

## ARTICLE VII – WORKING CONDITIONS

### SECTION F – Evaluation

1. Prior to September 15, ~~the District will ensure that~~ all SRP shall receive a copy of the assessment instrument, and an explanation of the assessment process shall be provided. This may take place during any beginning-of-the-year orientation, in-service, meeting, and/or via electronic communication, or any other reasonable means selected by the appropriate supervisor, administrator, or District staff member. In the event a SRP is employed after other SRP have received this information, said instrument and explanation shall be given upon employment.
2. The worksite supervisor or designee making the evaluation shall meet with the SRP to discuss the areas in which the SRP's performance is satisfactory, and any areas(s) in which the SRP's performance is unsatisfactory/deficient, or in which the SRP needs improvement. ~~In the event work deficiencies are addressed and then remedied by the SRP, the rating for that deficiency shall be no less than "meets expectations" on the Non-Instructional, Non-Exempt Level Evaluation Form. not be unsatisfactory. Ratings on assessment instruments shall reflect the appropriate level of consistent job performance for each assessment area during the period being evaluated.~~
3. After each assessment of a SRP, the SRP or witness shall sign and be given a copy of the assessment instrument. The signature of the SRP shall not necessarily indicate agreement with the assessment but only acknowledges that he/she had read the report.
4. A SRP shall be given the opportunity to include his/her comments in writing concerning the assessment report or, in the case of subparagraph 5 below, any written notification of performance deficiencies. These comments shall be placed in the SRP's personnel file if the assessment report or, in the case of subparagraph 5 below, any written notification of performance deficiencies is placed in the SRP's personnel file.
5. In the event a SRP is not performing satisfactorily, the worksite supervisor or designee shall attempt to schedule a meeting with the SRP. shall advise the SRP in writing of the specific deficiencies in his/her performance and shall give the SRP reasonable time and assistance to overcome these deficiencies. Where possible, a face-to-face meeting to review this information shall be scheduled. The worksite supervisor or designee will ~~do the following:~~
  - a) notify the SRP in writing that deficiencies exist,
  - b) provide a full and complete explanation of deficiencies and suggested corrections, ~~in a face-to-face meeting should said meeting be established.~~
  - c) offer administrative and supervisory assistance, and
  - d) provide reasonable time, depending on the deficiencies, for correction of said deficiencies. This time shall be no less than 90 days. This written notification of performance deficiencies may be accompanied by a completed assessment instrument. However, at an alternative school for disruptive students, a SRP whose performance has not met the expectations of the principal shall be subject to involuntary transfer to another worksite twenty-five (25) days after the principal has provided the SRP with an opportunity to improve his/her performance and the performance continues to be below expectation. At any time during this period, beginning with the initial notification to the SRP that he/she may be subject to involuntary transfer, the Union has the right to represent the SRP. At an alternative school for disruptive students, the salary of a SRP who is involuntarily transferred to another worksite shall be no less than he/she would have earned at the alternative school for the remainder of the school year. SRP involuntarily transferred shall not be transferred to a worksite which is twenty (20) miles further from his/her residence than the alternative school for disruptive students.
6. All confidentiality of the assessment allowable by law will be granted by the Administration.
7. All SRP will be evaluated, through the use and completion of an approved assessment instrument, at least once during the school year. Should a worksite supervisor not meet the date designated by the Human Resources Department for the completion of a SRP's evaluation, the worksite supervisor will inform the SRP of the reason for the delay. If a SRP receives an unsatisfactory evaluation, the SRP has the option of another evaluation to determine if satisfactory performance has been demonstrated. All evaluations shall be conducted only by worksite supervisors, their designees, or District-level supervisors.
8. All recommendations regarding continued employment except for portions affected by the layoff procedure shall be based upon information contained in the SRP's personnel file.

## ARTICLE VII – WORKING CONDITIONS

### SECTION O – School Related Person of the Year

9. The Union shall conduct the School Related Person of the Year selection process using rules devised for that purpose by the Union.
10. SRP who are serving as chairpersons of the worksite School Related Person of the Year Committee shall be granted release time once each year to attend a meeting for orientation purposes. The release time shall include appropriate travel time and SRP shall return to their respective worksites immediately following the meeting if time allows. Worksite chairpersons who are Bus Drivers, Relief Bus Drivers, Transportation Assistants, or Alternative School Bus Drivers/Paraprofessionals will only be granted such release time if their duties can be covered using personnel who normally cover such duties. The worksite supervisor's decision as to whether SRP in these positions can be released will be final. In addition, the Board shall grant up to ~~two (2)~~ three (3) days of release time for up to five (5) SRP serving on the District SRP of the Year Selection Committee. All other meetings related to selection of School Related Person of the Year shall be held outside normal working hours of the SRP involved.
11. The Board shall recognize the SRP selected as Worksite School Related Persons of the Year and the SRP selected as the District School Related Person of the Year.

