emergency Paid Sick Leave.

Should circumstances change and/or guidance from the Federal Centers for Disease Control (CDC), and/or County or State Health Departments change the District's reopening plan for addressing COVID-19 related issues, the parties agree to meet to discuss the impact those changes may have on wages, hours and working conditions.

**MEMORANDUM OF UNDERSTANDING:  
SRP WORKPLACE COMMITTEE**

The Board and the Union agree to establish a committee to meet to identify, evaluate and recommend solutions to potential workplace concerns or issues regarding SRP.

This committee would be convened at least once per school year, or more as deemed necessary. The parties agree to meet no later than the end of the 1st semester for the ~~2019-2020~~ 2020 - 2021 school year. In light of the ongoing COVID-19 pandemic, the parties agree that to ensure the safety and comfort level of all participants, meetings may be held in person or by the "zoom or another mutually agreed upon virtual format".

The composition and size of this new committee will be mutually determined by the District and the Union.

**MEMORANDUM OF UNDERSTANDING:  
SUMMER FOOD SERVICE PROGRAM (SFSP) 2020**

The District School Board of Pasco County and the United School Employees of Pasco mutually agree to the following provisions in order to implement the United States Department of Agriculture (USDA) Summer Food Service Program (SFSP) for summer 2020. This program provides meals to qualifying Extended School Year and After School Enrichment Program sites, as well as other sites hosting school and community-based summer programs and activities, and mobile feeding units. Due to the variety of programs being serviced, considerable flexibility will be required. Therefore, the parties agree to the following:

Assignment to the Summer Food Service Program is voluntary.

The district's Food and Nutrition Services (FNS) will provide notices relative to the SFSP dates on or about March 9, 2020.

Each employee having an interest in working in the SFSP will submit his/her intent to the district's Food and Nutrition Services Department by March 20, 2020.

Tentative job openings will be announced on or about March 9, 2020.

Job openings will be advertised by geographical region. Applicants may select one or more regions and will be placed according to need.

When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, SFSP seniority and prior year SFSP performance reviews shall prevail.

Employment dates and times will be determined based on the site's operating days and hours.

**Program Dates:**

- a. FNS Summer Assistant: (up to 100 positions anticipated)  
Calendar: June 1 through July 31, 2020...up to 50 work days  
Training Date: Approximately 8 hours – to be held June 1, 2020. Employees will be notified of the training date and location when offers of employment are made.  
Work Day: 3 - 6 hours / day (times to vary by location and need)  
Days: Determined by location (up to 50 work days) Total Hours: Determined by need
- b. FNS Summer Assistant Site Lead: (up to 25 positions anticipated)  
Calendar: June 1 through July 31, 2020...up to 50 work days  
Training Date: Approximately 8 hours – to be held June 1, 2020. Employees will be notified of the training date and location when offers of employment are made.  
Work Day: 5-7 hours / day (times to vary by location and need)  
Days: Determined by location (up to 50 work days) Total Hours: Determined by need
- c. FNS Site Lead - Level 1: (up to 40 positions anticipated)  
Calendar: June 1 through July 31, 2020...up to 50 work days  
Training Dates: Approximately 8 hours – to be held June 1, 2020. Employees will be notified of the training date and location when offers of employment are made.  
Work Day: 7-8 hours / day (times to vary by location and need)  
Days: Determined by location (up to 50 work days) Total Hours: Determined by need
- d. Employees will receive pay date schedule, site-specific calendars and scheduled work hours as part of their required training.

**Job Expectations:**

**FNS – All Summer Employees:**

- a. Prepare, serve, and store food ensuring high standards of food quality and quantity. Utilize the most current standardized recipes as provided by the Pasco County FNS Nutrition Team and in accordance with federal, state, and local and district regulations, food safety guidelines, and Hazard Analysis Critical Control Points (HACCP) principles and procedures.
- b. Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- c. Coordinate food production services by recording menu items prepared, quantity of ingredients used, and leftover portions saved on the daily work production record.
- d. Coordinate with line servers to ensure continuous quantity and quality of items served.
- e. Clean and maintain food preparation areas, storage areas, kitchen equipment, and tools to maintain a clean facility.
- f. Assist management with the preparation of required reports and paperwork.
- g. Assist other staff as needed to ensure efficient operations of the cafeteria.
- h. Perform other duties as assigned.
- i. Efficiently use electronic devices such as iPod's, iPad's and Computers for recording of meal service, meal planning, production records, and/or email communication.

**FNS Summer Assistants**

- a. Transport food in district-owned vehicles, maintain appropriate valid Florida driver's license and approval in District School Board of Pasco County Safe Driver Plan (for certain positions).
- b. Serve food on the mobile feeding units, ensuring high standards of food quality and quantity (for certain positions).

**FNS Summer Assistant Site Lead**

- a. Assist in supervising, training, instructing, organizing, and delegating work to food service personnel and assume responsibility for operation of the program in the absence of the manager and other key staff members.
- b. Monitor quantity and quality of menu items to ensure food and beverage standards are maintained throughout all meal periods.

**FNS Summer Lead Level 1**

- a. Assist in supervising, training, instructing, organizing, and delegating work to food service personnel and assume responsibility for operation of the program in the absence of the manager and other key staff members.
- b. Monitor quantity and quality of menu items to ensure food and beverage standards are maintained throughout all meal periods.
- c. Operate within established financial guidelines to ensure a cost-effective program and complete all records and supporting documents in accordance with current federal, state and local regulations, including District policies and procedures.

**Summer Physical Requirements (All Employees)**

- a. Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- b. Frequently performing the following physical activities: bending, stooping, and pulling.
- c. Regularly performing the following physical activities: sitting, standing, walking, twisting, reaching, pushing, lifting, finger dexterity, grasping, repetitive motions, talking, hearing acuity, and visual acuity.
- d. Occasionally performing the following physical activities: climbing, balancing, kneeling, crouching, crawling, and feeling.
- e. Work environment consists of indoors and outdoors, and extreme cold temperatures.
- f. Employees may be required to operate the following machines, tools, and equipment: commercial foodservice equipment including convection ovens, steamer, steam-jacket kettle, slicer, mixer, etc.; touch-screen computer register; general office equipment including personal computers, fax machines, scanners, copiers, telephones, etc.

**Potential Reductions in Force (RIF) or Addition of FNS Summer Staff:**

Since this program is funded separately from other district programs, relies upon the accessibility of district transport vehicles, and student participation is the sole factor in determining funding, there may be a need to reduce staff at a specific worksite in order to be cost effective. If student participation exceeds anticipated enrollment, there may be a need to add staff at a specific worksite. If reductions in staff are necessary, they will be conducted by program site, led by Food and Nutrition Services, and will be based upon seniority. If reductions in staff occur, the reduced employee will be offered a position at another site within their geographical preference, if available.

**Sick Leave Accrual:**

Employees will earn one (1) day of sick leave for working every 20 scheduled work days. The time earned will equal the length of the employee's scheduled work day, 3 - 8 hours. Should an employee complete this program and have the earned sick day remaining, that time shall be added to the employee's regular sick leave balance for use during the regular school year.

**Pay Rate:**

- a. FNS Summer Assistants will be paid an hourly rate of \$ 11.00 for all hours worked.
- b. FNS Summer Assistant Site Lead will be paid an hourly rate of \$ 12.14 for all hours worked.
- c. FNS Summer Site Lead Level 1 will be paid an hourly rate of \$ 12.97 for all hours worked.
- d. Substitute FNS Summer Assistants for this program are subject to the same qualification requirements as the FNS Summer Assistants and will be paid at an hourly rate of \$ 11.00 for all hours worked.