



Cornell University  
ILR School

### BLS Contract Collection

**Title: Escambia County District School Board and Escambia Education Support Personnel Association, Florida Education Association (FEA), National Education Association (NEA), American Federation of Teachers (AFT), AFL-CIO (2001)**

**K#:820803**

This contract is provided by the Martin P. Catherwood Library, ILR School, Cornell University. The information provided is for noncommercial educational use only.

Some variations from the original paper document may have occurred during the digitization process, and some appendices or tables may be absent. Subsequent changes, revisions, and corrections may apply to this document.

The complete metadata for each collective bargaining agreement can be found at - <http://digitalcommons.ilr.cornell.edu/blscontracts/1/>

For a glossary of the elements see - <http://digitalcommons.ilr.cornell.edu/blscontracts/2/>

For additional research information and assistance, please visit the Research page of the Catherwood website - <http://www.ilr.cornell.edu/library/research/>

For additional information on the ILR School - <http://www.ilr.cornell.edu/>

For more information about the BLS Contract Collection, see <http://digitalcommons.ilr.cornell.edu/blscontracts/>

Or contact us:

Catherwood Library, Ives Hall, Cornell University, Ithaca, NY 14853  
607-254-5370 [ilrref@cornell.edu](mailto:ilrref@cornell.edu)

\$820809

# MASTER CONTRACT

## The School Board of Escambia County, Florida

and

## Escambia Education Support Personnel Association, FEA, NEA, AFT

### 2001 -2004

Revised: March 25, 1997

- June 24, 1997
- May 26, 1998
- January 28, 1999
- March 21, 2000
- June 19, 2001
- November 20, 2001
- March 19, 2002
- October 22, 2002

*Clerical  
agreement*

*1,100 employees*

11/12/02

*7/1/01 - 6/30/04*

*62 pages*

*1/22/03*

# CONTENTS

<b>ARTICLE I GENERAL PROVISIONS</b>	
I.1 Preamble.....	1
I.2 Duration.....	1
I.3 Recognition .....	1
I.4 No Strike.....	1
I.5 Non- Discrimination.....	2
I.6 Retroactivity .....	2
I.7 Severability .....	2
I.8 Official Communications .....	2
<b>ARTICLE II RESOLUTION OF GRIEVANCES AND PROBLEMS</b>	
II.1 Problem Resolution.....	3
II.2 Definitions.....	3
II.3 Grievance Procedure .....	3
II.4 Civil Service Grievance Procedure .....	5
<b>ARTICLE III ASSOCIATION RIGHTS</b>	
III.1 Dues and Assessment Deductions .....	6
III.2 Bulletins, Notices, Newsletters and Announcements.....	6
III.3 Communication.....	6
III.4 Association Leave.....	7
III.5 Copies of the Agreement .....	7
<b>ARTICLE IV HOURS AND WORKING CONDITIONS</b>	
IV.1 General Provisions.....	8
IV.2 Work Site Safety.....	10
IV.3 Hours & Working Conditions - Bus Operators.....	11
IV.4 Hours & Working Conditions - Custodial .....	15
IV.5 Hours & Working Conditions - Food Service .....	16
IV.6 Hours & Working Conditions - Maintenance.....	17
IV.7 Hours & Working Conditions - Mechanics .....	17
IV.8 Hours & Working Conditions - Warehouse Employees .....	18
IV.9 Hours & Working Conditions - Print Shop .....	18
IV.10 General Assignments.....	18
<b>ARTICLE V POSTINGS, PROMOTIONS, TRANSFERS, REDUCTION AND RECALL</b>	
V.1 Postings.....	19
V.2 Promotions.....	20
V.3 Voluntary Transfer.....	20
V.4 Involuntary Transfer .....	20
V.5 Reduction in Personnel and Recall .....	21
V.6 Consolidation/Closing of Facilities .....	21
V.7 Workers' Compensation Retraining and Job Placement Guidelines.....	22
V.8 Probationary Period .....	25
<b>ARTICLE VI SENIORITY</b>	
VI.1 Types of Seniority .....	26
VI.2 Seniority Provisions.....	26
<b>ARTICLE VII DISCIPLINE</b>	
VII.1 Discipline Defined.....	27
VII.2 Appropriate Disciplinary Procedures .....	27
VII.3 Employee Rights in Disciplinary Action.....	28
VII.4 Complaints .....	29

# CONTENTS

ARTICLE VIII UNIFORMS, TOOLS & SUPPLIES	
VIII.1 Food Services.....	30
VIII.2 Custodial Services.....	31
VIII.3 Tools and Supplies.....	32
VIII.4 Bus Operators.....	32
ARTICLE IX CALENDAR	
IX.1 Calendar Committee.....	33
IX.2 Holidays.....	33
ARTICLE X LEAVE PROVISIONS	
X.1 Annual Leave.....	35
X.2 Sick Leave.....	35
X.3 Maternity Leave.....	37
X.4 Military Leave.....	37
X.5 Jury Duty Leave.....	37
X.6 Professional Leave.....	38
X.7 General Leaves of Absence.....	38
X.8 Personal Leave.....	39
X.9 Illness in the Line of Duty Leave.....	39
X.10 Workers Compensation Leave.....	39
X.11 Compensatory Time and Time Off.....	40
X.12 Leaves Definitions.....	40
ARTICLE XI EMPLOYEE BENEFITS	
XI.1 Insurance.....	41
XI.2 Longevity Pay.....	42
XI.3 Retirement Bonus.....	42
XI.4 Compensation.....	42
XI.5 Deferred Retirement Option Program.....	43
ARTICLE XII EMPLOYEE PERFORMANCE EVALUATION	
XII.1 Performance Evaluation Responsibility.....	44
XII.2 Performance Evaluation - Guiding Principles.....	44
XII.3 Probationary Evaluation and Assistance.....	44
ARTICLE XIII EMPLOYEE PROTECTION	
XIII.1 Assault and/or Battery.....	45
XIII.2 Employee Rights.....	45
ARTICLE XIV SUMMER EMPLOYMENT	
XIV.1 General Provisions.....	46
XIV.2 Bus Operators.....	46
XIV.3 Food Service Personnel.....	47
XIV.4 Custodial Service Personnel.....	47
ARTICLE XV MANAGEMENT RIGHTS.....	48
ARTICLE XVI DEFINITIONS.....	49
APPENDIX A OFFICIAL GRIEVANCE FORM	
APPENDIX B COUNSELING FORM	
APPENDIX C SALARY SCHEDULE	
APPENDIX D PERFORMANCE EVALUATION	
APPENDIX E REPORT OF OVERLOADED SCHOOL BUS	



## **ARTICLE I GENERAL PROVISIONS**

### **I.1 PREAMBLE**

The Parties to this Agreement, the Escambia District School Board (hereinafter referred to as the "Board") and the Escambia Education Support Personnel Association, FEA, NEA, AFT (hereinafter referred to as the "Association") are committed to the process of negotiations and collaborative resolution of issues and problems. It is the intent of the parties to establish reasonable, fair and equitable conditions of employment and problem resolution strategies which focus on solutions developed at the level closest to the worksite through this Collective Bargaining Agreement.

### **I.2 DURATION**

This Agreement entered into by and between the District School Board of Escambia County, Florida and the Escambia Education Support Personnel Association, FEA, NEA, AFT shall remain in full force and effect for three (3) years from July 1, 2001 through June 30, 2004, except for wages and benefits which shall be renegotiated annually. In addition, the parties shall address issues throughout the duration of the Agreement as they are raised through the collaborative bargaining process. The parties agree to implement a collaborative bargaining process within the authority of Chapter 447, Florida Statutes. In compliance with requirements that tentative agreement items must be formally ratified, the parties agree to establish the following protocol:

Formal ratification votes on tentative agreement(s) by the School Board and bargaining unit shall be held quarterly if necessary (June, September, December and March);

Interim decisions to implement agreements before formal ratification shall be confirmed in writing in the form of Memorandum(s) of Understanding signed by the Association President and Business Agent and by the Superintendent and/or his designee, subject to the approval of the School Board;

Issues may be raised through the appropriate process for consideration at any time during the life of the Agreement; and,

The provisions of this agreement shall extend automatically until a successor agreement has been ratified by both parties.

### **I.3 RECOGNITION**

The Board hereby recognizes the Escambia Education Support Personnel Association as the sole and exclusive bargaining agent for the purpose of collective bargaining in any and all matters relating to wages, hours and working conditions specified in this Agreement for employees listed in PERC Certification #850, issued on June 13, 1989, and as amended by mutual consent of the parties, per Chapter 447 of Florida Statutes.

#### **I.4 NO STRIKE**

The parties recognize and will honor the provision of Chapter 447 of Florida Statutes which defines and prohibits strikes.

#### **I.5 NON-DISCRIMINATION**

- A. The parties agree not to interfere with, restrain, or coerce employees in the exercise of any rights guaranteed through applicable statutes including Chapter 447 of the Florida Statutes or this contract.
- B. The Escambia County School Board agrees that it will abide by all applicable State of Florida and Federal laws, and the Florida and United States Constitutions provisions prohibiting discrimination, including controlling and final Judicial interpretations.

#### **I.6 RETROACTIVITY**

Unless otherwise noted herein, benefits and wages shall be retroactive to July 1 or the first work day if July 1 is on a Saturday, Sunday or holiday, of the appropriate fiscal year.

#### **I.7 SEVERABILITY**

- A. Should any provision of the Agreement be declared illegal by a court of competent jurisdiction, or as a result of state and federal legislation, said provision shall, to the extent that it violates the law, be automatically modified by mutual agreement of the parties, in a written and signed agreement. The remaining provisions shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted provisions.
- B. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with the terms of the Agreement.

#### **I.8 OFFICIAL COMMUNICATIONS**

The Board shall communicate with the Association through its accredited officers or representatives. However, nothing shall be done to prevent an employee from discussing his/her working conditions with the Department Head.

**ARTICLE II  
RESOLUTION OF GRIEVANCES AND PROBLEMS**

**II.1 PROBLEM RESOLUTION**

It is the belief of the parties that the most satisfactory resolution of problems, differences or issues is achieved at the level closest to the worksite in a process of mutual respect and trust. It is, therefore, the intent of the parties that issues and problems shall be resolved at the earliest time and at the closest possible level to the worksite. Employees, supervisors, managers and/or appropriate administrators are encouraged to seek early, informal problem identification, clarification, discussion and resolution.

**II.2 DEFINITIONS**

- A. A grievance shall be defined as an allegation (by a member of this bargaining unit) of misapplication, misinterpretation or violation of the provisions of this Agreement (by a manager, supervisor or other administrative personnel) which affects or may affect the wages, hours, terms or conditions of employment of members of this bargaining unit, or which constitutes a violation of the Collective Bargaining Agreement.
- B. Consistent with the provisions of Florida Statutes, no member of the bargaining unit may file a grievance against another member of the bargaining unit. Employees who experience employment related difficulty with another member of the unit are encouraged to resolve the situation informally or seek the assistance of the appropriate supervisor.
- C. Grievance records shall be kept separate from personnel records and shall not become a part of any worksite or personnel file of any individual employee.
- D. Whenever members of the bargaining unit are mutually scheduled by parties to participate during working hours in hearings on grievances, they will suffer no loss in pay.

**II.3 GRIEVANCE PROCEDURE**

**A. Step I - Worksite**

- 1. If informal attempts to resolve the issue, complaint or problem are not successful, the employee and the Association may file a written grievance on the form attached as Appendix A of this contract with the appropriate supervisor, manager or administrator within twenty-five (25) work days of the alleged violation, misapplication or misinterpretation. Upon receipt of the grievance, the appropriate supervisor, manager or administrator shall schedule a meeting within ten (10) work days. Association members shall be entitled to representation by the Association. The appropriate supervisor, manager or administrator shall issue a written response to the grievant no later than ten (10) work days after the Step I hearing.
- 2. When illness/injury or other emergency prevents the appearance of the grievant at a grievance hearing, the time limits shall extend until such time as the grievant can appear.

B. Step II - District

If the grievance is not resolved to the satisfaction of the grievant at the Step I hearing, the Association and the grievant may submit the grievance in writing to the Superintendent or his/her designee within ten (10) work days of receipt of the Step I response. Within ten (10) work days after receipt of the Step II grievance, the Superintendent or his/her designee shall schedule a Step II hearing to discuss the grievance. The Superintendent or his/her designee shall issue a written response, including rationale to the grievant, no later than ten (10) work days after the Step II hearing.

C. Step III - Arbitration

If the grievance is not resolved to the satisfaction of the grievant at Step II, the Association and the grievant may submit the grievance to Arbitration within twenty-five (25) work days from the Step II response. The Board should be notified as early as possible of the Association's intent to pursue resolution through arbitration.

The impartial arbitrator shall be chosen from a list of names, submitted by the American Arbitration Association as a result of a letter requesting the American Arbitration Association involvement. The arbitrator shall be charged to interpret the terms and conditions of this Agreement as they relate to the grievance and shall have no power to alter, amend, or add to or delete from the terms of this Agreement. Arbitration costs will be shared equally by both parties.

D. GRIEVANCE PROCEDURE TIME LIMIT

1. It is the intent of the parties to resolve grievances at the level closest to the worksite whenever possible.
2. Time limits utilized in this process are understood to represent work days and will not include Saturday, Sunday or designated holidays. Either party may suggest reasonable extensions of time limits for just cause prior to the expiration of the appropriate time limit stated herein.
3. If the administration fails to comply with the stated time line and no extension has been stipulated, the grievance is deemed to be appropriate at the next higher level. If the grievant fails to comply with the stated time line and no extension has been stipulated, the grievance shall be considered to be untimely.
4. Grievances filed on or after May 1 shall be processed expeditiously in an attempt to achieve resolution prior to the end of the work year. Notwithstanding the expiration of the Agreement, any complaint or grievance having begun thereunder shall be processed to completion under the terms and conditions of the Agreement at the time the grievance was initiated.

E. MISCELLANEOUS

1. All employees are entitled to fair, reasonable and equitable treatment in the processing of grievances. An employee who participates or intends to participate in any grievance shall not be subject to sanctions, discipline, reprimand, warning, reprisal or transfer because of such participation or intent to participate.

2. If the School District receives a complaint against an employee that may involve any form of discipline and the sole evidence is that of the complainant(s), the complainant(s) will be present at the Superintendent's hearing when requested by the grievant or the Association.
3. No employee shall be required to discuss a grievance if an Association Representative is not present.
4. Grievances shall be filed on the form attached hereto as Appendix A and shall be filled out completely when filed. Such forms shall be available at the Association Office and in the main office at each building, school or worksite.
5. Grievances with identical relief sought, arising at more than one building, school or worksite shall be processed in the manner specified above, except that such grievances will be initiated at Step II of the grievance process.
6. Grievances may be withdrawn by the grievant at any step during the grievance process. However, once withdrawn, no grievance may be renewed concerning the same incident.
7. Grievances will ordinarily be processed after the grievant's regular working hours. However, should a grievance meeting take place during work hours, the grievant(s) and the Association Representative shall be excused from their regularly scheduled duties and shall suffer no loss in pay.

#### **II.4 CIVIL SERVICE GRIEVANCE PROCEDURE**

In addition to the Grievance Procedure outlined in II.3 above, employees of this unit are protected by the provisions of the Escambia County Civil Service Act which includes a grievance resolution process. Employees shall have the right to choose the grievance process outlined above or the Civil Service grievance resolution process, however, employees shall use only one of these processes.

## **ARTICLE III ASSOCIATION RIGHTS**

### **III.1 DUES AND ASSESSMENT DEDUCTIONS**

The parties agree that any bargaining unit member or potential member of the Association who completes and signs a dues deduction card shall be entitled to payroll deduction of Association dues and assessment. Employees desiring payroll deduction shall complete a dues deduction form and deliver said form to the Association for processing. Duly authorized payroll deduction shall remain in full force until revoked in writing by the employee who shall give thirty (30) days prior notice to the Board and the Association. Absence on an unpaid leave, including a general leave of absence, shall not constitute revocation of authorized payroll deduction for Association dues and assessments. Association dues shall be collected in twenty (20) equal deductions in an amount specified annually by the Association. Deductions shall be remitted to the Association no later than the second work day after the deduction is made. In regard to dues deduction, the Board shall be held harmless in all cases of tort and civil liability brought by an Association member when such action is taken or not taken as a reliance upon the names of employees whose dues have been deducted. The Board is expressly prohibited in the collection of any fines, penalties or special assessments (except Political Action Committee) (F.S.447.303).