## ARTICLE VIII – LEAVES OF ABSENCE

### Section B – Paid Leaves

1. SAME
2. SAME
3. Personal Leave
  - a. A SRP shall be allowed up to six (6) days of Personal Leave at full compensation during each year of employment. Such leave will not be cumulative and shall be deducted from accrued Sick Leave when used. Such leave shall not be used for recreational purposes, . and the SRP may shall not be required to give reasons on leave forms. ~~requesting leave to the worksite supervisor or designee. Said reasons may include family problems, household emergencies, legal business, transportation problems, or other stated reasons. When a SRP cites one of the four reasons stated above, no additional explanation will be required.~~
  - b. SAME
  - c. SAME
  - d. SAME
    - i. Same
    - ii. Same
    - iii. ~~the nature of the absence is that of a family, household, legal, or transportation emergency, and not that under which an employee has scheduling control;~~
    - iv. ~~the reason for the absence is explained to the worksite supervisor or his/her designee.~~

## ARTICLE XIII – DURATION

1. This Agreement shall remain in full force and effect until midnight, ~~June 30, 2020,~~ June 30, 2021 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 ~~2018–2019~~ 2019 - 2020 and 2020 - 2021 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.

## ECONOMIC PROPOSAL

### School Related Personnel Economic Proposal 2018-2019

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 2018-2019 school year as follows:

#### 1. Salaries

\$3,197,700 \$990,540 \$2,476,350 \$1,155,630 \$2,483,338 \$1,218,186 \$2,153,098 \$1,744,529 will be provided to improve SRP compensation as follows:

- I. ~~\$3,197,700 \$990,540 \$2,476,350 \$1,155,630 \$2,311,260 \$1,218,186 \$1,981,080 \$1,320,720~~ to provide a salary increase of ~~four and one-half (4.50%) one and one-half (1.50%) three and three-quarters (3.75%) one and three-quarters percent (1.75%) three and one-half (3.5%) two percent (2.0%) three (3.0%)~~ two percent (2.0%) of base salary to all eligible SRP, exclusive of all supplements including Longevity and Service Factor, provided the SRP earned a year of service credit for the 2017-2018 school year.
- II. The SRP Compensation Committee will again be convened to provide input in the implementation of the new salary structure, which occurred during the 2017-2018 school year. The newly created salary ranges, as opposed to the former step schedules, were integrated as part of any salary increases for the 2017-2018 school year and beyond.
- III. All supplements and differentials will continue to be paid at 2017-2018 rates except as provided in this proposal. (see Addendum E)
- IV. 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 2018-2019 school year, the Board and the Union agree to meet to examine the possibility of compensation improvement.
- V. The payment and increases shown above will be provided retroactively to July 1, 2018, 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 other than retirement.
- VI. The District will cover the cost of additional required contributions to the Florida Retirement System. For the 2018-2019 school year, the increased contribution amount is approximately \$389,612.

#### 2. Other Considerations

a. *Non-Recurring Bonuses* – each eligible SRP will receive a non-recurring bonus payment to be determined by the parties related to the Health Insurance Program surplus as of June 30, 2018, and after all items in #4 below (Fringe Benefits) have been addressed.

b. *Other adjustments: Total of \$202,547 as follows:*

- \$19,404 to increase all employees in Salary Grade #1 by 50 cents per hour;
  - \$23,599 to increase all Registrars (196-245 day) by 50 cents per hour;
  - \$87,859 to increase all Transportation Assistants by 50 cents per hour;
  - \$9,870 to increase all Para Cysis employees by 50 cents per hour;
  - \$658 to increase the Para Social Services by 50 cents per hour;
  - \$61,157 to increase all Bus Drivers who did not receive the additional increase last year.
- I. \$9,225 to reclassify all employees (Lunchroom Monitors, Child Care Assistants & Classroom Assistants) currently on Pay Grade S01 to Pay Grade S02;
  - II. \$159,983 to reclassify FNS Assistants currently on Pay Grade S02 to Pay Grade S03;
  - III. \$50,842 to reclassify FNS Productions Assistants currently on Pay Grade S05 to Pay Grade S06;
  - IV. \$14,744 to reclassify the Registrar position currently on Pay Grade S02 to Pay Grade S03;
  - V. \$170,654 to increase all Custodians, Transportation Assistants, and Early Childhood Programs Health Assistants currently on Pay Grade S02 by 15 cents (\$.15) per hour;
  - VI. \$16,057 to reclassify Early Head Start Caregivers currently on Pay Grade S09 to Pay Grade S10;
  - VII. \$2,304 to reclassify Early Head Start Lead Caregivers currently on Pay Grade S10 to Pay Grade S11.

#### 3. Fingerprint Retention Fees

The Board will continue to pay the fingerprint retention fee for SRP, estimated to be \$25,176 for the 2018-2019 school year.

#### 4. Fringe Benefits

The Board agrees to contribute \$6,785.00 (therefore no increase) per eligible employee, toward the cost of the health insurance benefit package for the 2019 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 ~~the Board and Union will meet to decide how to best utilize the excess funds which may include applied the application of~~ towards the costs for the 2020 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 2019 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.

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

### SECTION A - Salary Schedule and Remunerations

1. The regular salary schedules ~~pay grades structure, which consists of multiple pay grades and a placement schedule, attached as Addendum A E, shall be adhered to for all SRP. which were created and implemented during the 2017-2018 school year, will now be used to reflect current SRP positions and salary levels, shall be adhered to for all SRP until the new salary structure is developed. The parties have, and will continue to meet to discuss the creation and implementation of one SRP salary structure consisting of multiple salary ranges, a placement schedule, and eliminate the usage of the current step salary schedules. The SRP Compensation Committee will meet to review and provide input in the development as to the regarding implementation of the new structure, which shall be was created and implemented during the beginning of the 2017-2018 school year, and any salary changes will be retroactive to July 1, 2017. The newly created salary ranges, as opposed to the current former step schedules, will serve as the starting point for the negotiations be and be integrated as part of any salary increases for the 2017-2018 school year and beyond.~~
2. Placement on the salary schedules within the pay grades, entitled Addendum A, shall follow the rules outlined in the SRP Placement Guidelines, entitled Addendum E, attached to and included in the schedules.
3. Through 9 11 - SAME

### SECTION B - Fringe Benefits

1. The Board agrees to contribute an annual rate of no more than \$6,785.00 toward the cost of the benefits package for the 2019 insurance plan year.
  - a. SAME
  - b. SAME
2. 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

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

1. All SRP shall be paid according to their job title, salary ~~schedule~~ pay grade, and the rules governing that ~~schedule~~ position. The parties ~~have, and will continue to meet to discuss the creation~~ created and ~~implementation~~ implemented of one SRP salary structure, consisting of multiple ~~salary ranges~~ pay grades, and a placement schedule, and ~~eliminate the usage of the current step salary schedules.~~ during the 2017-2018 school year. The SRP Compensation Committee will ~~meet to review and provide input in the development as to the regarding implementation~~ meet to review and provide input in the development of the ~~2017-2018~~ 2018-2019 school year. The newly created salary ranges, as opposed to the ~~current~~ former step schedules, will be ~~integrated as part~~ serve as the starting point for the negotiations of any salaries increases for the 2017-2018 school year and beyond.
  2. 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.
  3. 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.
  4. Pay dates for the ~~2017-2018~~ 2018-2019 school year and the number of paychecks will be negotiated during the ~~2017-2018~~ 2018-2019 negotiations.
5. – 9. SAME

**Service Factor:**

1. 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 will be 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.

**Job Titles and Salary Schedules 2018-2019**

**SRP Placement Guidelines                      2018-2019**

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: \$13.87/hr Driver Trainer rate: \$17.37/hr Bus Driver Trainee \$12.23/hr</b>
Bus Parts Specialist	S10		15	1 for 1	
Child Care Assistant	<del>S04</del>	<u>S02</u>	1	Level 1	
Classroom Assistant	<del>S04</del>	<u>S02</u>	1	Level 1	
Clinic Assistant	S06		5	1 for 2	
Clinic Assistant (LPN)	S12		5	1 for 2	
Computer Operator	S08		15	1 for 1	
Conservation and Recycling Operations	S04		5	1 for 2	
Construction Finance Assistant	S09		15	1 for 1	
Courier	S04		5	1 for 2	
Custodian	S02		5	1 for 2	<b>\$0.20/hour for certified custodian certification or \$0.40/hour for master custodian certification; \$1.50/hour for those designated as relief custodians</b>
Data Entry Operator	S07		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	S02		5	1 for 2	
Early Head Start Caregiver	<del>S09</del>	<u>S10</u>	7	1 for 1	
Early Head Start Lead Caregiver	<del>S10</del>	<u>S11</u>	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	<del>S02</del>	<u>S03</u>	5	1 for 2
Food and Nutrition Services Associate	S06		15	1 for 1
Food and Nutrition Services Production Assistant	<del>S05</del>	<u>S06</u>	5	1 for 2
Food and Nutrition Services Vending Technician	S13		15	1 for 1
Help Desk Technician	S08		15	1 for 1
Home Services Worker	S08		15	1 for 1
<u>Home Visitor</u>	<u>S03</u>	-	<u>1</u>	<u>Level 1</u>
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)	S04		5	1 for 2
Instructional Assistant (Basic Education Programs & Federal and State Programs)	S04		5	1 for 2
Instructional Assistant (Deaf/Hard of Hearing) (Exceptional Student Education)	S04		5	1 for 2
Instructional Assistant (Department of Juvenile Justice)	S05		5	1 for 2

Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
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)	S04		5	1 for 2	
Instructional Assistant (Exceptional Student Education)	S05		5	1 for 2	
Instructional Assistant (Exceptional Student Education)	S05		5	1 for 2	
Instructional Assistant (Instructional Learning Systems)	S04		5	1 for 2	
Instructional Assistant (Pre-Kindergarten)	S04		5	1 for 2	\$0.53 per hour for a <b>Child Development Associate (CDA)</b> or equivalent
Instructional Assistant (Special Adult Education Programs)	S04		5	1 for 2	
Instructional Assistant (Student Discipline)	S06		5	1 for 2	
Instructional Assistant/Bus Driver	S09		5	1 for 2	
<u>Instructional Assistant/Paraprofessional Physical Education</u>	<u>S04</u>	-	<u>5</u>	<u>1 for 2</u>	-
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	<del>\$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)</del>
<u>Interpreter for the Deaf and Hard of Hearing (EIPA 4 or greater)</u>	S16	-	5	1 for 2	<u>\$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)</u>
<b>Inventory Records Specialist-Assistant</b>	S08		15	1 for 1	<u>\$45.00/hour Additional Duty outside of regular work duties</u>
Licensed Practical Nurse	S12		5	1 for 2	
Licensed Practical Nurse	S12		5	1 for 2	

Licensed Practical Nurse 245	S12		5	1 for 2	
Lunchroom Monitor	<del>S04</del>	<u>S02</u>	1	Level 1	
Maintenance-Worker <u>Technician</u>	S10		15	1 for 1	
Maintenance IAA	S11		15	1 for 1	
Maintenance IAA (Air Conditioning Shop)	S16		15	1 for 1	
Mechanic I	S15		15	1 for 1	<b>Transportation Mechanic I Tool Allowance - \$500/yr</b>
Multimedia Production Assistant	S06		15	1 for 1	
Network Technician	S12		15	1 for 1	
Occupational Therapy Assistant	S17		15	1 for 1	
Onboarding Representative	S11		15	1 for 1	
Paraprofessional (Cyesis)	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 (Eligible for Florida Educator's Certificate)	S08		5	1 for 2	
Paraprofessional (Social Services)	S03		5	1 for 2	
Paraprofessional (Transition Assistant)	S04		10	1 for 1	
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	
Title	Pay Grade	New Pay Grade	MPL <sup>1</sup>	Experience Credit <sup>2</sup>	Eligible Supplements/Notes <sup>3</sup>
Physical Education Field Technician	S08		15	1 for 1	
Physical Therapy Assistant	S17		15	1 for 1	
Property Control Assistant	S08		15	1 for 1	
Purchasing Associate	S06		15	1 for 1	
Records Management Assistant	S04		5	1 for 2	
Registrar	<del>S02</del>	<u>S03</u>	5	1 for 2	
Registrar 245	<del>S02</del>	<u>S03</u>	5	1 for 2	
Relief Bus Driver	S09		5	1 for 2	<b>Relief Bus Driver \$1.00/hr Extracurricular trip rate: \$13.60/hr Driver Trainer rate: \$17.03/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 Child Care Assistant	S04		5	1 for 2	
Senior Finance Assistant	S11		15	1 for 1	
Senior Food and Nutrition Services Associate	S11		15	1 for 1	
Senior Testing Assistant	S08		15	1 for 1	
Social Educator	S09		5	1 for 2	
Student System Data Entry Operator	S07		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	S02		5	1 for 2	
Transportation Communications Technician	S12		15	1 for 1	<b>Transportation Mechanic I Tool Allowance - \$500/yr</b>
Transportation Maintenance Assistant	S05		5	1 for 2	
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 \$17.37/hr, exclusive of supplements.

(b) Bus Drivers and Relief Bus Drivers will be paid \$13.87/hr for *extra-curricular trips*, exclusive of supplements.

**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.

**Maintenance Worker Technician, Maintenance IAA:**

If deemed necessary, the Director of Facilities and Maintenance Services may recommend placement beyond the maximum level indicated but at a rate no higher than any current employees with similar experience and credentials.

## SRP Placement Schedule 2018-2019

The levels below do not represent steps or years of service. Please refer to the **SRP Placement Guidelines** for maximum hiring levels and rules regarding credit for previous work experience. Maximum hiring levels and credit for previous experience vary depending on the position.