### **III.2 BULLETINS, NOTICES, NEWSLETTERS AND ANNOUNCEMENTS**

- A. As early as possible, prior to each Regular and/or Special Board Meeting, the District shall provide the Association with a copy of each School Board Agenda and related backup material.
- B. Copies of all bulletins to employees which are posted on the bulletin board shall be provided to the Association representative. Newsletters from all departments shall be provided to the Association. Exam notification announcements and job opening postings shall be provided to the Association no later than the day following the date of issue.

### **III.3 COMMUNICATION**

- A. The Association shall be allowed to communicate, distribute material or discuss Association matters with members and potential members during breaks, meal times and other non-work time.
- B. Written communications to the Board from the Association shall be directed to the Superintendent or his/her representative at 215 W. Garden Street, Pensacola, FL 32501. Written communications from the Superintendent to the Association shall be directed to the Association at 6551 North Palafox Highway, Pensacola, FL 32503.
- C. Bulletin board space shall be reserved in each school or department area in a location to be designated by the supervisor, in consultation with an Association representative at such school or department. Said space shall be readily accessible to all members of the bargaining unit, for the posting of the Association notices and other material dealing with proper and legitimate Association business. All such notices and other material shall be identified as Association material and bear an Association logo or other Association trademark. Authorized representatives of the Association shall be empowered to post these materials. The Association agrees that it will not post notices of a defamatory or inflammatory nature. The Director of Employee Relations shall have the right to remove or authorize the removal of notices that do not comply with the provisions of this section.

All-weather bulletin boards shall be provided and maintained for EESPA and Board use at all fueling locations which are accessible to drivers.

- D. In the event there is no Association representative in any school or department, an authorized representative from another school or department may be designated as the authorized representative of the Association by the Association President to carry out all duties and responsibilities of Association representative as listed in this Agreement. If an Association Representative is required to travel to another worksite, he/she shall notify his/her supervisor prior to being away from his/her work site during lunch or breaks. The Association representative shall receive permission prior to leaving during work
- E. Employees shall be permitted to wear Association buttons (less than 2"x2" in size) while on duty. EXCEPTION: If during food preparation the button would create a safety hazard, the employee may be requested to remove the button until the task is completed.
- F. The Association shall have the right to use District facilities before and after the work day to conduct meetings with the authorization of the building principal or supervisor. Additional custodial and other expenses incurred as a result of the meetings will be paid by the Association. Every effort will be made to schedule the meetings with the principal or supervisor three (3) days in advance.
- G. The Association shall have the right to have brief announcements about Association meetings and activities on whatever communication is available. Association announcements will be restricted to times when regular employee announcements are made and/or to times when students are not present.
- H. EESPA shall be represented by at least two (2) EESPA members named by EESPA on any District committee or task force related to the members of this unit, except the Board of Trustees of the Escambia District Self Insurance Plan.

#### **III.4 ASSOCIATION LEAVE**

- A. The Association shall have four hundred (400) hours to be used for Association business. The Association shall notify the District as soon as possible prior to using these days and shall arrange the leave so as to not disrupt any work site unduly.
- B. The President of the Association or other Association representatives designated by the President, shall upon request, be granted full or part time leave during his/her term of office. The President or designee shall receive experience credit for placement on the salary schedule and shall be allowed to retain all benefits and retirement credit while on leave. The Association shall reimburse the Board for all costs incurred by this stipulation. This cost shall include retirement, salary and other fringe benefits. Upon expiration of this leave, the employee shall return to his/her previously assigned duty and worksite.

#### **III.5 COPIES OF THE AGREEMENT**

A copy of this Agreement shall be provided by the District to all employees in the positions included within this bargaining unit. The Association shall be provided with two hundred (200) copies of the Agreement. All new employees in positions within the bargaining unit will be issued a current copy of the Agreement by the District upon employment.

**ARTICLE IV  
HOURS AND WORKING CONDITIONS**

**IV.1 GENERAL PROVISIONS**

- A. Employees who are required or directed to work for more than forty (40) hours per week, as defined in the Fair Labor Standards Act, shall be granted compensatory time at the rate of one and one-half (1½) hours for each hour of employment for which overtime compensation is required by Section 7 of the Fair Labor Standards Act or shall be compensated at the rate of one and one-half (1 ½) times the employee's normal rate of pay. All other compensatory time granted shall be at the rate of one (1) hour for each hour of employment or compensated at the rate of one (1) times the employee's normal rate of pay. EXCEPTION: Bus Operators.
- B. Temporary or substitute personnel shall not be converted to permanent unless there is no permanent employee applicant or the time is distributed to permanent employees who want the extra hours. EXCEPTION: When the District determines that a temporary Food Service position is to be made permanent, permanent employees at that work site shall have the opportunity to request the position before temporary or substitute personnel or hiring from the Civil Service list.
- C. "Off" hours shall be defined as time outside of the employee's regularly scheduled work day. "Off" days shall be defined as days outside of the employee's regularly scheduled work week.
- D. Two (2) hours pay shall be the minimum for call-out during "off" hours "off" days. Call out for all employees during "off" days or "off" hours shall be considered overtime at the rate of one and one-half (1 ½) times the employee's normal rate of pay. Call out is defined as emergency work designated by the appropriate supervisor or administrator and performed during "off" days or "off" hours.
- E. The normal work week shall be Monday through Friday. Holidays, Saturday, Sunday and non-paid days shall be "off days." The pay period begins at 12:01 A.M. Monday and continues to 12:00 midnight on Sunday.
- F. Each employee shall receive two uninterrupted (except in case of emergency work) breaks each day. Each break shall be fifteen(15) minutes for employees who work eight (8) hours per day or the proper ratio for employees who work less than eight (8) hour days. (i.e. seven hour employees two thirteen and one-half (13½) minute breaks; six and five hour employees two eleven and one-half (11½) minute breaks; four hour employees one fifteen (15) minute break.) Breaks interrupted by emergencies shall be rescheduled by the Supervisor in consultation with the affected employee(s). Breaks shall be taken when they will cause the least disruption of work activities. Annually during the pre-school period, the immediate supervisor, in consultation with the affected employees, will establish a work/break schedule. Individual circumstances may be considered by the supervisor to allow a variance from the established schedule on a case by case basis. Each bargaining unit employee who is assigned to work during normal mealtimes shall be provided with at least a thirty (30) minute meal break.
- G. If a substitute and/or temporary employee is employed at the same work site, the substitute and/or temporary employee will not work longer than the shortest number of hours worked by a permanent employee at that work site. Where feasible, at the discretion of the Supervisor, extra time shall be offered to permanent employees at that worksite who can perform the duties in a timely fashion and can accommodate the extra time beyond their normal work hours.

- H. Extra duties assignment for all employees will be given the greater deference to seniority in the employee's classification among those employees who request consideration for extra duty. Normally, extra duty shall be assigned within the same shop, however, if no permanent employee is available in the shop with the extra duty, employees with the same job classification are eligible to work the extra duty. A seniority list will be kept and followed. Those who do not wish to participate may indicate that preference by signing their name off the availability list and will not be eligible to work extra until their name is placed back on the list.

Permanent employees who wish to add their name to the extra duty availability list shall be provided an opportunity to do so during the pre-school period each year. New employees who wish to have their names added to the roster shall be provided the opportunity to do so when they become permanent employees.

- I. Work loads and assignments are to be established on as equitable basis as possible within the Departments.
- J. Any employee who is required to travel for the Board and is not otherwise provided transportation shall be paid mileage. (Trips from home to work and from work to home are excluded.)
- K. No employee shall be required to attend a meeting or meet with Supervisors during their regular breaks, including lunch, without additional compensation.
- L. Required attendance at meetings which occur on non-paid time shall be considered "call-out."
- M. No employee shall have their work time reduced arbitrarily.
- N. Employees will be notified of job training seminars that are work related. In the event that seminars take place during working hours, attendance, with prior approval by the supervisor, will be by departmental seniority. The Supervisor will determine the number of attendees.
- O. No employee may be intimidated or harassed to provide "volunteer" time in lieu of paid time.
- P. If hours are changed, the employee shall be notified of the reason for the change.
- Q. At least one EESPA member shall be nominated by EESPA and appointed by the Board to serve on the District Leadership Team for School Accountability and Reform.
- R. Beginning with the next election of School Advisory Council members, at least one EESPA member shall be nominated by the EESPA members at each site and elected by the bargaining unit members at each school to serve on the School Advisory Council for that site. If no volunteers are identified, this position may be left vacant.
- S. All efforts will be made to notify employees of personal information or messages of an emergency nature or family matters received within the hour that the message is taken. If notice cannot be accomplished, the immediate supervisor will be notified and shall contact the employee at the earliest time possible.

- T. If the District Administration makes a recommendation to the Board to sub-contract work which would result in the loss of any current employee(s) and or position(s) or would affect a full shop, department or division, the District Administration, prior to the Board taking action, shall notify the Association that such a recommendation is forthcoming including the anticipated employee impact and any projected economic savings or cost. In addition, the District shall provide the Association a copy of any such recommendation at least ten (10) days in advance of any School Board meeting in which such a recommendation will be considered and shall convene to negotiate the impact of such action.
- U. Each employee who is directed in writing by the Board to attend any required activities, schools or classes in order to maintain current skills or certification or to gain new skills in their classification shall be paid the applicable hourly rate. If the employee is directed by his/her supervisor to attend classes which are out of town and necessitate overnight accommodations, reservations and payments shall be made and the employee shall be reimbursed at the current rate as prescribed by the Board for appropriate expenses. The provisions of this article may apply to specialized training which is necessary to maintain licensure or certification required for continued employment.
- V. All physical examinations required as a condition of initial employment shall be made by a physician selected by the School Board and paid in full by the employee. For continued employment, the Board will establish a list of physicians from which the employee may choose and the Board shall pay in full for the physical examination.
- W. Employees on leave from service for a period not to exceed one (1) year because of physical disability shall be returned to their former position when all required authorization to return to work has been completed. Employees with diminished capacity due to work related illness or injury, but who can fulfill the requirements of another position in the District, shall be offered such a position without loss of seniority or pay.
- X. Expense incurred for telephone calls in the line of duty by employees shall be reimbursed when verified as soon as possible after receipt of the request.
- Y. During the 1995-96 year, the District will conduct a study to explore the feasibility of using the Substitute Employment Management System (SEMS) to obtain substitutes for bargaining unit employees and report the findings of the study to the Association.
- Z. Members of the bargaining unit shall have limited responsibility for the supervision of students, including supervision for disciplinary reasons, or planning for their instruction. [Exception: Bus Operators]
- AA. A certified teacher or an administrator, who is readily accessible, will always be designated as the responsible party when a member of the unit is left alone with students. [Exception: Bus Operators]

## **IV.2 WORKSITE SAFETY**

- A. The parties agree that it is necessary to provide and maintain safe work locations. To that end, anyone discovering an unsafe, unhealthy or hazardous working condition shall take prudent action to avoid the hazardous situation, remedy it if possible and report the condition and the location to the appropriate administration. The District shall take appropriate action to remedy unsafe, unhealthy or hazardous working conditions when they are identified.
- B. The District will continue to abide by all applicable local, state and federal laws concerning worker protection.
- C. No employee will be required to drive any District vehicle which has not been certified safe by the Escambia County School Board. In addition, school buses must be certified according to state laws and District policy.
- D. The District will make every effort to provide lift belts for employees who are required to lift or move items in excess of fifty (50) pounds.
- E. Cooling/heating devices will be provided, if available, to maintain reasonable temperatures in inside work areas.
- F. The District will provide each worksite with an Infectious Diseases/Clean-up Kit to be used by employees who are required to or may be required to clean up or deal with body fluids or wastes.

## **IV.3 HOURS AND WORKING CONDITIONS - BUS OPERATORS**

### **A. GENERAL**

- 1. Whenever there is a need for extra duty assignments, seniority, availability, geographic locations of the work and the residence of the employee will be taken into consideration when making the assignment.
- 2. No permanent or full-time employee shall have his/her hours of work reduced while there are temporary or substitute employees working in his/her classification at the same work site.
- 3. The Association will be given a quarterly up-to-date list of operators indicating their date of employment and seniority position.
- 4. Departmental seniority for operators shall include all permanent driving experience, including E.S.E.
- 5. When hazardous conditions such as bad roads, bus overloads or route conditions are noted by operators, those conditions should be reported to the appropriate route supervisor on the appropriate form. The route supervisor shall actively consider any suggestions made by the operator and shall notify the operator, using the appropriate form (Appendix E), of any change or response to the condition(s).
- 6. Operators shall be notified by the school principal or his/her designee at the beginning of the afternoon run on the day that any student is bus suspended or suspended from school.

7. In order to minimize the impact on summer employee activities, if possible, the annual required physical shall be scheduled at the employee's discretion between March 1 and the last day of the school year.
8. The parties agree to investigate providing a method of secure storage for necessary items. If a suitable method of providing storage is identified, said method shall be implemented as soon as possible.
9. The parties believe that, in the best interest of all students and employees, students with communicable illness, head lice and other conditions which pose a risk to the Operator and other students should be transported by parents or others to lessen the opportunity to infect others; however, if such transportation cannot be arranged, the bus Operator shall be notified of the condition and advised of any special precautions.
10. When a school principal requests that an operator not be placed at his/her school, such requests must be made in writing, and shall include the reason(s) why the request is being made.
11. Drivers who serve special centers which do not take in students on testing days, early release days or on other days designated by the center for programmatic purposes, shall not lose compensation for those days or portions of those days. The district may assign affected employees to substitute positions on those days or portion of those days. an employee who refuses the substitute position shall forfeit compensation for that day.

## **B. POSTING AND BIDDING**

1. Operators shall be provided notice in their regular newsletter when available routes are posted and/or about to be posted.
2. Posting and bidding shall be conducted on an annual basis, followed by a temporary posting and bidding. These bid sessions shall be conducted in December of each year. Operators shall assume their new route (permanent or temporary) following the winter break.
3. The bidding process shall be conducted as follows:
  - a. A roster shall be maintained at the Transportation Office for operators who wish to bid on vacant routes during the advertised bid session. Any operator wishing to bid shall place his/her name on the bid roster in the Transportation Office.
  - b. The most senior operator present who is on the bid roster shall have the first selection of available vacant routes and the process shall continue in declining seniority order until all routes have been awarded.
  - c. The President of EESPA may appoint two (2) members to witness the bidding process.
  - d. All bids will be final.
  - e. Routes which are vacated during a bid session shall be made available for temporary bid until the next posting and permanent bid session. Such routes shall be posted as available for temporary bid as soon as possible following the bid session, for five (5) days. Requests for temporary bid shall be honored based on seniority. Drivers with newly awarded routes following the permanent bid session shall not be eligible to temporarily

fill routes which were vacated at that bid session, except for drivers who were hired following the last permanent bid session. Operators who make a temporary bid will remain on that route until the next permanent bid session.

4. All posting shall be done in compliance with Article V, Section B, and Article XIV, Section S, of the Master Contract. Copies of all postings, including back up material, shall be provided to EESPA at the time the posting is placed.
5. Substitute operators will not be rotated on routes in a manner which prevents posting and bidding of routes.
6. If an operator is going to be out at least two (2) weeks, the operators, in declining seniority, who serve the same work site may choose to take his/her run. The substitute will take the operator's run. No other operator will be affected. A seniority list by sites will be followed.

### **C. COMMUTING**

1. All regular school bus operators may bid for any permanent vacant route that is placed up for bid, and will not be required to commute to the bus storage place under the following conditions:
  - a. When the non-essential mileage is less than fifteen miles.
  - b. If the most direct mileage between the last school or center served in the a.m. to the first school or center served in the p.m. is more than fifteen (15) miles, and the bus operator lives between these two (2) schools or centers or within two (2) miles distance beyond either of those locations, or
  - c. When the last school served in the a.m. is Warrington Middle and the first school served in the p.m. is Pleasant Grove Elementary or Hellen Caro Elementary, the bus storage place may be extended beyond the two (2) miles limit to the Alabama State line at Perdido Key or if the last school served in the a.m. is Ransom Middle School and the first school in the p.m. is Molino Elementary or Barrineau Park Elementary, the storage place may be extended to the most northerly boundary of Ransom Middle School.
2. If the operator is required to commute, the place of storage will be determined by the Director of Transportation and Route Managers. Once it has been determined that the driver is required to commute under the criteria listed in 2. above, and after the place of storage has been determined, if the non-essential mileage to the driver's residence is less than the non-essential mileage to the designated place of storage, the driver may opt to store the bus at his/her residence.

### **D. FIELD TRIPS**

1. Assignment of field trips shall be the sole responsibility of the Transportation Department. Field trips shall be assigned in an equitable manner to all Bus Operators who are registered on the appropriate list. Seniority, availability, and being on the roster which has the trip determine field trip assignments

2. Operators who wish to place their names on the list(s) shall be provided an opportunity to do so their name on the list annually during the Bus Operator's In-service week. In addition, field trip rosters shall be opened for registration following every permanent bid session. New permanent operators shall have the opportunity to sign up for field trip list at the time they become permanent employees.
3. There will be two in-county designations for field trip lists (9:00 a.m. - 1:00 p.m. and after 4:00 p.m. or weekends), as well as, an out-of-county roster. In-county lists for 9:00 a.m. - 1:00 p.m. trips shall be established based on geographic areas which shall be agreed upon by the bus Operator Committee. An operator may take a field trip in-county without losing his/her position on the out-of-county list. An operator can take an out-of-county trip without losing his/her in-county position. Gulf Breeze, Jay, Flomaton, Pace, Milton, Allentown and Atmore shall be considered in-county trips.
4. Each list will be handled separately and will not depend upon the other. The operators will be contacted for in-county trips between 9:00 a.m. and 1:00 p.m., in-county trips after 4:00 p.m. or on weekends, and out-of-county trips. Trips may be accepted or rejected. In either case, the operator will then be rotated on that particular list. A driver should accept a field trip only if the driver is able to arrive on time for the start of the field trip.
5. Eligible operators may have the option to accept or reject an in-county field trip. They may not have a sub for any part of his/her regular run. In-county field trips shall not interfere with any part of his/her regular run. For out-of-county trips, a sub will be assigned for not less than one-half day.
6. Bus Operators who have lift bus experience may accept lift bus field trips. Those with experience who reject a lift bus field trip shall lose their place in the field trip rotation. Bus Operators who are not permitted to accept lift bus field trips because of lack of experience, shall be allowed to "pass" without losing their place in the field trip rotation.
7. There will be three (3) attempts made over a period of two (2) days to contact an operator before moving on to the next operator on the list. Busy signals will not be counted in the three attempts to contact the operator. If an answering machine is contacted, a message will be left to call the Transportation Office. In the event of a short notice (two [2] hours prior to the trip), the next eligible operator may reject without losing their position on the roster.
8. When contacted for a field trip, the operator shall confirm to the Transportation Department acceptance or rejection of the trip according to the following schedule:

If a driver is contacted prior to 12:00 noon, confirmation shall be made by 5:00 p.m. on the same work day.

If the driver is contacted after 12:00 noon, confirmation shall be made by 8:30 a.m. on the following work day.
9. Except in cases of emergency, in the event a bus operator fails to show for a scheduled field trip, he/she shall forfeit their position on that field trip roster for one rotation. Drivers shall not re-assign field trips which they cannot drive after accepting. The driver shall report field trip cancellations to the Transportation Department as soon as possible. If a driver accepts a field trip and then, for any reason cancels, the cancellation shall be considered a rejection. They will not be allowed to make up the trip they failed to show for.

10. Operators who fail to report for assigned trips or who regularly reject trips without legitimate reasons shall be counseled concerning whether they wish to remain on the list. If a driver is contacted for field trips on the 9:00 a.m. - 1:00 p.m. list, and rejects trips on three consecutive occasions, for any reason, the driver shall be dropped from that field trip list. The driver shall be allowed to register for that field trip list again at the next opportunity. It will be the responsibility of the driver to have their name reinstated on the list.
11. The Bus Operators Committee shall work cooperatively to establish specific guidelines and lists to implement the criteria listed above.
12. Each week the Association's designated representative will be supplied with the list of field trips taken the previous week indicating the driver assigned.
13. No operators, including temporary, substitute or part-time, shall be allowed or coerced to "volunteer" time in a manner which reduces field trip, possible field trip or call out time.

#### **E. BUS OPERATOR COMMITTEE**

1. The Bus Operators Committee shall consist of three (3) EESPA members, appointed by EESPA, the Director of Transportation and/or his designee. Criteria shall be developed by the Committee to establish protocol and set parameters by which the committee will operate. Work products of this Committee shall be considered an addendum to this contract and shall have full force and effect of the contract provided it has been mutually agreed upon in a signed, written agreement by the appropriate District and Association governance bodies.
  - a. The committee will meet on at least a monthly basis. Either party may call an emergency meeting.
  - b. The function of the committee will be to discuss issues and develop guidelines, policies and/or contract language related to Bus Operators and the Transportation Department.
  - c. The committee shall work cooperatively to improve the services provided by the Transportation Department. Any decision of the committee must be unanimous, followed by a successful trial period of whatever is being implemented, prior to permanent implementation. The trial period shall be determined by the committee. Any trial provision or previously, unanimously, agreed upon issues that are not working, may be returned to the committee by either party for revision, modification or withdrawal.
  - d. Guidelines, policies and practices promulgated by the committee shall be appealable or grievable after the successful trial period. Bus operators may use the method of resolution which they prefer but, may not use both on the same issue. An appeal committee, consisting of an equal number of representatives from EESPA and the District, to operate by majority vote, shall be selected by the Bus Operators Committee and an objective criteria will be developed in determining appeals.

#### **IV.4 HOURS AND WORKING CONDITIONS - CUSTODIAL**

- A. If a custodial employee is out on leave of absence or leave without pay, a substitute may be provided on the first day of absence.
- B. No custodian shall be required to attend a meeting on his/her time without getting paid. If custodial employees are required to attend a meeting away from his/her job site while on duty, there will be no loss of pay or leave.
- C. If tasks require strenuous manual labor over a long period of time, the job shall be assigned to the employee most able to perform the task, as determined by the supervisor in consultation with the employee.
- D. The Custodial Committee shall be composed of three (3) EESPA members named by EESPA and three (3) representative of the Administration named by the Administration.
- E. Upon completion of its review of staff allocation and substitute ratio, the District will provide EESPA with a copy of the study results and any policy or procedures which are products of the study.
- F. Custodial personnel may be included in school safety meetings at the discretion of the principal.

#### **IV.5 HOURS AND WORKING CONDITIONS - FOOD SERVICE**

- A. Work schedules for each employee shall be posted in each cafeteria pursuant to District Rule 6GX17-3.13[3][e] and will reflect appropriate scheduled breaks and duty free meal periods.
- B. Employees shall be paid for all time which they are required to work. A method shall be provided to allow employees to review hours posted for pay purposes prior to the time sheet being sent to payroll. The employee shall be provided with a copy of the time card or sheet, if requested, before they are sent to payroll.
- C. Persons involved with food preparation or service shall have HRS food handlers training.
- D. The Food Service Committee shall be composed of three (3) EESPA members and three (3) representatives of the Food Service Department. The Food Service Committee shall deal with issues related to the Food Service Department.
- E. Employees who drive satellite vehicles shall be paid five percent (5%) extra.
- F. One day of pre-school and one day of post-school shall be paid days for start up and close down of kitchens. Early student release days and testing days shall not result in lost time or benefits for employees who work their normal work day. This provision, however, does not prohibit early release with no loss of pay on special occasions, at the discretion of the principal, manager or District.
- G. Employees who do not work on pre-school and post-school days shall not be eligible to work extra duty during the regular school year unless no other permanent employee accepts the extra duty.

- H. Opportunities to work extra duty shall be offered in rotation among the permanent, qualified Food Service employees in a kitchen, beginning with the most senior employee for the first extra duty opportunity. The second most senior employee shall be first offered the second extra duty opportunity, and so on.
- I. Kitchens and cafeterias shall be maintained in safe and healthy condition, as determined by the HRS/Health Department.
- J. All permanent food service personnel shall be employed for at least three (3) hours per day in accordance with staffing patterns and District rules.
- K. Notice of changes in schedule or additional duties shall be given as soon as possible before the change is made.
- L. All cafeteria facilities shall have lockers for storage of personal items.
- M. Food Service personnel shall be included in school safety meetings at the discretion of the principal.
- N. If kitchens are closed for emergency reasons for more than one (1) day, every effort will be made to assign Food Service employees who so request to other available Food Service positions at the school or nearby school(s). The intent of this provision is to assure, as much as feasible, that employees do not lose time or benefits.
- O. In cases where Food Service employees deem it necessary to report student behavior problems, all information should be given to the cafeteria manager who will in turn report such information to the school administrator responsible for the cafeteria operation.

#### **IV.6 HOURS AND WORKING CONDITIONS - MAINTENANCE**

- A. EESPA representation shall be ensured in all general meetings of management and employees, including Advisory Committee meetings.
- B. The Maintenance Committee shall be composed of three (3) EESPA members and three (3) representatives of the Maintenance Department.
- C. Maintenance workers are not to be the primary person responsible for supervising summer youth program workers.
- D. Decisions of how to assign helpers or Level I employees shall not be made for arbitrary reasons. A reasonable familiarization period will be provided for helpers and Level II employees. (Familiarization periods may vary based on individual progress.)
- E. High School and Technical Center based Maintenance employees shall be provided with all tools and supplies necessary to perform their duties and shall not be expected to provide their own personal tools.
- F. School based maintenance personnel may be included in school safety meetings.

- G. The normal working hours for maintenance employees are from 7:00 a.m. to 3:30 p.m. Monday through Friday. Employees should be in their shops and ready to work at 7:00 a.m. There are times that employees will be required to work different hours and different work days so that school functions will not be interrupted. A minimum of two weeks written notice shall be given to employees who will be required to permanently work at times other than the normal hours/days.

Two weeks notice will also be required when a temporary change in hours/days is expected to last two months or longer. Consideration will be given to employees based on seniority, who may not be able to accommodate the schedule change.

#### **IV.7 HOURS AND WORKING CONDITIONS - MECHANICS**

- A. The Transportation Mechanics Committee shall be composed of two (2) EESPA members and one (1) representative of the Transportation Mechanics Department. The committee shall discuss and provide input on issues related to the Transportation Mechanics Department.
- B. Transportation Mechanics and Maintenance Workers shall be allowed to choose their work shift by seniority in the work area assigned by the immediate supervisor.

#### **IV.8 HOURS AND WORKING CONDITIONS - WAREHOUSE EMPLOYEES**

- A. Warehouse employees who enter freezer storage areas shall be provided proper shoes and clothing to protect against cold temperatures at no cost to the employee.
- B. Warehouse employees may, on certain occasions and circumstances, be provided opportunities to work in other warehouse positions in order to become familiar with the duties.
- C. When a truck assignment is vacant on a temporary basis, the most senior employee who has a Commercial Drivers License shall be offered the opportunity to take the assignment provided he is on the current appropriate Civil Service roster.

#### **IV.9 HOURS AND WORKING CONDITIONS - PRINT SHOP**

- A. A Print Shop Committee, composed of two (2) EESPA member representatives and one (1) District representative, shall be established. The Committee shall meet at the request of either party to deal with issues related to the Print Shop.

#### **IV.10 GENERAL ASSIGNMENTS**

- A. Employees will be given assignments in their classification as his/her primary duties. In case of emergency, the employee may be given assignments in related areas of his/her classification. Emergency assignments shall be designated only for good reasons and would not be arbitrary. Emergencies must be designated as such by the appropriate Director.
- B. In the event an employee shall be assigned to a position in a higher grade classification than his/her current grade, who performs the duties of the higher classification satisfactorily, for seven (7) work days shall receive the higher pay, not to exceed the promotional rate of 10%, retroactive to the first day of the assignment. Such assignments shall be considered temporary promotions. Employees in training are not eligible for the higher classification of pay.

**ARTICLE V**  
**POSTINGS, PROMOTIONS, TRANSFERS, REDUCTION AND RECALL**

**V.1 POSTINGS**

- A. All vacancies for which employees in the bargaining unit are eligible to bid, shall be posted for ten (10) working days on appropriate bulletin boards, except those vacancies the District will use to comply with the provisions of Section V.7 Workers' Compensation Retraining and Job Placement Guidelines. Postings shall include hours, responsibility and other pertinent details. (Bus Operators postings will indicate total route.) Employees wishing to fill the vacancy shall apply in writing to the Human Resources Department.
- B. Temporary positions which become permanent shall be filled by existing permanent employees who apply prior to any temporary or substitute being made permanent. If no permanent employee applies, the job may then be posted for bid by temporary employees. EXCEPTION: entry level Food Service positions.
- C. Employees on the appropriate Civil Service roster(s) shall be allowed to apply for any available vacancy or position for which they meet the qualifications.
- D. When requested by the District, the Association President may appoint one (1) EESPA member to serve on the interview committee for each vacancy to be filled in this bargaining unit for positions in any bargaining unit which supervises members of this bargaining unit, or administrative positions within departments which direct the duties of members of EESPA. In cases where EESPA makes an appointment to an interview committee, they shall appoint those persons based on their in-field experience or other experience related to the position being filled. EESPA members serving on the interview committee shall not receive compensation or travel pay beyond their normal work day and must have prior approval of their supervisor.
- E. All applicants for any vacancy will be provided with the same form(s) or interview formats appropriate to that position. The District, in consultation with the EESPA representative on the interview committee, will develop a written questionnaire and/or interview questions to be used in filling the vacancy.
- F. Temporary vacancies are defined as positions which are not authorized to be filled on a permanent basis; are vacant pending a bid procedure; or, are vacant because of an approved leave of absence but which will be filled on a temporary basis. Procedures for filling temporary vacancies may be restricted to the work site or department with the temporary vacancy. Procedures for filling temporary vacancies in Bus Operation positions shall be those specified in Article IV.3, Hours and Working Conditions, Bus Operators, and/or those agreed upon by the Transportation Committee.
- G. Employees who interview for Escambia District vacancies shall suffer no loss in compensation and shall not be required to use leave to participate in interviews conducted during their normal work hours.
- H. Temporary vacancies which become permanent shall be posted and filled in accordance with Art. V.1A. Qualified applicants with permanent status employed by the Board shall be given priority over temporary or substitute employees in filling the position.

## **V.2 PROMOTIONS**

- A. It shall be considered a promotion when an employee advances from one classification to another classification with increased duties and responsibilities and for which a higher rate of pay is prescribed.
- B. Current permanent District employees who meet all of the qualifications of the position being filled, and whose technical qualifications including technical ability, related experience, education and job-related training, is essentially equal, shall be given priority in appointment when competing with a non-District employee applicant in bidding for a vacancy or promotion in the school system.
- C. Reasons for not being promoted will be given in writing to any eligible employee upon request.
- D. If a promotional position is either permanently or temporarily vacant, and the District determines to award a temporary promotion for that position (as defined in Article IV.10, General Assignments), all permanent employees at the school site or in the administrative cost center where the temporary promotion exists shall be notified of its availability and given the opportunity to request the temporary promotion. Notice of the temporary promotion shall include the job expectations and requirements. The most qualified employee requesting the temporary promotion shall be assigned. In cases where more than one employee requests the position and qualifications are essentially equal, the employee with the most District seniority shall receive the temporary promotion. A substitute or temporary employee shall fill the promoted employee's position. No other position shall be affected. If no qualified employee at the school site or in the cost center is interested in the temporary promotion, the District may fill the temporary promotion with a qualified, current employee.

## **V.3 VOLUNTARY TRANSFERS**

- A. Voluntary Transfer shall be defined as a relocation from a position in one worksite or department to a position in another worksite or department with the same pay grade which is initiated by the employee.
- B. The Human Resources Department shall maintain an up-to-date list of vacancies and provide said list to the Association Office on at least a biweekly basis.
- C. Transfer requests by current employees will be considered prior to hiring anyone from outside the School District. Employees who apply for a transfer and are interviewed shall be notified in writing by the Supervisor of the outcome of their application.
- D. The District will encourage immediate supervisors to consider transfer requests based on an employee's desire to work in a worksite which is closer to the employee's current residence than the current assignment.