Pay Grade	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13	Level 14	Level 15	Pay Grade	RANGE	
	19.23	19.47	19.71	19.96	20.21	20.46	20.72	20.98	21.24	21.50	21.77	22.05	22.32	22.60	22.88	S17	Minimum	Maximum
S16	18.31	18.54	18.78	19.01	19.25	19.49	19.73	19.98	20.23	20.48	20.74	21.00	21.26	21.52	21.79	S16	18.31	27.47
S15	17.44	17.66	17.88	18.10	18.33	18.56	18.79	19.03	19.26	19.51	19.75	20.00	20.25	20.50	20.76	S15	17.44	26.16
S14	16.61	16.82	17.03	17.24	17.46	17.68	17.90	18.12	18.35	18.58	18.81	19.04	19.28	19.52	19.77	S14	16.61	24.92
S13	15.82	16.02	16.22	16.42	16.63	16.83	17.04	17.26	17.47	17.69	17.91	18.14	18.36	18.59	18.83	S13	15.82	23.73
S12	15.07	15.26	15.45	15.64	15.83	16.03	16.23	16.44	16.64	16.85	17.06	17.27	17.49	17.71	17.93	S12	15.07	22.60
S11	14.35	14.53	14.71	14.89	15.08	15.27	15.46	15.65	15.85	16.05	16.25	16.45	16.66	16.86	17.08	S11	14.35	21.52
S10	13.67	13.84	14.01	14.19	14.36	14.54	14.72	14.91	15.09	15.28	15.47	15.67	15.86	16.06	16.26	S10	13.67	20.50
S09	13.02	13.18	13.34	13.51	13.68	13.85	14.02	14.20	14.38	14.56	14.74	14.92	15.11	15.30	15.49	S09	13.02	19.52
S08	12.40	12.55	12.71	12.87	13.03	13.19	13.36	13.52	13.69	13.86	14.04	14.21	14.39	14.57	14.75	S08	12.40	18.59
S07	11.81	11.95	12.10	12.25	12.41	12.56	12.72	12.88	13.04	13.20	13.37	13.53	13.70	13.87	14.05	S07	11.81	17.71
S06	11.24	11.38	11.53	11.67	11.82	11.96	12.11	12.26	12.42	12.57	12.73	12.89	13.05	13.21	13.38	S06	11.24	16.87
S05	10.71	10.84	10.98	11.11	11.25	11.39	11.54	11.68	11.83	11.97	12.12	12.28	12.43	12.58	12.74	S05	10.71	16.06
S04	10.20	10.33	10.45	10.59	10.72	10.85	10.99	11.12	11.26	11.40	11.55	11.69	11.84	11.99	12.14	S04	10.20	15.30
S03	9.71	9.83	9.96	10.08	10.21	10.33	10.46	10.59	10.73	10.86	11.00	11.13	11.27	11.41	11.56	S03	9.71	14.57
S02	9.25	9.37	9.48	9.60	9.72	9.84	9.97	10.09	10.22	10.34	10.47	10.60	10.74	10.87	11.01	S02	9.25	13.88
S01	9.00	9.11	9.23	9.34	9.46	9.58	9.70	9.82	9.94	10.06	10.19	10.32	10.45	10.58	10.71	S01	9.00	13.50

**Note:** Approximate annual rates may be calculated by multiplying the hourly rate above times the number of contract days times the number of hours worked per day. Due to the pay equalization process that pro-rates total annual amounts over the course of the year, biweekly amounts typically may not be calculated by multiplying your hourly rate times the number of hours per pay period. You may view your biweekly amount in ESS by choosing the Paycheck Simulator or by viewing a recent paystub.

## MEMORANDUMS OF UNDERSTANDING

### SICK LEAVE BANK

A Sick Leave Bank was established prior to the 1984-1985 school year for the purpose of providing income protection to participating employees suffering personal illness or injury not otherwise compensated by the Board or Worker's Compensation. Bargaining unit members holding Sick Leave earning positions shall be eligible to participate in this Bank after one year of employment in the District and accumulating at least one (1) day of unused Sick Leave.

- a) Same
- b) Same
  - 1) The need must arise from the member's own personal illness or injury. If the personal illness or injury is catastrophic, a member may receive up to one hundred (100) days. If the personal illness or injury is less than catastrophic, a member may receive up to fifty (50) days. In no event may a member receive more than one hundred (100) days within a twelve (12) month period from the Bank.
  - 2) Same
  - 3) Same
  - 4) Same
  - 5) The member must submit an application and the statement(s) completed by a licensed physician and/or a licensed mental health professional to the Chairperson of the Sick Leave Bank Committee, or his/her designee, who will process the application and submit the member's application and related documents to the Sick Leave Bank Committee.
  - 6) Same
- c) – h) Same

In the event this MOU is not renewed for the ~~2019-2020~~ ~~2018-2019~~ school year or beyond, the current Sick Leave Bank language, Article VIII, Section B.6., will prevail, and the changes reflected in this MOU will revert back to the current contract language.

The Board and the Union agree to continue with the changes reflected in the ~~2017-2018~~ ~~2018-2019~~ Sick Leave Bank MOU, signed and dated November 13, ~~2017, in anticipation of ratification.~~

### 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 ~~2017-2018~~ ~~2018-2019~~ 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.