#### **V.4 INVOLUNTARY TRANSFER**

- A. An Involuntary Transfer shall be defined as a change in work location which is initiated by the District.
- B. If an Involuntary Transfer becomes necessary, the employee(s) in the school or department and the Association shall be notified. Involuntary Transfers shall not be for arbitrary reasons.
- C. Each employee in the affected worksite shall be provided with an up-to-date list of vacancies and will be given an opportunity to accept one of the vacant positions. If no employee in that worksite voluntarily transfers, the employee will be transferred based on district-wide seniority, with the employees having the least amount of district-wide seniority being transferred first.
- D. Employees who are not satisfied with their placement as a result of the Involuntary Transfer because it increased their travel distance from home or reduced their salary, shall be given consideration to achieve a Voluntary Transfer to a vacant position as soon as possible after such suitable vacancy exists.

#### **V.5 REDUCTION IN PERSONNEL AND RECALL**

- A. In the event that the Board or the Superintendent determines that a reduction in personnel is necessary, written notice will be provided to the Association which outlines the proposed number of employees affected, the locations and the reason for such reduction.
- B. In the event of a reduction in the number of employees in any department (as defined by this contract) the Board will, in all cases, lay off employees in reverse order of their seniority. In the event of recall, the Board will call back laid off employees in their classification by seniority.
- C. In the event of a reduction of the number of employees in any classification in any department (as defined by this contract) the Board will in all cases lay off employees in reverse order of their seniority within that classification. The bumping system utilized in this situation shall be consistent with the bumping system authorized in the Civil Service Guidelines.
- D. Employees will be called back to service according to their seniority within that classification. The Board shall recall each employee by telephone or in person and confirm the recall by certified United States mail, return receipt requested, or hand delivery to the last known address.
- E. Each employee who wished to be recalled shall notify the Board of their current address. An employee who receives notice of recall will inform the Board of his/her intent to accept or reject the recall order, within seventy-two (72) work hours after the receipt of notice of recall. An employee's failure to do so will forfeit all rights to recall. Except in the case of emergency, an employee who has notified the Board of acceptance of the recall and who, thereafter, fails to report at the specified time shall forfeit all rights.
- F. No new employees shall be hired in affected classifications until all laid-off employees have been rehired.
- G. Employees who have been laid off shall be placed on a priority substitute list for their classification and shall be offered substitute work before any temporary or substitute is called.

## **V.6 CONSOLIDATION/CLOSING OF FACILITIES**

- A. In the event that two or more worksites are consolidated:
1. All employees in any affected worksite shall be notified that a consolidation is anticipated. A list of all current bargaining unit vacancies shall be provided to all employees at the affected sites.
  2. Employees from the worksites involved in the consolidation who so desire shall be placed in equivalent positions in the consolidated site based on their District seniority, providing technical ability and training can be demonstrated to be equal through an objective process which will be developed mutually by the parties.
  3. Employees in the sites to be consolidated who desire a placement in other than the consolidated site, shall be given priority consideration for voluntary transfer to available vacant positions.
  4. If the consolidation process results in more employees than positions available, the involuntary transfer process shall be implemented as specified in Section V.4 of this Article.
- B. In the event that a worksite is closed:
1. All employees in any affected worksite shall be notified that a closing is anticipated. A list of all current bargaining unit vacancies shall be provided to all employees at the affected site.
  2. Employees in the site to be closed shall be given priority consideration for voluntary transfer to available vacant positions.
  3. Involuntary transfers shall be processed as specified in Section V.4 of this Article.

## **V.7 WORKERS' COMPENSATION RETRAINING AND JOB PLACEMENT GUIDELINES**

### **A. GENERAL PROVISIONS**

1. The District will establish Retraining and Job Placement Guidelines for employees who have suffered an injury covered by Workers' Compensation.
2. Nothing in this article may be construed to be in conflict with Florida Workers' Compensation Law.
3. When successful placement of the employee in a vacant permanent position occurs, the provisions of these Workers' Compensation Retraining and Job Placement Guidelines will no longer apply and the employee will be subject to all other provisions under this contract.

**B. EMPLOYEE ELIGIBILITY AND PARTICIPATION**

1. An employee who reaches maximum medical improvement according to all approved treating physicians or statutory maximum medical improvement (MMI), which ever comes first, but who is unable to fill the physical requirements of his/her position, may be eligible for the program.
2. The employee will be evaluated by a qualified rehabilitation provider approved by the Florida Division of Workers' Compensation for vocational skills and aptitude to determine an appropriate course of job retraining and/or placement for the employee.
3. Employee input will be given due consideration during the evaluation, retraining and placement phases of the program.
4. Following vocational evaluation the employee may be:
  - a. placed in a vacant, authorized position for which he/she is qualified without additional training,
  - b. assigned for on-the-job training which will be followed by placement in a vacant, authorized position, or
  - c. required to attend an appropriate retraining program which will be followed by placement in a vacant, authorized position.
5. If vocational evaluation determines that an employee is not retrainable, the District will make a good faith effort to find a suitable placement for the employee.
6. An eligible employee who refuses vocational evaluation shall be terminated.
7. If vocational evaluation determines that retraining of the employee is feasible and the employee refuses to participate in the retraining, the employee shall be terminated.
8. If after retraining the employee refuses to accept a job placement for which he/she is qualified or retrained, the employee shall be terminated.

**C. JOB RETRAINING, PLACEMENT AND COMPENSATION**

1. An employee in this program will receive all negotiated raises and maintain his/her seniority.
2. Training may be provided by the District on the job, in which case the employee will continue to be compensated at the rate of pay determined by his/her paygrade and step at the time of the injury.
3. Retraining may be provided through an appropriate education program, in which case the employee will be compensated at a rate prescribed by the provisions of the State of Florida's Workers' Compensation Statutes.

4. Following completion of the retraining period, the District shall place the employee in an appropriate vacant position, if available, at which time the employee's pay grade will be adjusted to the paygrade of the assigned position.
  - a. If the assigned position is a lateral move from the employee's position at the time of injury, the employee's paygrade and step will not change.
  - b. If the assigned position is a demotion from the employee's position at the time of injury, the employee's paygrade will be adjusted to the lower paygrade, and the step will be increased so that the employee does not lose pay unless the resulting step is the top step (31), in which case the employee's paygrade and step will not change. If the employee's current pay rate exceeds the highest pay rate of the lower paygrade, then the employee's paygrade and step will not change.
  - c. If the assigned position is a promotion from the employee's position at the time of injury, the employee's paygrade and step will be adjusted in accordance with Civil Service Rules (or current contract provisions) regarding promotional pay.
  - d. If an employee is placed in a vacant, authorized position where no retraining is needed, and which is a promotional placement for the employee, the employee shall serve the six (6) months promotional probationary period. If the supervising administrator determines that the employee is not successful during that probationary period, the employee will be placed in an appropriate job training program. In such a case, the employee's pay will revert to the paygrade and step of the position he/she held at the time of injury while the employee is in on-the-job training, or as is appropriate under State of Florida Worker's Compensation Statutes if the training is through a formal educational program.
  - e. If an employee is placed in a vacant position where no retraining is required, and which is either a lateral or demotional placement for the employee, the employee shall serve no placement probationary period.

**D. PLACEMENT PROBATIONARY PERIOD**

1. If an employee is placed in a position through the Retraining and Job Placement Guidelines, the placement probationary period shall be determined by the conditions of the placement.
  - a. If an employee is temporarily assigned to a position to receive on-the-job training, and is later permanently assigned to that vacant, authorized position or a lateral, vacant authorized position in the same classification, the on-the-job training period shall serve as the probationary period. An on-the-job training assignment period will not exceed twelve (12) months, to be followed by placement in an appropriate vacant position.

- b. If an employee is required to attend an outside job retraining course followed by placement in a promotional position, the employee shall serve the six (6) months promotional probationary period. During the six months promotional probationary period, the District and the employee will work to resolve job related difficulties that may arise with the placement. If the supervising administrator determines that the employee is not successful during that probationary period, the employee may be terminated.
- c. If an employee is required to attend an outside job training course followed by placement in a lateral or demotional position for the employee, the employee shall serve no placement probationary period.

## **V.8 PROBATIONARY PERIOD**

### **A. New Employee Probationary Period**

New employees shall be considered as any person entering the School District for the first time or who have resigned and returned and shall be considered as probationary for the first six (6) months of employment. Employees on initial probation (new to the system) shall not be eligible to apply for promotional positions.

### **B. Promotional Probationary Period**

All promotions shall have a six (6) months probationary period. If the probationary period is not satisfactorily completed or if the promoted employee decides not to accept the promotion, the employee shall return to his/her previous position at the same location.

### **C. Placement Probationary Period**

Employees who fall under the provisions of Section V.7 Workers' Compensation Retraining and Job Placement Guidelines may serve a six (6) month placement probationary period as specified in Section V.7.

## **ARTICLE VI SENIORITY**

### **VI.1 TYPES OF SENIORITY**

- A. "Seniority" shall mean Civil Service seniority which shall accumulate from the employees date of hire within the Civil Service system.
- B. "District seniority" shall accumulate from the employee's permanent date of hire with the Escambia School District.
- C. "Departmental seniority" shall accumulate from the employee's permanent date of hire within a specific department. For purposes of this Agreement, Department shall refer to Custodial, Food Service, Maintenance, Bus Operators, Transportation Mechanics and Warehouse and Print Shop.
- D. "Shop seniority" shall accumulate from the employee's permanent date of hire within a specialized skill area.
- E. "Classification Seniority" shall accumulate from the date of Final Notice of Position Allocation of the Board within the employee's classification.
- F. Where employees are hired on the same date, their seniority order shall be determined by lottery among all employees hired on that date. Employees hired prior to the 1995-96 year who were assigned seniority order alphabetically by last name among others hired on the same date, shall maintain that place in the seniority rankings, regardless of any name change which may subsequently occur.

### **VI.2 SENIORITY PROVISIONS**

- A. The Board shall maintain and post an up-to-date, step pay grade seniority roster, including name and date of hire, and shall forward a copy to the Association semi-annually.
- B. Mechanics, Maintenance Workers and Custodial Workers shall be allowed to choose their work shift by seniority in the work area assigned by the immediate supervisor.
- C. Seniority shall prevail in transfer, bidding, shift assignments, and length of work day providing technical ability and training are equal. Seniority shall prevail in annual leave scheduling.
- D. District seniority shall prevail in promotion providing technical training, knowledge and related experience are essentially equal. Pertinent factors such as performance ratings, attendance and disciplinary records for the past two (2) years shall be a consideration.
- E. Resignations and similar breaks in service, except approved leaves, shall constitute a break in seniority. Seniority after a break in service shall begin from the most recent date of permanent hire.

## **ARTICLE VII DISCIPLINE**

### **VII.1 DISCIPLINE DEFINED**

Discipline shall be defined as any action designed to correct behavior or bring about desired performance improvement. Discipline shall include, but is not necessarily limited to counseling, verbal reprimand, written reprimand, suspension and dismissal.

### **VII.2 APPROPRIATE DISCIPLINARY PROCEDURES**

- A. Discipline of any type shall be administered only by the appropriate supervisor.
- B. All discipline shall be progressive, fair and only for just cause.
- C. Prior to any action to discipline an employee, the appropriate supervisor shall discuss the nature of the situation and suggest remedies to alleviate the problem.
- D. Only records for the most recent two (2) years of employment may be used for general disciplinary reasons. When discipline is to be administered involving the operation of District vehicles, the District may review the driving record of the employee for the past five (5) years.
- E. When an employee is having difficulty doing his/her job or in his/her attendance at work, or is violating School Board policy or the Master Contract, the following steps shall be taken:

#### **Step I - Counseling Session**

The appropriate supervisor shall hold a counseling session with the employee in question and try to help the employee overcome his/her difficulties. A copy of any record of this counseling session shall be retained by the supervisor and a copy given to the employee. The Counseling Session Form is entered as Appendix B in this Agreement.

#### **Step II - Consideration of Disciplinary Action**

Prior to further disciplinary action, the supervisor shall provide written notice to the employee of the nature of the complaint and all of the pertinent information giving an accurate accounting of the offense. A copy of any such notice shall be provided to the employee at least one full work day prior to discussing any consideration of disciplinary action. The employee shall have the right to have an Association witness attend the conference.

#### **Step III - Disciplinary Action Meeting**

- A. The employee shall be notified in writing at least one full day in advance of the date and time that any Disciplinary Action Meeting shall take place. Said notice shall also inform the employee that he/she has a right to have an Association representative present when the disciplinary action is given, and that it is the responsibility of the employee to secure this representation.

- B. If the employee fails to attend the meeting, outlined in A above, the Notice of Disciplinary Action may be provided by delivery in person or certified mail (return receipt requested) to the employee.
- C. It shall be the responsibility of the appropriate management authority to make sure that all information is accurate.
- D. Should any offense occur which indicates a need for immediate action and the department supervisor or school principal is unavailable, the chain of command will be followed.

### **VII.3 EMPLOYEE RIGHTS IN DISCIPLINARY ACTION**

- A. Any employee who is ordered to appear before their supervisor for discipline shall have the right to be represented by an Association Representative. An employee will not be disciplined or discharged, nor will entries be made against his/her record, without just cause. In each case where disciplinary action is taken, the employee will be given a complete written statement of the precise charges against him/her and the disciplinary action to be taken.

Such written statement will be furnished to the employee in person, or by certified mail, return receipt requested, prior to the commencement of such discipline.

- B. Employees will not have their shifts, routes or job sites changed to resolve problems between employees, unless all other possible remedies have been exhausted.
- C. All personnel records kept by the Escambia County School Board on an employee shall be available for the employee's inspection. All records on an employee which are kept at various work sites shall be made available for inspection, upon reasonable notice to the custodian of the records. The employee shall receive a copy of any change made in any personnel file within five (5) days of said change.
- D. If a meeting involves discipline or the potential thereof, the employee shall have the right to request an Association representative at any time during said meeting.
- E. No material related to a potential disciplinary action may be placed in an employee's personnel file until all investigations, conferences and any appeals (including grievance) have been completed.
- F. Each employee shall have the right to review and reproduce the contents of his/her personnel file or may authorize in writing the Executive Director, UniServ Director or President of the Association to review his/her file.
- G. Employees shall be provided and may be requested to initial a copy of any material which is to be placed in any personnel file. Refusal to initial shall be indicated by the supervisor and dated. Material that has not been made known to the employee shall not be admissible in any action against an employee. Any material found to be inaccurate, unfounded or from an anonymous source or any discipline found through grievance, legal proceeding or Board action to be unfounded, the record of the employee will be expunged and the material shall be given to the employee.

- H. An employee who is charged with an at-fault accident concerning the operation of a District vehicle may appeal that decision to the District Safety Accident Review Committee.

#### **VII.4 COMPLAINTS**

- A. If the School District receives a complaint about an employee that may involve discipline, the District shall notify the employee of the nature and source of the complaint.
- B. If disciplinary action is anticipated, based solely on a written complaint, the complainant(s) will be present at the Superintendent's hearing when requested by the Association and employee.
- C. No action may be taken against an employee based on anonymous complaints, information or documents. The employee shall be notified that an anonymous complaint has been received, but no further action may be taken. No record of this complaint may be placed in any personnel file.
- D. No action shall be taken against a bargaining unit employee on the basis of any complaint by parents, students or other individual unless the incident is investigated and verified by the District.

**ARTICLE VIII  
UNIFORMS, TOOLS & SUPPLIES**

**VIII.1 FOOD SERVICES**

**A. Uniform**

**1. Styles**

- a. Female employees will wear either
  - (1) professional style dress, or
  - (2) pants, to include white jeans, with hip length tops
- b. Male employees will wear either
  - (1) trousers, including white jeans, with shirt with sleeves, or
  - (2) trousers, including white jeans, with shirt-jacket
- c. On certain special occasions, employees at various work locations may choose to wear shirts with school emblems. No employee shall be penalized for not having or choosing to wear said shirt and should wear the appropriate regular white top.

EXCEPTION: Any uniform maintained in good condition that has been previously purchased, may be worn with prior approval of the Manager at the beginning of the school year. Criteria developed by the Food Service Committee shall be considered.

**2. Color**

Standard Food Services uniform color shall be white. Special colored attire will not be required, unless provided by the District's School Food Services Office, with EESPA Food Service Committee members involved in the selection of material, style, color and size. A daily/weekly rotating color scheme, including other than white jeans, may be used at the different school cafeterias in consultation with the cafeteria staff. It is an objective of the District to maintain complimentary/matching uniforms for a professional, unified team appearance.

**3. Fabric**

- (a) Washable
- (b) Durable
- (c) Easy-care; example, ("Wash and Wear")

**4. Name Tags and Sleeve Patches**

- (a) Escambia County name tags will be worn below the left shoulder one-half inch ( $\frac{1}{2}$ " ) above and parallel to the pocket openings on uniforms with breast pockets or on the left collar. Original tag will be provided by the School Food Services office. Replacement tags and additional "years of service" stars will be available for purchase by employees from local vendors.

- (b) Escambia County School Food Services sleeve patches should be stitched on the right sleeve one and one-half inches (1½") below the shoulder seam and centered on the sleeve.
- (c) Florida School Food Service Association sleeve patches should be stitched on the left sleeve one and one-half inches (1½") below the shoulder seam and centered on the sleeve.
- (d) The American Food Service Association sleeve patch has no designated placement and may be worn on any appropriate area of the uniform.
- (e) Employees shall be permitted to wear the lock-type Association buttons (less than 2"x 2" in size) while performing work.  
EXCEPTION: During food preparations and tasks where the button may create a safety hazard.
- (f) Wearing of patches is desired but not required.

#### B. Shoes

1. Food Service employee shall be reimbursed a maximum of \$55.00 annually toward the cost of appropriate safety shoes. Appropriate safety shoe brands shall be identified according to criteria established by the Food Service Safety Committee and the Risk Management office.
2. Style
  - (1) Safety-oriented design with slip-resistant sole
  - (2) Women - white or black
  - (3) Men - white or black

#### C. Hair

Appropriate hair restraints will be used by employees engaged in the preparation and service of food to keep hair from food and food contact surfaces. (Sanitary Code of Florida, Chapter 10D-13.25[2].)

#### D. Jewelry

Wearing of jewelry is forbidden during the preparation and serving of food.

### VIII.2 CUSTODIAL SERVICES

#### 1. Recommended Styles:

- a. Female employees will wear either
  - (1) Professional type dress, or
  - (2) Pants or pants suit
- b. Male employees will wear either
  - (1) Trousers with shirt with sleeves, or
  - (2) Trousers with shirt-jacket

NOTE: Special colored attire will not be required.

### **VIII.3 TOOLS AND SUPPLIES**

- A. Employees in the Transportation Department, so designated by management, shall own a basic set of hand tools that are appropriate for their job classification. Wrenches and sockets shall measure up to one and one-quarter inches (1 1/4") in size. The School Board shall provide larger sizes when needed. A tool allowance of \$100. per year during the life of this Agreement shall be provided to Transportation Mechanics upon receiving a valid tool purchase receipt who are required to provide their own tools. These tools shall be kept clean and in proper working order. Employees in the Maintenance Department shall own a basic set of hand tools that are appropriate for their classification so designated by their supervisor.
- B. The Board shall provide tools such as may be needed to perform special mechanical tasks as determined by the Director of Transportation or Maintenance Supervisor. These tools shall include wrenches and sockets over one and one-quarter (1 1/4") inches in size, floor jacks, wheel dollies, pullers, drill bits, air wrenches, maintenance manuals and diagnostic equipment.
- C. The Board shall replace tools which are broken or damaged for those employees so designated by management to own a basic set of hand tools. An engraving instrument shall be made available to employees for engraving their personal tools.
- D. All employees in this bargaining unit shall be provided with a clip attached photo identification badge.
- E. Employees who are required to wear steel tip safety shoes shall, upon verification of purchase, be reimbursed up to \$65.00 annually for the cost of the shoes which meet OSHA specifications.

### **VIII.4 BUS OPERATORS**

Bus operators shall be provided, at no cost to the employee, with appropriate "mouth-to-mouth" CPR implements, as determined by the District based on specifications developed by the Transportation Committee, which include communicable disease shields and/or barriers.

**ARTICLE IX  
CALENDAR**

**IX.1 CALENDAR COMMITTEE**

EESPA shall be represented on the District Calendar Committee by two (2) EESPA members named by the Association.

**IX.2 HOLIDAYS**

A. The following days, and other days determined by the District School Board, are designated as holidays for permanent full-time employees and permanent part-time employees who work a regular schedule [actual dates shall be noted in the District calendar as appropriate for each year]:

- One (1) day at Fourth of July
- One (1) day at Labor Day
- One (1) day at Veterans Day
- Two (2) days at Thanksgiving
- Two (2) days at Winter Holidays
- Two (2) days at New Years'
- One (1) day at Martin Luther King, Jr. Birthday
- One (1) day at Spring Break
- One (1) day at Memorial Day

B. If a holiday occurs when an employee is on sick leave or annual leave, that day shall not be charged to the employee's accrued leave.

C. If an employee is required to work on a paid holiday, he shall be paid at the regular rate plus the regular holiday pay for that day.

D. If a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. If a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

E. The Superintendent of Schools or School Board may designate one (1) additional day as a paid holiday.

F. The Board shall not create any new holidays without pay during the life of this contract, except by mutual agreement of the Board and the Association.

G. Appropriately documented compensatory time may be used as provided in IX.2(A) and/or in lieu of other types of leave for Winter and/or Spring Break, at the employee's discretion, but will not be used to extend the employees normal contracted year.

H. If the President, Governor, and/or superintendent of Schools and the School Board declares a day of mourning or national, state or local emergency, that day shall be observed by employees and shall be a day off with pay at the employee's regular rate of pay. Employees who are required to perform work on such declared days shall be compensated with payment at two (2) times their normal rate of pay for each hour worked up to eight (8) hours per day and two and one half (2 ½) times their normal rate of pay for each hour worked over eight (8) hours per day.

- I. The parties agree that Article XV is an annual re-opener.
- J. In the event a District worksite is closed for a local emergency, employees at the site shall suffer no loss in pay or benefits, nor be required to use leave for the period of the closure. Employees who are required to return to work during the closure shall be compensated additionally at their regular hourly rate for the time worked during the closure.

**ARTICLE X  
LEAVE PROVISIONS**

**X.1 ANNUAL LEAVE**

- A. To be eligible for annual leave, an employee must have worked a minimum of three (3) months; however, annual leave will start accumulating from the date of employment.
- B. Annual Leave and designated Holiday pay shall be the same amount the employee would have earned on his/her regular job had he/she worked during his/her annual leave. The employee's set-up hours shall be used to compute the daily rate of pay for annual leave and holiday pay.
- C. Completed annual leave requests shall be submitted to the appropriate supervisor for approval. If not granted, an explanation in writing will be given. When possible, employees with seniority will be given priority when requesting annual leave.
- D. Annual leave will accrue at the rate of one (1) day per month during the first five (5) years of service; one and one-fourth (1 1/4) days per month from six (6) years through ten (10) years of service and one and one-half (1 1/2) days per month thereafter. Employees may accrue up to five hundred (500) hours of annual leave.
- E. Accumulated leave shall be posted June 30th of each fiscal year. The amount of annual leave an employee may carry forward on June 30th will be 62.5 days multiplied by the employee's set-up hours. No employee may carry forward more than 500 hours of annual leave to the next fiscal year.
- F. No sick or injured employee shall be required to take annual leave.
- G. Upon normal retirement or termination of employment, employees hired on or before June 30, 1995 shall be paid one hundred percent (100%) of accrued annual leave up to five hundred (500) hours. Employees hired on or after July 1, 1995 shall be paid one hundred percent (100%) of accrued annual leave up to four hundred eighty (480) hours.

**X.2 SICK LEAVE**

- A. Sick leave shall be earned at the rate of one and one-fourth (1 1/4) days per month. (No sick leave with pay may be taken during the first three months probationary period; however, such leave will be cumulative.) Sick leave must be accumulated prior to utilization. The immediate supervisor is to be notified prior to, or within one hour, of the start of the work day when an employee is using sick leave, except in case of extreme emergency.
- B. In the event that five (5) or more consecutive sick leave days are necessary, the employee may be required, at the request of the appropriate supervisor, to provide verification of illness. In certain circumstances, employees who are habitually absent may be required by his/her immediate supervisor to provide verification of illnesses upon request (this may be earlier than five (5) days as previously stated).
- C. The School Board shall offer to employees the benefit of the Sick Leave Pool established by Rule No. 6G.x172.04(4)(d). EESPA shall be represented by two (2) EESPA members appointed by EESPA on the District Sick Leave Pool Committee.

D. The employee' set-up hours shall be used to compute the daily rate of pay in computing sick leave.

E. Terminal Pay for Sick Leave

In order to encourage and reward employees who exercise particular care in the maintenance of their personal health and job attendance, the Board will provide terminal pay to an employee at retirement of his/her beneficiary(ies) if service is terminated by death, such terminal pay to be determined as follows:

1. During the first three (3) years of service in Escambia County, the daily rate of pay multiplied by thirty-five percent (35%) times the total number of days of accumulated sick leave.
2. During the next three (3) years of service in Escambia County, the daily rate of pay multiplied by forty percent (40%) times the total number of days of accumulated sick leave.
3. During the next three (3) years of service in Escambia County, the daily rate of pay multiplied by forty-five percent (45%) times the total number of days of accumulated sick leave.
4. During the next three (3) years of service in Escambia County, the daily rate of pay multiplied by fifty percent (50%) times the total number of days of accumulated sick leave.
5. During and after the thirteenth (13th) year of service in Escambia County, the daily rate of pay multiplied by one hundred percent (100%) times the total number of days of accumulated sick leave.

F. Early Pay-out of Sick Leave Terminal Pay Benefits

Employees may submit a written resignation to the Human Resources Management Department a maximum of three (3) years in advance of their normal retirement date or submit a resignation date under the Deferred Retirement Option Program (Article XI.5.) This written resignation may be revoked only in the event of a catastrophic occurrence that leaves the employee financially devastated. A standing committee consisting of one representative from each bargaining unit, appointed by that unit, and one representative appointed by the Superintendent, shall look at each case on an individual basis. If the resignation is revoked, the employee is still subject to all rules and regulations established under the appropriate State statutes.

Employees resigning in either of these manners may, at their option, receive in advance a pro rata portion of the terminal pay provided above based on their current compensation rate as follows:

1. Three (3) years in advance - one-third (1/3) of terminal pay shall be paid upon submission of the retirement notification; one-half (1/2) one year after notification; and, the balance at the effective date of retirement.
2. Two (2) years in advance - one-third (1/3) of terminal pay shall be paid upon submission of the retirement notification; one-half (1/2) one year after notification; and the balance at the effective date of retirement.
3. One (1) year in advance or during the year in which the employee retires - terminal pay may be divided into two (2) payments. One-half (1/2) will be paid on or prior to December 31 and the balance at the effective date of retirement.

4. To compute the annual retirement benefits as outlined above, the daily rate of pay shall be determined by the number of days the employee must be on the job to earn the annual salary for that year.
  5. Each employee's Notice of Participation in this program shall be maintained in a separate file of participants with a copy in the individual employee's file. The resignation shall be presented to the Board for final acceptance only at the designated time of retirement.
- G. As provided in Florida Statute and School Board Rule # 6GX17-2.17[7] employees who qualify may donate a portion of their accrued sick leave to a family member who is also a District employee.

### **X.3 MATERNITY LEAVE**

Employees may apply for maternity leave of absence any time during pregnancy, confirmed in writing by a physician. This leave of absence may extend up to two (2) months after the birth. With a physician's written statement of medical need and a written request by the employee, an additional four (4) months may be granted under extenuating circumstances. Maternity leave is without pay. Accrued annual leave and/or accrued sick leave may be used for maternity leave at the discretion of the employee.

### **X.4 MILITARY LEAVE**

Reservists and National Guardsmen required by official order to report for active duty during the school work time shall be granted up to seventeen (17) paid leave days within a normal school year (7/1 - 6/30). Beginning on the eighteenth (18th) day of such required service, the Board may, according to F.S.115.4, pay the employee any difference between his/her active duty pay and their regular rate of pay. There may be no loss of seniority or benefits associated with required active duty. The employee shall notify the Human Resources Department of upcoming duty promptly and may be required to furnish a copy of the military orders which require the employee's absence from normal working duties.

### **X.5 JURY DUTY LEAVE**

- A. When an employee is required to serve on jury duty, the Board shall pay the difference between the amount the employee is paid as a juror and the amount the employee would have received had the employee worked his/her regular shift. If the jury duty does not conflict with the employee normal work hours, the employee shall keep the jury duty and stipend and suffer no loss of wages or time.
- B. When an employee is selected to serve on jury duty, the employee will not be required to report to work in the morning, but in the event any employee is released from jury duty, such employee shall report as soon as possible to his/her supervisor for work. The employee shall notify his/her immediate supervisor as soon as possible after receipt of notification of his/her selection for jury duty.
- C. Any employee, who in place of the employee's normal work, at and upon the request of the Board attends any legal proceedings involving the Board, directly or indirectly, or performs other work pertaining to and upon the direction of the Board shall be paid as if engaged in the employee's normal work, plus mileage if the employee's personal vehicle is used. If said proceeding occurs prior to or after normal work hours, the time shall be considered an after-hours call out.

## **X.6 PROFESSIONAL LEAVE**

Professional Leave is defined as leave to attend or participate in conferences, conventions, workshops, meetings and/or to enroll at an accredited college, university or approved vocational training program for periods of short duration. Conferences, conventions, workshops and/or other meetings sponsored by EESPA, FEA, NEA, AFT and/or other professional organizations shall meet the requirements of this Article. College or vocational training programs which are job related or would be beneficial to the District shall meet the requirements of this Article.

## **X.7 GENERAL LEAVES OF ABSENCE**

- A. Upon written application from an employee, the Board may grant a leave of absence without pay where good cause is shown for a period not to exceed one (1) year. The leave may be extended or renewed for additional periods of one (1) year for reasons which, in the opinion of the Board, are satisfactory. An employee who works for another employer during such leave or who gives a false reason for leave, shall be subject to disciplinary action.
- B. An employee returning from an approved leave of absence of one (1) year or less will return to the employee's vacated position. Employees returning from more than a one (1) year approved leave (extended illness excluded) will take any work or shift available in their classification. However, employees will be guaranteed work.
- C. An approved Leave of Absence without pay does not constitute a break in service or seniority.
- D. An employee on unpaid leave of absence does not accrue sick or annual leave.
- E. With three (3) days prior notice to the Board, an employee may cancel his/her personal leave.
- F. Should any employee fail to report to work on the work day following completion of such leave of absence without a valid excuse, the employee shall be subject to disciplinary action up to and including termination.
- G. Bus Operators and Food Service Workers with less than ten (10) years of service or more shall use their annual leave days when schools are not in session, i.e., winter, spring and mini breaks. However, these employees shall have the option to use one (1) day of their annual leave anytime during the school year, including winter, spring and mini breaks.
- H. Bus Operators and Food Service workers with the (10) years of service or more shall use their annual leave days when schools are not in session, i.e., winter, spring and mini breaks. However, these employees shall have the option to use three (3) days of their annual leave anytime during the school year, including winter, spring and mini breaks.
- I. All annual leave days that have been accumulated prior to the 1986-87 school year may be used at the discretion of the employee.
- J. Bus Operators and Food Service workers may take annual leave without pay if they have annual leave on the books. However, annual leave shall not be used when schools are in session, except for exceptions listed.

- K. Annual leave may be used for sick leave provided employees do not have sick leave on the books. Sick leave shall not be used for annual leave. If, while on annual leave, an employee qualifies for the use of sick leave, said employee shall be allowed to use leave time. Prior to taking leave, permissions shall be obtained from the appropriate supervisor. (EXCEPTION: Sick Leave)
- L. Employees who utilize approved paid leave shall not lose benefits or seniority.
- M. Employees on approved unpaid leave shall have the option to remain an active participant in available fringe benefits, insurance and retirement programs by contributing the amount necessary to pay the total premiums, to the extent that such participation is allowed by law.
- N. Employees shall have the right to take leave without pay and shall not lose accrued leave, benefits or seniority.
- O. Employees shall not be requested nor required to sign blank leave forms for any type of leave.

### **X.8 PERSONAL LEAVE**

Each full time member of the bargaining unit shall be granted six (6) leave days each school year for his/her use for personal reasons at the employee's discretion during the employee's period of active employment in that fiscal year (July 1 - June 30). Such leave shall be charged against the employee's accumulated sick leave and shall be non-cumulative. The employee shall not be required to give reasons for such leave except that the leave is for personal reasons. Requests for personal leave shall be filed with the employee's immediate supervisor. Personal Leave requests shall be honored on a "first come, first granted" basis.