### DRESS CODE FOR TRANSPORTATION DEPARTMENT (BUS DRIVER, INSTRUCTIONAL ASSISTANT/BUS DRIVER, RELIEF BUS DRIVER, AND TRANSPORTATION ASSISTANT), FACILITY AND MAINTENANCE SERVICES DEPARTMENT (AIR CONDITIONING SPECIALIST, AIR CONDITIONING CHILLER MECHANIC, MAINTENANCE TECHNICIAN I-IA, MAINTENANCE IAA, II, III) DISTRIBUTION SERVICES (COURIER, DISTRIBUTION AND MATERIALS HANDLER)

#### Acceptable Articles of Dress

Slacks, skirts, dresses

Jeans (not ragged or patched)

Skorts and culottes of appropriate length

Walking shorts--The length must be within 2" of the kneecap, and must be solid in color, either dark blue (navy), black, or khaki (no denim)

Sleeveless blouses for women

Shirts with collar (long or short sleeves)

School T-shirts

T-shirts in a solid color is appropriate for labor-intensive positions

Footwear with a closed heel and toe

Short-sleeved and long-sleeved shirts issued by the Maintenance Department

#### Unacceptable Articles of Dress

Tank tops or muscle shirts

Exercise clothing (sweat suits, warm-ups)

T-shirts

Headwear that interferes with visibility

Footwear without a closed heel or toe

Decorations, symbols, mottoes, or designs imprinted on clothing which depict alcoholic beverages, are derogatory or offensive to individuals or groups of individuals, or are otherwise offensive to good taste or the maintenance of good decorum.

### FNS SAFETY APPAREL

Food and Nutrition Services will continue their Program for the ~~2018-2019~~ ~~2017-2018~~ school year, regarding Safety Apparel.

Shirts

1. School-based FNS employees will receive three (3) shirts with the Zone logo for the ~~2018-2019~~ ~~2017-2018~~ school year.
2. Shirt colors will be determined by FNS.
3. 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

1. School-based FNS employees must wear safety shoes daily for work.
  - a. School-based safety shoes must have non-skid soles to prevent slips and falls.
  - b. No canvas, mesh or open toed shoes are permitted.
  - c. Safety shoes may not be tattered or torn and must be appropriate for work.
2. One ~~\$45.00~~ ~~\$35.00~~ payment will be issued per employee for the ~~2018-2019~~ ~~2017-2018~~ 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

1. FNS will replace the shirts damaged in work-related incident(s).
2. The employee will replace the shirt if damaged outside of work.
3. It will be the employees' responsibility to keep the shirt and shoes clean and appropriate for work.
4. 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.

### FNS TRAINING COMPENSATION PROPOSAL



In response to the USDA guidelines mandating continuing education requirements for FNS employees the District School Board of Pasco County and the United School Employees of Pasco mutually agree to the following FNS training compensation provisions. This model will both compensate FNS employees fairly while providing an incentive to stay current with topics applicable to their job responsibilities.

**Mandatory Training:**

1. All FNS employees required to complete mandatory training will be paid at their regular rate of pay.
2. Mandatory training will be conducted during normal working hours.
3. The specific courses and the amount of training required will be determined by both the employee's position and amount of hours worked per day.
4. One (1) hour of instruction time equals one (1) FNS CEU (Continuing Education Unit).
5. The ~~2018-2019~~ ~~2017-2018~~ FNS Mandatory CEU Requirement is as follows:
  - a. FNS Assistants, Relief Assistants and District Office SRP's: 6 CEU's
  - b. Production Assistants (Full time and relief): 6 CEU's

**Voluntary Training & Bonus Program:**

1. All voluntary training will be paid at minimum wage.
2. Voluntary training will be conducted outside of the employee's normal working hours.
3. One (1) hour of instruction time equals one (1) FNS V-CEU (Voluntary Continuing Education Unit).
4. There is a Two Tier Bonus Program available for FNS employees.
  - a. Tier 1: when an employee earns a total of 20 Voluntary CEU's, they will receive a \$50 bonus.
  - b. Tier 2: when an employee earns a total of 40 Voluntary CEU's, they will receive an additional \$50 bonus.
5. FNS Management will have discretion to determine what classes will be available for credit dependent on the employee's job title and responsibilities.
6. Employees may not take the same class more than once in a two year period.
7. Payouts for the Bonus Program will be made twice annually, dates to be determined by FNS Management.
8. Bonus Tiers will reset to zero at the beginning of each fiscal year (July 1).

The language in this proposal supersedes all previous FNS training supplement agreements. However, any FNS employee who is currently receiving a supplement for any training completed prior to this proposal will continue to receive any/all supplements earned.

**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 ~~2017-2018~~ ~~2016-2017~~ 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.

1. All Maintenance employees must wear the issued work shirts daily while at work.
2. The color and style of the work shirts will be determined by the Maintenance Department.
3. 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**

1. Maintenance Department will replace shirts damaged in work-related incidents or normal wear with the employee's preferred sleeve length.
2. The employee will replace shirts damaged outside of work.
3. It will be the employee's responsibility to keep the shirt clean and appropriate for work.
4. 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.

**RETENTION OF FINGERPRINTS, AND FIVE (5) YEAR CHECK**

Florida Statutes require the submission of SRP fingerprints to the Florida Department of Law Enforcement (FDLE) automated fingerprint identification system, annual monitoring, and resubmission of the fingerprints every five (5) years.