### **X.9 ILLNESS IN THE LINE OF DUTY LEAVE**

Illness in the Line of Duty Leave up to a maximum of ten (10) days shall be granted to any employee who is absent from assigned duties because of any contagious or infectious disease contracted in school work or for a work related on the job injury. Illness in the Line of Duty Leave up to a maximum of ten (10) days during any school year shall not be charged to the employee's accumulated sick leave. The Board may authorize additional emergency sick leave for Illness in the Line of Duty. Illness in the Line of Duty Leave shall be granted when certified by a licensed physician.

### **X.10 WORKERS COMPENSATION LEAVE**

- A. Members of this bargaining unit shall be covered by appropriate Worker's Compensation Program as provided by the laws of the State of Florida. The District shall provide assistance to members of this unit to ensure that quality benefits are provided to employees who qualify.
- B. Employees on Worker's Compensation returning to light duty shall be required to perform only the duties as prescribed by a licensed physician. Employees returning from light duty assignment shall notify their immediate supervisor prior to their return date. Employees who are injured (not related to job injury) may, at the discretion of the District, be assigned to "light" duties in accordance with appropriate authorization from their physician.

## **X.11 COMPENSATORY TIME AND TIME OFF**

- A. Compensatory time and compensatory time off is defined as hours during which an employee is not working, which are not counted as hours worked during the applicable work week or other work period for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate as defined in the Fair Labor Standards Act {553.21(6B)}. Compensatory time off may be used in any increment and at any time agreed to by the employee and the appropriate Director/Administrator. If such mutual agreement is not reached, the Director/Administrator may, with a minimum of ten (10) working days notice, require the employee to use his/her compensatory time. Nothing contained in this provision or elsewhere in this Agreement shall preclude employees from receiving overtime pay for overtime work. [Exception: Bus Operators]
- B. Towards the end of the fiscal year, an employee will not be required to use compensatory leave time if it would cause the employee to lose accrued annual leave in excess of the maximum number of allowable hours.
- C. Employees who are eligible to earn compensatory time and time off, and who accrue two-hundred forty (240) hours of compensatory time shall be paid for any additional time over two-hundred forty (240) hours, at time and one-half (1 1/2). [One hundred sixty (160) hours of overtime represents two hundred forty (240) hours of compensatory time and time off.]
- D. Except in case of emergency, earning compensatory time requires specific prior approval from an appropriate supervisor, director or administrator.
- E. An accurate accounting of earned and used compensatory time and time off for each employee shall be maintained by the appropriate administrator and shall be made available to the employee upon request. Compensatory time balances shall carry forward to the next fiscal year.
- F. Upon termination or retirement, payment for unused compensatory time shall be made at the employee's current straight time hourly rate.
- G. Payments for unused compensatory time may be made at intervals as determined by the District. The employee will be notified thirty (30) days in advance if such payment is to be made.

## **X.12 LEAVES DEFINITIONS**

- A. "Set-up hours" are defined as the daily number of hours an employee is scheduled to work on a regular basis, as determined through District staffing procedures. Because set-up hours are subject to change for bus Operators, the Bus Operator Committee will establish procedures for determining "set-up hours" for that classification of employees.
- B. Calculation of pay for a "day" of leave shall be equivalent to the employee's set-up hours.

**ARTICLE XI  
EMPLOYEE BENEFITS**

**XI.1 INSURANCE**

- A. There shall be one person named by EESPA from the bargaining unit on the Insurance Committee.
- B. The Board shall provide for each employee, without cost to him/her, group term life insurance payable upon death of the employee to the appropriately designated beneficiary(ies) in the amount of one thousand dollars (\$1000) for each thousand dollars, or major fraction thereof, of the employee's annual contract salary. Additional coverage through payroll deduction will be made available to the employee at his/her expense.
- C. The Board shall make available for each employee, without cost to him/her, individual coverage under the Board-adopted medical benefit program. A thirty (30) day open enrollment period shall be provided for all newly employed personnel. Employees who would like to enroll or increase their benefits, after their original open enrollment period, shall consent to completing a health questionnaire to be submitted to the Health and/or Life Insurance Company for their approval or disapproval of acceptance into the group.
- D. In case an employee and spouse are both employed by the District, the employees may each elect individual medical insurance coverage or may elect to combine the Board's individual contributions to be applied to the cost of family coverage. If any remaining balance exists, the employees may elect to have that portion payroll deducted from the salary of the employee in whose name the family coverage is registered.
- E. Employees may choose the Board-adopted In-hospital Indemnity Benefit Program, individual coverage, in lieu of the medical benefit program.
- F. The Board shall make available for each employee individual coverage under the Board-adopted dental benefit program. An open enrollment period will be provided for the dental program.
- G. An open enrollment period will be provided for employees to enroll in District Benefit programs when recommended by the District Insurance Committee and approved by the School Board.
- H. The Board approved employee Assistance Program shall be provided to all employees and their families.
- I. The Board shall make appropriate fringe benefit enrollment forms and relevant time lines available to new employees as a part of the employment process.
- J. The Insurance Committee will assist employees in making decisions about participation in the School Board approved IRS Section 125 Cafeteria Plan. At least one (1) month open enrollment period shall be allowed at the beginning of each plan year.
- K. Insurance programs provided by the agreement are intended for the benefit of the employees of the Escambia County School District. It shall be the intent of the parties that programs implemented to comply with Sections B and C above shall be according to Section 624 and Section 627 of the Florida Statutes as it relates to self-insurance.

## **XI.2 LONGEVITY PAY**

Longevity pay will be granted each permanent employee, including part-time employees who work a regular schedule of at least twenty (20) hours per week, at the following rates for the 1999-2000 school year.

- 2% base pay upon completion of five (5) years continuous service
- 4% base pay upon completion of ten (10) years continuous service
- 6% base pay upon completion of fifteen (15) years continuous service
- 8% base pay upon completion of twenty (20) years continuous service
- 10% base pay upon completion of twenty-five (25) years continuous service
- 11% base pay upon completion of twenty-eight (28) years continuous service
- 12% base pay upon completion of thirty (30) years continuous service

## **XI.3 RETIREMENT BONUS**

- A. Any member of the bargaining unit who retires by the end of the fiscal year in which they first become eligible for normal retirement (62 years of age or 30 years of service), under the Florida Retirement System shall be paid a one-time retirement bonus equal to twenty-five percent (25%) of the gross salary excluding supplements, earned by him or her during the said school year, which bonus shall be added to his or her annual salary and shall be paid at the time of retirement.
- B. Gross annual salary is defined as the salary actually paid, excluding supplements or extra pay, during the fiscal year in which the retirement occurs or the twelve (12) months preceding the date of retirement, if the retirement occurs at any time other than the end of the school year.
- C. Employees who have completed or will complete fifteen (15) or more years of service with Escambia District Schools on or before July 1, 2004 but are not yet eligible for retirement (age 62 or 30 years of service) shall be eligible to receive a one time early retirement bonus of twenty-five percent (25%) upon their early retirement (less than 62 years of age with less than 30 years of service.)

Eligible employees who elect this early retirement option must indicate their desire to participate no later than December 20, 2002 by completing and signing appropriate forms provided by the District including a signed resignation with an effective date no later than June 30, 2004.

- D. To become eligible for retirement, an employee must meet the criteria set for retirement by the Florida Retirement System.
- E. Employees who participate in the Deferred Retirement Option Program (DROP) [Section XI.5] are not eligible to receive the retirement bonus unless their termination date and DROP retirement date fall within the same fiscal year in which they first become eligible for normal retirement (62 years of age or 30 years of service.)

## **XI.4 COMPENSATION**

- A. The salary schedule will be as included in Appendix C and will be effective July 1, 1999 through June 30, 2001.
- B. Wages will not be contingent upon an annual evaluation.

- C. Employees within this unit who participate in voluntary in-service shall be paid at the rate of seven dollars (\$7.00) per hour during the in-service session. This voluntary in-service participation shall not be considered to earn overtime pay.
- D. Employees who work less than a 12 month year, shall receive compensation for any work related training, meeting, or other session which they attend outside of their regular work year, with the next regularly scheduled pay cycle for 12 month employees.
- E. A Salary Schedule Committee consisting of three District employees appointed by the Superintendent and three representatives of EESPA appointed by the President of EESPA, shall convene immediately upon ratification of this agreement. The purpose of this committee shall be to discuss strategies related to restructuring the salary schedule to more fairly and equitably distribute available resources to all employees.

**XI.5 DEFERRED RETIREMENT OPTION PROGRAM**

Employees may participate in the Deferred Retirement Option Program (DROP) in accordance with the appropriate Florida Statute and School Board Policy.

**ARTICLE XII  
EMPLOYEE PERFORMANCE EVALUATION**

**XII.1 PERFORMANCE EVALUATION RESPONSIBILITY**

Performance evaluation is the responsibility of the appropriate supervisory/administration personnel. Performance evaluation shall be conducted fairly and objectively to accurately reflect the job performance of employees and to provide appropriate assistance where needed.

**XII.2 PERFORMANCE EVALUATION - GUIDING PRINCIPLES**

- A. Performance Evaluation shall be based on job performance and expectations which are known to the employee in advance, in writing.
- B. Observation of employee performance for evaluation purposes shall be conducted openly and with the full prior knowledge of the employee. No clandestine or electronic devices may be used in observation for evaluation purposes. All observation for evaluation shall be conducted at the employee's normal work location.
- C. A copy of any observation document and/or evaluation instrument shall be provided to the employee.
- D. Employees shall sign observation forms or evaluation forms to signify that they have had a chance to review and discuss the results of the observation or evaluation. The employee's signature does not necessarily indicate agreement with the results of the observation/evaluation.
- E. The employee shall have the right to make comments or attach additional information on the evaluation form.
- F. Performance Evaluation for members of this bargaining unit shall be conducted annually consistent with the provisions of this article and using the form which appears as Appendix D.

**XII.3 PROBATIONARY EVALUATION AND ASSISTANCE**

Upon request by the employee, the principal/supervisor shall discuss with the employee, the progress of the probationary period and/or any serious deficiencies which could result in non-satisfactory completion of the probationary period. The absence of serious deficiencies in the progressive report does not guarantee employment past the probationary period.

**ARTICLE XIII  
EMPLOYEE PROTECTION**

**XIII.1 ASSAULT AND/OR BATTERY**

- A. Any case of assault and/or battery upon an employee occurring in the course of the employee's performance of his/her duty shall be promptly reported to the appropriate supervisor. The District will advise the employee of his/her specific rights and obligations with respect to such assault and/or battery and will advise and assist the employee in connection with the handling of the incident by law enforcement and judicial authorities.
- B. Bus Operators shall be provided with standardized student referral forms for the purpose of making referrals to the appropriate administrative personnel. When such a referral is made, the employee shall receive a copy of the completed disciplinary referral noting any appropriate action taken.
- C. Any student striking or physically threatening an employee shall be subject to expulsion. Provisions of this Section in regard to ESE students shall be consistent with District ESE policies and procedures.

**XIII.2 EMPLOYEE RIGHTS**

- A. Time lost due to court appearances or meetings related to an incident covered by this article at Board request shall result in no loss of pay or benefits.
- B. Employees who are called upon to provide testimony, affidavits or otherwise be involved in defense of the District may be advised by School District attorneys and/or Association Representatives upon request of the employee.
- C. Except in case of damage due to employee negligence, eyeglasses which are damaged or destroyed in restraining of students or as a result of a student attack during the employee's performance of School Board duties shall be replaced or repaired by the District.
- D. Employees shall be notified of their right to Association representation before commencing any interview in the presence of District personnel. (i.e. interrogatory or disciplinary).
- E. The District shall annually inform employees of the provisions of the District's Drug Free Workplace Policy.
- F. Employees in this bargaining unit are valuable partners in the School District and as such shall be treated with respect and dignity. No adverse comments shall be made to any employee in the presence of other District employees, students, parents or other visitors.
- G. Employees shall be free to exercise normal citizenship rights including political activity and union participation or non-participation. Employees should refrain from active political and/or union activities during assigned work time.

**ARTICLE XIV  
SUMMER EMPLOYMENT**

**XIV.1 GENERAL PROVISIONS**

- A. The District shall notify all regular ten (10) month employees in each classification about employment opportunities by classification during the summer by placing notices in all work areas of affected employees. Employees shall be allowed to sign up for consideration for summer work annually.
- B. Duration of summer employment will be determined by the length of the program at the assigned worksite.
- C. Permanent ten (10) month employees who are working a regular schedule during the summer shall be paid according to the classification in which they work.

**XIV.2 BUS OPERATORS**

- A. Two summer employment registers for Bus Operators will be established for summer employment:
  - 1. Driving summer register
  - 2. Aide summer register

Regular ten (10) month employees shall have the opportunity for summer employment in order of system-wide seniority.

- B. Employees may sign up for the driving and aide, however, bus aides in the regular school year shall be placed in bus aide positions first. If insufficient bus aides apply, bus operators shall be offered the opportunity to accept bus aide positions. Employees who sign up for the registers may accept or reject a job. If they accept a job on any register, their name will be deleted from the other register. Bus operators who accept substitute work shall be considered for other positions which become available.
- C. Regular Bus Operators who are only able to be assigned as substitutes in the summer program, shall be paid their regular rate of pay. Routes for summer programs shall be offered by seniority as early as possible after summer sites are determined. Add on runs for time shall be offered to the most senior drivers first, in their geographical area.
- D. Those employees who sign up for the Driving Summer register who are not offered summer work shall constitute the pool of summer substitutes and shall be offered substitute work based on their seniority. If an operator is off his/her bus, except for sick leave, more than five (5) consecutive days, he/she forfeits their summer employment. The next senior operator on the driving register will be offered the job, and may accept or reject. If it is estimated that the job will involve less than ten (10) working days, substitutes will be used. If the job will encompass more than ten (10) working days, a rejection by the next senior operator on the register for the job will cause them to forfeit their position, i.e., seniority on the register.
- E. Only summer operators who sign up for summer work shall be offered an opportunity to sign up for the summer field trip list, however, an employee who is offered summer work but who refuses the summer work shall be removed from the summer field trip list.

- F. EESPA and the District, through the Bus Operator Committee, will work cooperatively to resolve the problem of obtaining an adequate number of Bus Operators for summer employment.

#### **XIV.3 FOOD SERVICE PERSONNEL**

- A. Kitchens designated as summer centers shall be posted as early as possible after they are determined. Employees will be provided an opportunity to request summer work annually.
- B. Regular ten (10) month employees who request summer work but who are not placed shall form the pool for substitute workers. No temporary or substitute workers may be called for summer substitute work unless no regular ten (10) month employee accepts.
- C. Food Service summer school employees covered by this Agreement shall be hired by work site seniority, prior to other nine or ten month employees being considered. Summer jobs will be assigned to employees most able to perform the task as determined by the Supervisor.

#### **XIV.4 CUSTODIAL SERVICE PERSONNEL**

- A. There shall be a permanent ten (10) month custodial summer substitute roster listed by seniority. Custodians who wish to have summer employment shall have an opportunity to place their name on the list during the month of May. A list shall be posted by seniority and the employees will be notified. When centers with a regular five (5) day summer schedule have available summer work beyond their regular staff who choose to work, the opportunity to choose the five day center position shall be offered in seniority order beginning with the most senior employee who is on the list.
- B. Eligible permanent Custodial employees shall have the option to accept or reject summer substitute work.
- C. No temporary or substitute custodian will be allowed to work summer hours unless no permanent employee applies.

**ARTICLE XV  
MANAGEMENT RIGHTS**

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. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons. However, the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matters have the practical consequence of violating the terms and conditions of this collective bargaining agreement. (F.S. 447.209)

**ARTICLE XVI**  
**DEFINITIONS**

- A. "Day" shall mean work day except as may otherwise be noted herein.
- B. "Week" shall mean five (5) days, Monday through Friday.
- C. "Appropriate supervisor" shall mean the District employee who has the administrative responsibility for supervision of the employee. Unless otherwise noted, appropriate supervisor shall refer to persons outside this bargaining unit.
- D. "Run" (for Bus Operators) shall mean one delivery of students to or from one school.
- E. "Route" (for Bus Operators) shall mean one (1) or more runs assigned to a Bus Operator as their daily work assignment.
- F. "ESE Run" (for Bus Operators) shall mean all Exceptional Education runs, International Baccalaureate Program and Brown Barge runs.
- G. "Building" shall mean a school, office, center or assigned worksite.

**APPENDIX A**

**ESCAMBIA EDUCATION SUPPORT PERSONNEL ASSOCIATION**

**Official Grievance Form**

**NAME OF GRIEVANT** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**WORK LOCATION:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**CLASSIFICATION:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

**VIOLATION OF ARTICLES:** \_\_\_\_\_

**DATE CAUSE OF GRIEVANCE OCCURRED:** \_\_\_\_\_

**NATURE OF VIOLATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WITNESS (IF ANY)** \_\_\_\_\_

**RELIEF SOUGHT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Grievant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Association Representative** \_\_\_\_\_

**File Date(s):** Level I \_\_\_\_\_ Level II \_\_\_\_\_ Level III \_\_\_\_\_

APPENDIX B  
ESCAMBIA DISTRICT SCHOOLS  
COUNSELING FORM

\_\_\_\_\_  
Current Date

This form shall serve as a record that a Counseling Session was held on this date to discuss the following subject(s) and that the employee was advised in writing, in advance about the session and of his/her right to Association representation:

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Employee Signature

**APPENDIX C SALARY SCHEDULE EESPA, EECCA & EASE UNITS FISCAL YEAR 2001 - 2004**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
6	5.9448	6.0636	6.1850	6.3086	6.4349	6.5635	6.6948	6.8286	6.9653	7.1045	7.2466	7.3916	7.5394	7.6902	7.8440
7	6.2420	6.3668	6.4942	6.6241	6.7566	6.8917	7.0295	7.1701	7.3135	7.4598	7.6090	7.7612	7.9164	8.0747	8.2362
8	6.5541	6.6852	6.8189	6.9553	7.0944	7.2363	7.3810	7.5286	7.6791	7.8327	7.9894	8.1492	8.3122	8.4784	8.6480
9	6.8818	7.0194	7.1598	7.3030	7.4491	7.5981	7.7501	7.9050	8.0632	8.2244	8.3889	8.5567	8.7278	8.9024	9.0804
10	7.2259	7.3704	7.5178	7.6682	7.8216	7.9780	8.1376	8.3003	8.4663	8.6357	8.8084	8.9845	9.1643	9.3475	9.5345
11	7.5873	7.7389	7.8937	8.0516	8.2126	8.3769	8.5444	8.7154	8.8896	9.0674	9.2487	9.4337	9.6224	9.8148	10.0112
12	7.9666	8.1259	8.2884	8.4542	8.6233	8.7958	8.9716	9.1510	9.3341	9.5207	9.7112	9.9054	10.1035	10.3056	10.5117
13	8.3649	8.5322	8.7029	8.8769	9.0545	9.2355	9.4202	9.6087	9.8008	9.9969	10.1968	10.4007	10.6087	10.8208	11.0373
14	8.7832	8.9588	9.1380	9.3207	9.5071	9.6973	9.8913	10.0891	10.2908	10.4967	10.7066	10.9208	11.1391	11.3619	11.5892
15	9.2223	9.4068	9.5948	9.7868	9.9825	10.1822	10.3858	10.5936	10.8054	11.0215	11.2420	11.4667	11.6962	11.9301	12.1686
16	9.6834	9.8771	10.0746	10.2761	10.4816	10.6912	10.9051	11.1232	11.3457	11.5725	11.8040	12.0401	12.2809	12.5265	12.7771
17	10.1675	10.3709	10.5783	10.7899	11.0057	11.2258	11.4504	11.6794	11.9130	12.1512	12.3942	12.6421	12.8949	13.1529	13.4159
18	10.6760	10.8895	11.1073	11.3294	11.5560	11.7871	12.0229	12.2634	12.5086	12.7588	13.0139	13.2743	13.5397	13.8105	14.0868
19	11.2098	11.4340	11.6626	11.8959	12.1339	12.3765	12.6240	12.8765	13.1340	13.3968	13.6646	13.9379	14.2167	14.5010	14.7911
20	11.7703	12.0057	12.2458	12.4907	12.7405	12.9953	13.2553	13.5204	13.7908	14.0665	14.3479	14.6349	14.9275	15.2261	15.5306
21	12.3588	12.6059	12.8580	13.1152	13.3775	13.6451	13.9180	14.1963	14.4802	14.7698	15.0652	15.3665	15.6739	15.9874	16.3071
22	12.9767	13.2363	13.5009	13.7710	14.0464	14.3274	14.6139	14.9062	15.2043	15.5083	15.8186	16.1349	16.4576	16.7868	17.1225
23	13.6256	13.8981	14.1760	14.4595	14.7487	15.0437	15.3446	15.6515	15.9645	16.2838	16.6095	16.9416	17.2805	17.6261	17.9786
24	14.3068	14.5930	14.8848	15.1825	15.4862	15.7959	16.1118	16.4341	16.7627	17.0979	17.4399	17.7888	18.1445	18.5074	18.8775
25	15.0221	15.3226	15.6291	15.9417	16.2604	16.5857	16.9174	17.2557	17.6009	17.9529	18.3119	18.6782	19.0518	19.4327	19.8214
26	15.7732	16.0888	16.4105	16.7387	17.0735	17.4150	17.7632	18.1185	18.4809	18.8505	19.2275	19.6120	20.0043	20.4044	20.8125
27	16.5619	16.8932	17.2310	17.5757	17.9272	18.2857	18.6515	19.0244	19.4050	19.7931	20.1889	20.5927	21.0045	21.4247	21.8531
28	17.3900	17.7378	18.0926	18.4545	18.8235	19.2000	19.5840	19.9756	20.3752	20.7826	21.1983	21.6223	22.0548	22.4959	22.9458
29	18.2595	18.6247	18.9972	19.3771	19.7647	20.1600	20.5632	20.9745	21.3940	21.8218	22.2583	22.7034	23.1575	23.6206	24.0931
30	19.1725	19.5559	19.9471	20.3461	20.7530	21.1680	21.5914	22.0232	22.4636	22.9129	23.3712	23.8386	24.3154	24.8017	25.2977
31	20.1312	20.5337	20.9445	21.3633	21.7906	22.2264	22.6709	23.1244	23.5869	24.0585	24.5397	25.0305	25.5311	26.0417	26.5626
32	21.1377	21.5605	21.9917	22.4315	22.8801	23.3377	23.8045	24.2805	24.7662	25.2614	25.7668	26.2820	26.8076	27.3439	27.8907
33	22.1946	22.6385	23.0912	23.5530	24.0242	24.5046	24.9947	25.4946	26.0045	26.5246	27.0551	27.5961	28.1481	28.7110	29.2853

APPENDIX C SALARY SCHEDULE EESPA, EECCA & EASE UNITS FISCAL YEAR 2001 - 2004

Grade	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
6	8.0009	8.1609	8.3241	8.4906	8.6604	8.8336	9.0103	9.1905	9.3744	9.5618	9.7530	9.9481	10.1471	10.3500	10.5570
7	8.4010	8.5690	8.7404	8.9151	9.0934	9.2754	9.4608	9.6500	9.8431	10.0399	10.2407	10.4456	10.6544	10.8675	11.0849
8	8.8210	8.9974	9.1774	9.3608	9.5481	9.7391	9.9338	10.1326	10.3352	10.5419	10.7527	10.9677	11.1871	11.4109	11.6391
9	9.2620	9.4472	9.6362	9.8289	10.0255	10.2260	10.4305	10.6392	10.8520	11.0690	11.2904	11.5161	11.7465	11.9814	12.2210
10	9.7252	9.9196	10.1180	10.3204	10.5268	10.7373	10.9521	11.1711	11.3946	11.6225	11.8548	12.0920	12.3338	12.5805	12.8321
11	10.2114	10.4156	10.6239	10.8364	11.0531	11.2742	11.4997	11.7297	11.9643	12.2036	12.4477	12.6966	12.9505	13.2095	13.4737
12	10.7219	10.9364	11.1552	11.3782	11.6058	11.8380	12.0747	12.3161	12.5625	12.8137	13.0700	13.3314	13.5980	13.8700	14.1474
13	11.2580	11.4832	11.7129	11.9471	12.1861	12.4298	12.6784	12.9320	13.1906	13.4544	13.7235	13.9980	14.2780	14.5635	14.8548
14	11.8210	12.0574	12.2985	12.5445	12.7954	13.0513	13.3123	13.5786	13.8501	14.1271	14.4097	14.6979	14.9919	15.2917	15.5975
15	12.4120	12.6602	12.9134	13.1717	13.4352	13.7038	13.9779	14.2575	14.5427	14.8335	15.1302	15.4328	15.7414	16.0562	16.3773
16	13.0326	13.2933	13.5591	13.8303	14.1069	14.3891	14.6768	14.9704	15.2698	15.5751	15.8867	16.2044	16.5285	16.8591	17.1963
17	13.6842	13.9580	14.2371	14.5218	14.8122	15.1085	15.4106	15.7189	16.0333	16.3540	16.6810	17.0146	17.3549	17.7020	18.0560
18	14.3684	14.6558	14.9490	15.2479	15.5529	15.8639	16.1812	16.5048	16.8350	17.1716	17.5150	17.8654	18.2227	18.5871	18.9588
19	15.0869	15.3886	15.6964	16.0103	16.3305	16.6571	16.9903	17.3301	17.6766	18.0302	18.3908	18.7586	19.1338	19.5165	19.9068
20	15.8412	16.1581	16.4812	16.8108	17.1470	17.4900	17.8398	18.1966	18.5605	18.9317	19.3103	19.6965	20.0905	20.4923	20.9021
21	16.6333	16.9659	17.3053	17.6513	18.0043	18.3645	18.7318	19.1064	19.4885	19.8783	20.2758	20.6814	21.0950	21.5169	21.9472
22	17.4649	17.8143	18.1705	18.5339	18.9046	19.2827	19.6684	20.0617	20.4630	20.8722	21.2897	21.7155	22.1497	22.5927	23.0446
23	18.3382	18.7049	19.0791	19.4606	19.8498	20.2469	20.6517	21.0648	21.4861	21.9158	22.3542	22.8012	23.2572	23.7224	24.1968
24	19.2551	19.6402	20.0330	20.4337	20.8423	21.2592	21.6844	22.1180	22.5604	23.0116	23.4719	23.9413	24.4201	24.9085	25.4067
25	20.2179	20.6222	21.0346	21.4554	21.8844	22.3221	22.7686	23.2240	23.6884	24.1622	24.6454	25.1383	25.6411	26.1539	26.6770
26	21.2288	21.6533	22.0864	22.5281	22.9787	23.4383	23.9070	24.3851	24.8728	25.3703	25.8778	26.3953	26.9232	27.4617	28.0109
27	22.2902	22.7360	23.1907	23.6545	24.1276	24.6102	25.1024	25.6044	26.1165	26.6388	27.1716	27.7151	28.2694	28.8348	29.4115
28	23.4047	23.8728	24.3503	24.8373	25.3340	25.8406	26.3574	26.8846	27.4223	27.9707	28.5302	29.1008	29.6828	30.2765	30.8820
29	24.5749	25.0664	25.5677	26.0791	26.6007	27.1327	27.6753	28.2288	28.7935	29.3693	29.9567	30.5558	31.1669	31.7903	32.4261
30	25.8036	26.3197	26.8462	27.3831	27.9307	28.4893	29.0591	29.6403	30.2331	30.8378	31.4545	32.0836	32.7253	33.3798	34.0474
31	27.0939	27.6357	28.1885	28.7522	29.3272	29.9138	30.5121	31.1223	31.7448	32.3797	33.0272	33.6878	34.3616	35.0488	35.7498
32	28.4486	29.0175	29.5978	30.1898	30.7936	31.4094	32.0376	32.6784	33.3319	33.9987	34.6786	35.3722	36.0797	36.8013	37.5373
33	29.8710	30.4684	31.0778	31.6993	32.3333	32.9799	33.6395	34.3124	34.9986	35.6986	36.4126	37.1408	37.8836	38.6413	39.4141

APPENDIX D

PERFORMANCE EVALUATION

(INSERT FORM)

APPENDIX E

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY  
RISK MANAGEMENT  
PO BOX 1470  
PENSACOLA, FL 32597-1470

**REPORT OF OVERLOADED  
SCHOOL BUS**

INSTRUCTIONS: Distribution of copies: White – District, Yellow – Bus Driver, Green – School Files

Bus Number	Name of Driver
------------	----------------

I HEREBY CERTIFY THAT AN OVERLOAD EXIST ON THE FOLLOWING ROUTE:

ROUTE	NAME OF SCHOOL	#LOAD
Elementary		
Middle		
High		

I HEREBY CERTIFY THAT A HAZARDOUS CONDITION OR STOP EXIST AT THE FOLLOWING LOCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:	Signature of Bus Operator
-------	---------------------------

\*\*\*\*\*  
Transportation Use Only

Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Route Supervisor



The School District Of Escambia County  
 2002-2003 Educational Support Personnel Salary Schedule  
 (EECCA, EESPA and EASE Units)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
6	6.1258	6.2483	6.3733	6.5008	6.6308	6.7634	6.8987	7.0367	7.1774	7.3209	7.4673	7.6166	7.7689	7.9243	8.0828
7	6.4321	6.5607	6.6919	6.8257	6.9622	7.1014	7.2434	7.3883	7.5361	7.6868	7.8405	7.9973	8.1572	8.3203	8.4867
8	6.7537	6.8888	7.0266	7.1671	7.3104	7.4566	7.6057	7.7578	7.9130	8.0713	8.2327	8.3974	8.5653	8.7366	8.9113
9	7.0914	7.2332	7.3779	7.5255	7.6760	7.8295	7.9861	8.1458	8.3087	8.4749	8.6444	8.8173	8.9936	9.1735	9.3570
10	7.4459	7.5948	7.7467	7.9016	8.0596	8.2208	8.3852	8.5529	8.7240	8.8985	9.0765	9.2580	9.4432	9.6321	9.8247
11	7.8183	7.9747	8.1342	8.2989	8.4628	8.6321	8.8047	8.9808	9.1604	9.3436	9.5305	9.7211	9.9155	10.1138	10.3161
12	8.2092	8.3734	8.5409	8.7117	8.8859	9.0636	9.2449	9.4298	9.6184	9.8108	10.0070	10.2071	10.4112	10.6194	10.8318
13	8.6196	8.7920	8.9678	9.1472	9.3301	9.5167	9.7070	9.9011	10.0991	10.3011	10.5071	10.7172	10.9315	11.1501	11.3731
14	9.0506	9.2316	9.4162	9.6045	9.7966	9.9925	10.1924	10.3962	10.6041	10.8162	11.0325	11.2532	11.4783	11.7079	11.9421
15	9.5031	9.6932	9.8871	10.0848	10.2865	10.4922	10.7020	10.9160	11.1343	11.3570	11.5841	11.8168	12.0521	12.2931	12.5390
16	9.9783	10.1779	10.3815	10.5891	10.8009	11.0169	11.2372	11.4619	11.6911	11.9249	12.1634	12.4067	12.6548	12.9079	13.1661
17	10.4771	10.6866	10.9003	11.1183	11.3407	11.5675	11.7989	12.0349	12.2756	12.5211	12.7715	13.0259	13.2874	13.5531	13.8242
18	11.0011	11.2211	11.4455	11.6744	11.9079	12.1461	12.3890	12.6368	12.8895	13.1473	13.4102	13.6784	13.9520	14.2310	14.5156
19	11.5511	11.7821	12.0177	12.2581	12.5033	12.7534	13.0085	13.2687	13.5341	13.8048	14.0809	14.3625	14.6498	14.9428	15.2417
20	12.1287	12.3713	12.6187	12.8711	13.1285	13.3911	13.6589	13.9321	14.2107	14.4949	14.7848	15.0805	15.3821	15.6897	16.0035
21	12.7351	12.9898	13.2496	13.5146	13.7849	14.0606	14.3418	14.6286	14.9212	15.2196	15.5240	15.8345	16.1512	16.4742	16.8037
22	13.3718	13.6392	13.9120	14.1902	14.4740	14.7635	15.0588	15.3600	15.6672	15.9805	16.3001	16.6261	16.9586	17.2978	17.6438
23	14.0405	14.3213	14.6077	14.8999	15.1979	15.5019	15.8119	16.1281	16.4507	16.7797	17.1153	17.4576	17.8068	18.1629	18.5262
24	14.7424	15.0372	15.3379	15.6447	15.9576	16.2768	16.6023	16.9343	17.2730	17.6185	17.9709	18.3303	18.6969	19.0708	19.4522
25	15.4795	15.7891	16.1049	16.4270	16.7555	17.0906	17.4324	17.7810	18.1366	18.4993	18.8693	19.2467	19.6316	20.0242	20.4247
26	16.2535	16.5786	16.9102	17.2484	17.5934	17.9453	18.3042	18.6703	19.0437	19.4246	19.8131	20.2094	20.6136	21.0259	21.4464
27	17.0662	17.4075	17.7557	18.1108	18.4730	18.8425	19.2194	19.6038	19.9959	20.3958	20.8037	21.2196	21.6442	22.0771	22.5186
28	17.9195	18.2779	18.6435	19.0164	19.3967	19.7846	20.1803	20.5839	20.9956	21.4155	21.8438	22.2807	22.7263	23.1808	23.6444
29	18.8155	19.1918	19.5756	19.9671	20.3664	20.7737	21.1892	21.6130	22.0453	22.4862	22.9359	23.3946	23.8625	24.3398	24.8266
30	19.7563	20.1514	20.5544	20.9655	21.3848	21.8125	22.2488	22.6938	23.1477	23.6107	24.0829	24.5646	25.0559	25.5570	26.0681
31	20.7442	21.1591	21.5823	22.0139	22.4542	22.9033	23.3614	23.8286	24.3052	24.7913	25.2871	25.7928	26.3087	26.8349	27.3716
32	21.7813	22.2169	22.6612	23.1144	23.5767	24.0482	24.5292	25.0198	25.5202	26.0306	26.5512	27.0822	27.6238	28.1763	28.7398
33	22.8704	23.3278	23.7944	24.2703	24.7557	25.2508	25.7558	26.2709	26.7963	27.3322	27.8788	28.4364	29.0051	29.5852	30.1769