The monitoring fee, currently \$6.00 per employee, must be paid each year and the resubmission fee currently \$12.00 per employee, must be paid every five (5) years.

In order to comply with the law and provide a benefit to SRP, the Board and the Union agree to the following:

1. The Board will pay the monitoring fee.
2. The Board will pay the fee for the five (5) year resubmission fee.

The estimated fees for this school year are approximately ~~\$25,176~~ ~~\$23,268~~.

**SCHOOL IMPROVEMENT GRANT – FOX HOLLOW ELEMENTARY SCHOOL**

The ~~2017-2018~~ ~~2018-2019~~ school year, will be the ~~first~~ second of a five-year School Improvement Grant (SIG), authorized under section 1003(g) of Title I of the Elementary and Secondary Education Act of 1965 (Title I or ESEA) awarded to Pasco County Schools for Fox Hollow Elementary School. School Improvement Grants are grants made to state educational agencies (SEAs) that SEAs use to make competitive sub-grants to local educational agencies (LEAs) that demonstrate the greatest need for the funds and the strongest commitment to use the funds to provide adequate resources in order to substantially raise the achievement of students in their lowest-performing schools. Based upon research and experience gained through the course of three SIG 1003(g) cohorts, the Florida Department of Education (FDOE) has developed the following theory of action to guide the work for SIG Cohort 4.

Essential non-instructional personnel that impact kindergarten through 5<sup>th</sup> grade will also be needed to effectuate the improvements needed. Three basic Instructional Assistants and one ESOL Instructional Assistant will be vital in assisting in the implementation of the curriculum. Other necessary SRP include a Resource Management Associate, Guidance Secretary, Secretary III, Clinic Assistant, Data Entry Operator and Bookkeeper, all to assist in the day to day operations of an extended school day.

**Additional Work Time**

Non-instructional staff currently working 7 hours per day at FHES will work an additional ~~fifty (50)~~ thirty (30) minutes per day. Non-instructional staff currently working 7.5 hours per day at FHES will work an additional thirty (30) minutes per day. The SIG budget does not provide enough funding for overtime compensation, so no SRP shall be scheduled to work more than eight (8) hours per day using SIG funds. This additional time for Instructional Assistants will be student contact time with a focus on reading instruction as directed under the Lowest 300 Performing Elementary legislation. All other essential non-instructional staff will provide support necessary for FHES to accommodate the additional time in the workday.

**Compensation for Additional Work Time**

The additional ~~fifty (50) minutes per day~~ or thirty (30) minutes per day worked in accordance with this Memorandum of Understanding will be paid at each individual SRP's hourly rate of pay. Because this time is in addition to the SRP's regular work calendar and work schedule, SRP utilizing leave will not be compensated for this additional ~~fifty (50)~~ or thirty (30) minutes on days they take leave. All leave will be deducted based on the SRP's regular workday and is not inclusive of the additional time as provided by this grant.

Any additional work days associated with this grant shall be paid at each individual SRP's regular daily rate of pay. SRP's who do not attend these additional days will not be compensated for this additional work time and are not eligible to utilize accumulated leave on these days.

**Monitoring of Grant Progress**

As a condition of continued funding of this SIG grant, the State has clearly articulated the expectation that identified schools will add additional student contact time which will be required for at least the first three years of the grant.

**Agreement Contingent Upon Funding and Department of Education Approval**

All funds used to implement the above provisions will come from SIG dollars, and not from general revenue sources that would otherwise be available for salary increases. Moreover, the provisions contained within this Memorandum of Understanding are contingent upon continued

FDOE approval of FHES's SIG application and sufficient funding being provided through the SIG and Lowest 300 categorical dollars. Nothing in this MOU is meant to conflict with or restrict the implementation of the Lowest 300 Elementary Schools requirements at FHES. All essential non-instructional staff included in this Memorandum of Understanding are expected to work the additional ~~fifty (50)~~ or thirty (30) minutes per day. This MOU serves as notice that complies with Article VII – Working Condition, Section I, (8). Should an SRP have a legitimate conflict, where the SRP is unable to comply with the additional time requirement on a regular basis, the SRP should notify the principal as soon as possible, so any viable alternatives that may exist can be explored.

## **ARTICLE XI – SALARY AND SCHOOL RELATED PERSONNEL WELFARE**

### **Sections A - K: SAME**

#### **Section L: School Choice Preference Employee Request**

Preference shall be given to the children) of an employee (i.e., any child in his/her custodial care) to attend school at the employee's assigned worksite, or within the feeder pattern, unless the following prevents granting the request:

1. The appropriate educational program does not exist at that site. or
2. Other extenuating circumstances (i.e., expulsion, serious disciplinary infractions, class size requirements, etc.) exist that may be cause for the child(ren)'s nonattendance.

The employee may appeal any denied request to the Office for Leading and Learning, or designee. The decision of the appeal shall be final.

The Board and the Union agree to meet to discuss the implementation of this MOU and its application to new legislation as needed during the 2017-2018 school year.

#### **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, Therefore the parties agree to continue the SRP Compensation Committee to review and make any identified recommendations for improvement 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

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~~ quarter. All recommendations of this committee will be made to the Superintendent and Union President by May 1<sup>st</sup>.

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

#### **SUMMER FOOD SERVICE PROGRAM (SFSP) 2017 2018**

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 ~~2017~~ 2018. This program provides meals to Extended School Year sites, PLACE Program sites, as well as other school and community-based summer programs. Due to the variety of programs being serviced, considerable flexibility will be required. Therefore, the parties agree to the following:

- a. Assignment to the Summer Food Service Program is voluntary.
- b. The district's Food and Nutrition Services (FNS) will provide notices relative to the SFSP dates on or about March ~~10 2, 2017 2018.~~
- c. 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 ~~31 15, 2017 2018.~~
- d. Tentative job openings will be announced on or about March ~~10 2, 2017 2018.~~
- e. Job openings will be advertised by geographical region. Applicants may select one or more regions and will be placed according to need.
- f. When it is judged that professional qualifications and ability are substantially equal among applicants for the program to be offered, district seniority shall prevail.
- g. PLACE – for those schools that operate a PLACE program on Fridays during the summer months, FNS Employees will be expected to work those days and be compensated accordingly.

#### **Program Dates:**

- a. FNS Summer Assistant: (up to 100 positions anticipated)

Calendar: June ~~5 4~~ through August ~~4 3, 2017 2018.~~...up to 44 work days

Training Date: Approximately 4 hours – to be held in May, ~~2017 2018.~~ 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 44 work days) Total Hours: Determined by need

- b. FNS Summer Production Assistant: (up to 25 positions anticipated)

Calendar: June ~~5 4~~ through August ~~4 3, 2017 2018.~~...up to 44 work days

Training Date: Approximately 4 hours – to be held in May, ~~2017 2018.~~ 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 44 work days) Total Hours: Determined by need

- c. FNS Site Lead Level 1: (up to 40 positions anticipated)

Calendar: June ~~5 4~~ through August ~~4 3, 2017 2018.~~...up to 44 work days

Training Date: Approximately 4 hours – to be held in May, ~~2017 2018.~~ 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 44 work days) Total Hours: Determined by need

- d. Employees will be provided with site-specific calendars and scheduled work hours. Employees will receive pay date schedule as a part of their required training.

#### **Job Expectations:**

##### **FNS Summer Assistants**

- a. Assist with large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- b. Transport food in district-owned full-size panel vans, maintain appropriate valid Florida driver's license for vehicle driven and approval in District School Board of Pasco County Safe Driver Plan (for certain positions).

- c. Observe and practice procedures for proper food safety and sanitation.
- d. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- e. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- f. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- g. Use email for communication.

**FNS Summer Production Assistant**

- a. Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- b. Independent large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- c. Record menu items prepared, quantities of ingredients used, and leftovers on daily work production records, using mathematics to maintain required documentation.
- d. Practice safe handling in operating large-scale food production equipment and tools.
- e. Observe and practice procedures for proper food safety and sanitation.
- f. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- g. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- h. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- i. Use email for communication.

**FNS Summer Lead Level 1**

- a. Understand federal, state and local program regulations; demonstrate knowledge of meal pattern requirements; assist with identifying food ingredients for students with special needs.
- b. Independent large-scale food production following proper meal standards, written standardized recipes and instructions, and portion control methods.
- c. Record menu items prepared, quantities of ingredients used, and leftovers on daily work production records, using mathematics to maintain required documentation.
- d. Practice safe handling in operating large-scale food production equipment and tools.
- e. Observe and practice procedures for proper food safety and sanitation.
- f. Portion and serve food, restock the serving line during meal service, and record student participation totals.
- g. Clean and/or set up serving lines, point-of-sale stations, condiment stations, storage areas, work areas, kitchen equipment and tools, and FNS restroom.
- h. Wash dishes and utensils; assist with recycling and empty refuse as needed in the kitchen; clean kitchen floors.
- i. Check out supplies from storeroom; assist with deliveries and inventory.
- j. Complete food orders and use email for communication.
- k. Completely daily, weekly, and monthly paperwork requirements.

**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 ~~\$-10.19~~ \$10.42 for all hours worked.
- b. FNS Summer Production Assistants will be paid an hourly rate of ~~\$-11.25~~ \$11.50 for all hours worked.
- c. FNS Summer Site Lead Level 1 will be paid an hourly rate of ~~\$-12.01~~ \$12.28 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 ~~\$-10.19~~ \$10.42 for all hours worked.

**Pay Dates:**

Work Period	Pay Date
June 2-15	June 29, 2018
June 16-29	July 13, 2018
June 30-July 13	July 27, 2018
July 14-27	August 10, 2018
July 28-August 10	August 24, 2018