The School District Of Escambia County  
 2002-2003 Educational Support Personnel Salary Schedule  
 (EECA, EESPA and EASE Units)

Grade	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
6	8.2445	8.4094	8.5776	8.7492	8.9242	9.1027	9.2848	9.4705	9.6599	9.8531	10.0502	10.2512	10.4562	10.6653	10.8786
7	8.6564	8.8295	9.0061	9.1862	9.3699	9.5573	9.7484	9.9434	10.1423	10.3451	10.5520	10.7630	10.9783	11.1979	11.4219
8	9.0895	9.2713	9.4567	9.6458	9.8387	10.0355	10.2362	10.4409	10.6497	10.8627	11.0800	11.3016	11.5276	11.7582	11.9934
9	9.5441	9.7350	9.9297	10.1283	10.3309	10.5375	10.7483	10.9633	11.1826	11.4063	11.6344	11.8671	12.1044	12.3465	12.5934
10	10.0212	10.2216	10.4260	10.6345	10.8472	11.0641	11.2854	11.5111	11.7413	11.9761	12.2156	12.4599	12.7091	12.9633	13.2226
11	10.5224	10.7328	10.9475	11.1665	11.3898	11.6176	11.8500	12.0870	12.3287	12.5753	12.8268	13.0833	13.3450	13.6119	13.8841
12	11.0484	11.2694	11.4948	11.7247	11.9592	12.1984	12.4424	12.6912	12.9450	13.2039	13.4680	13.7374	14.0121	14.2923	14.5781
13	11.6006	11.8326	12.0693	12.3107	12.5569	12.8080	13.0642	13.3255	13.5920	13.8638	14.1411	14.4239	14.7124	15.0066	15.3067
14	12.1809	12.4245	12.6730	12.9265	13.1850	13.4487	13.7177	13.9921	14.2719	14.5573	14.8484	15.1454	15.4483	15.7573	16.0724
15	12.7898	13.0456	13.3065	13.5726	13.8441	14.1210	14.4034	14.6915	14.9853	15.2850	15.5907	15.9025	16.2206	16.5450	16.8759
16	13.4294	13.6980	13.9720	14.2514	14.5364	14.8271	15.1236	15.4261	15.7346	16.0493	16.3703	16.6977	17.0317	17.3723	17.7197
17	14.1007	14.3827	14.6704	14.9638	15.2631	15.5684	15.8798	16.1974	16.5213	16.8517	17.1887	17.5325	17.8832	18.2409	18.6057
18	14.8059	15.1020	15.4040	15.7121	16.0263	16.3468	16.6737	17.0072	17.3473	17.6942	18.0481	18.4091	18.7773	19.1528	19.5359
19	15.5465	15.8574	16.1745	16.4980	16.8280	17.1646	17.5079	17.8581	18.2153	18.5796	18.9512	19.3302	19.7168	20.1111	20.5133
20	16.3236	16.6501	16.9831	17.3228	17.6693	18.0227	18.3832	18.7509	19.1259	19.5084	19.8986	20.2966	20.7025	21.1166	21.5389
21	17.1398	17.4826	17.8323	18.1889	18.5527	18.9238	19.3023	19.6883	20.0821	20.4837	20.8934	21.3113	21.7375	22.1723	22.6157
22	17.9967	18.3566	18.7237	19.0982	19.4802	19.8698	20.2672	20.6725	21.0860	21.5077	21.9379	22.3767	22.8242	23.2807	23.7463
23	18.8967	19.2746	19.6601	20.0533	20.4544	20.8635	21.2808	21.7064	22.1405	22.5833	23.0350	23.4957	23.9656	24.4449	24.9338
24	19.8412	20.2380	20.6428	21.0557	21.4768	21.9063	22.3444	22.7913	23.2471	23.7120	24.1862	24.6699	25.1633	25.6666	26.1799
25	20.8332	21.2499	21.6749	22.1084	22.5506	23.0016	23.4616	23.9308	24.4094	24.8976	25.3956	25.9035	26.4216	26.9500	27.4890
26	21.8753	22.3128	22.7591	23.2143	23.6786	24.1522	24.6352	25.1279	25.6305	26.1431	26.6660	27.1993	27.7433	28.2982	28.8642
27	22.9690	23.4284	23.8970	24.3749	24.8624	25.3596	25.8668	26.3841	26.9118	27.4500	27.9990	28.5590	29.1302	29.7128	30.3071
28	24.1173	24.5996	25.0916	25.5934	26.1053	26.6274	27.1599	27.7031	28.2572	28.8223	29.3987	29.9867	30.5864	31.1981	31.8221
29	25.3231	25.8296	26.3462	26.8731	27.4106	27.9588	28.5180	29.0884	29.6702	30.2636	30.8689	31.4863	32.1160	32.7583	33.4135
30	26.5895	27.1213	27.6637	28.2170	28.7813	29.3569	29.9440	30.5429	31.1538	31.7789	32.4124	33.0606	33.7218	34.3962	35.0841
31	27.9190	28.4774	29.0469	29.6278	30.2204	30.8248	31.4413	32.0701	32.7115	33.3657	34.0330	34.7137	35.4080	36.1162	36.8385
32	29.3146	29.9009	30.4989	31.1089	31.7311	32.3657	33.0130	33.6733	34.3468	35.0337	35.7344	36.4491	37.1781	37.9217	38.6801
33	30.7804	31.3960	32.0239	32.6644	33.3177	33.9841	34.6638	35.3571	36.0642	36.7855	37.5212	38.2716	39.0370	39.8177	40.6141

The School District Of Escambia County  
 2002-2003 Educational Support Personnel Salary Schedule  
 (EECA, EESPA and EASE Units)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
6	6.1258	6.2483	6.3733	6.5008	6.6308	6.7634	6.8987	7.0367	7.1774	7.3209	7.4673	7.6166	7.7689	7.9243	8.0828
7	6.4321	6.5607	6.6919	6.8257	6.9622	7.1014	7.2434	7.3883	7.5361	7.6868	7.8405	7.9973	8.1572	8.3203	8.4867
8	6.7537	6.8888	7.0266	7.1671	7.3104	7.4566	7.6057	7.7578	7.9130	8.0713	8.2327	8.3974	8.5653	8.7366	8.9113
9	7.0914	7.2332	7.3779	7.5255	7.6760	7.8295	7.9861	8.1458	8.3087	8.4749	8.6444	8.8173	8.9936	9.1735	9.3570
10	7.4459	7.5948	7.7467	7.9016	8.0596	8.2208	8.3852	8.5529	8.7240	8.8985	9.0765	9.2580	9.4432	9.6321	9.8247
11	7.8183	7.9747	8.1342	8.2969	8.4628	8.6321	8.8047	8.9808	9.1604	9.3436	9.5305	9.7211	9.9155	10.1138	10.3161
12	8.2092	8.3734	8.5409	8.7117	8.8859	9.0636	9.2449	9.4298	9.6184	9.8108	10.0070	10.2071	10.4112	10.6194	10.8318
13	8.6196	8.7920	8.9678	9.1472	9.3301	9.5167	9.7070	9.9011	10.0991	10.3011	10.5071	10.7172	10.9315	11.1501	11.3731
14	9.0506	9.2316	9.4162	9.6045	9.7966	9.9925	10.1924	10.3962	10.6041	10.8162	11.0325	11.2532	11.4783	11.7079	11.9421
15	9.5031	9.6932	9.8871	10.0848	10.2865	10.4922	10.7020	10.9160	11.1343	11.3570	11.5841	11.8158	12.0521	12.2931	12.5390
16	9.9783	10.1779	10.3815	10.5891	10.8009	11.0169	11.2372	11.4619	11.6911	11.9249	12.1634	12.4067	12.6548	12.9079	13.1661
17	10.4771	10.6866	10.9003	11.1183	11.3407	11.5675	11.7989	12.0349	12.2756	12.5211	12.7715	13.0269	13.2874	13.5531	13.8242
18	11.0011	11.2211	11.4455	11.6744	11.9079	12.1461	12.3890	12.6368	12.8895	13.1473	13.4102	13.6784	13.9520	14.2310	14.5156
19	11.5511	11.7821	12.0177	12.2581	12.5033	12.7534	13.0085	13.2687	13.5341	13.8048	14.0809	14.3625	14.6498	14.9428	15.2417
20	12.1287	12.3713	12.6187	12.8711	13.1285	13.3911	13.6589	13.9321	14.2107	14.4949	14.7848	15.0805	15.3821	15.6897	16.0035
21	12.7351	12.9898	13.2496	13.5146	13.7849	14.0606	14.3418	14.6286	14.9212	15.2198	15.5240	15.8345	16.1512	16.4742	16.8037
22	13.3718	13.6392	13.9120	14.1902	14.4740	14.7635	15.0588	15.3600	15.6672	15.9805	16.3001	16.6261	16.9586	17.2978	17.6438
23	14.0405	14.3213	14.6077	14.8999	15.1979	15.5019	15.8119	16.1281	16.4507	16.7797	17.1153	17.4576	17.8068	18.1629	18.5262
24	14.7424	15.0372	15.3379	15.6447	15.9576	16.2768	16.6023	16.9343	17.2730	17.6185	17.9709	18.3303	18.6969	19.0708	19.4522
25	15.4795	15.7891	16.1049	16.4270	16.7555	17.0906	17.4324	17.7810	18.1366	18.4993	18.8693	19.2467	19.6316	20.0242	20.4247
26	16.2535	16.5786	16.9102	17.2484	17.5934	17.9453	18.3042	18.6703	19.0437	19.4246	19.8131	20.2094	20.6136	21.0259	21.4464
27	17.0662	17.4075	17.7557	18.1108	18.4730	18.8425	19.2194	19.6038	19.9959	20.3958	20.8037	21.2198	21.6442	22.0771	22.5186
28	17.9195	18.2779	18.6435	19.0164	19.3967	19.7846	20.1803	20.5839	20.9956	21.4155	21.8438	22.2807	22.7263	23.1808	23.6444
29	18.8155	19.1918	19.5756	19.9671	20.3664	20.7737	21.1892	21.6130	22.0453	22.4862	22.9359	23.3946	23.8625	24.3398	24.8266
30	19.7563	20.1514	20.5544	20.9655	21.3848	21.8125	22.2488	22.6938	23.1477	23.6107	24.0829	24.5646	25.0559	25.5570	26.0681
31	20.7442	21.1591	21.5823	22.0139	22.4542	22.9033	23.3614	23.8286	24.3052	24.7913	25.2871	25.7928	26.3087	26.8349	27.3716
32	21.7813	22.2169	22.6612	23.1144	23.5767	24.0482	24.5292	25.0198	25.5202	26.0306	26.5512	27.0822	27.6238	28.1763	28.7398
33	22.8704	23.3278	23.7944	24.2703	24.7557	25.2508	25.7558	26.2709	26.7963	27.3322	27.8788	28.4364	29.0051	29.5852	30.1769

The School District Of Escambia County  
 2002-2003 Educational Support Personnel Salary Schedule  
 (EECCA, EESPA and EASE Units)

Grade	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
6	8,244.5	8,409.4	8,577.6	8,749.2	8,924.2	9,102.7	9,284.8	9,470.5	9,659.9	9,853.1	10,050.2	10,251.2	10,456.2	10,665.3	10,878.6
7	8,658.4	8,829.5	9,006.1	9,186.2	9,369.9	9,557.3	9,748.4	9,943.4	10,142.3	10,345.1	10,552.0	10,763.0	10,978.3	11,197.9	11,421.9
8	9,089.5	9,271.3	9,456.7	9,645.8	9,838.7	10,035.5	10,236.2	10,440.9	10,649.7	10,862.7	11,080.0	11,301.6	11,527.6	11,758.2	11,993.4
9	9,544.1	9,735.0	9,929.7	10,128.3	10,330.9	10,537.5	10,748.3	10,963.3	11,182.6	11,406.3	11,634.4	11,867.1	12,104.4	12,346.5	12,593.4
10	10,021.2	10,221.6	10,426.0	10,634.5	10,847.2	11,064.1	11,285.4	11,511.1	11,741.3	11,976.1	12,215.6	12,459.9	12,709.1	12,963.3	13,222.6
11	10,522.4	10,732.8	10,947.5	11,166.5	11,389.8	11,617.6	11,850.0	12,087.0	12,328.7	12,575.3	12,826.8	13,083.3	13,345.0	13,611.9	13,884.1
12	11,048.4	11,269.4	11,494.8	11,724.7	11,959.2	12,198.4	12,442.4	12,691.2	12,945.0	13,203.9	13,468.0	13,737.4	14,012.1	14,292.3	14,578.1
13	11,600.6	11,832.6	12,069.3	12,310.7	12,556.9	12,808.0	13,064.2	13,325.5	13,592.0	13,863.8	14,141.1	14,423.9	14,712.4	15,006.6	15,306.7
14	12,180.9	12,424.5	12,673.0	12,926.5	13,185.0	13,448.7	13,717.7	13,992.1	14,271.9	14,557.3	14,848.4	15,145.4	15,448.3	15,757.3	16,072.4
15	12,789.8	13,045.6	13,306.5	13,572.6	13,844.1	14,121.0	14,403.4	14,691.5	14,985.3	15,285.0	15,590.7	15,902.5	16,220.6	16,545.0	16,875.9
16	13,429.4	13,698.0	13,972.0	14,251.4	14,536.4	14,827.1	15,123.6	15,426.1	15,734.6	16,049.3	16,370.3	16,697.7	17,031.7	17,372.3	17,719.7
17	14,100.7	14,382.7	14,670.4	14,963.8	15,263.1	15,568.4	15,879.8	16,197.4	16,521.3	16,851.7	17,188.7	17,532.5	17,883.2	18,240.9	18,605.7
18	14,805.9	15,102.0	15,404.0	15,712.1	16,026.3	16,346.8	16,673.7	17,007.2	17,347.3	17,694.2	18,048.1	18,409.1	18,777.3	19,152.8	19,535.9
19	15,546.5	15,857.4	16,174.5	16,498.0	16,828.0	17,164.6	17,507.9	17,858.1	18,215.3	18,579.6	18,951.2	19,330.2	19,716.8	20,111.1	20,513.3
20	16,323.6	16,650.1	16,983.1	17,322.8	17,669.3	18,022.7	18,383.2	18,750.9	19,125.9	19,508.4	19,898.6	20,296.6	20,702.5	21,116.6	21,538.9
21	17,139.8	17,482.6	17,832.3	18,188.9	18,552.7	18,923.8	19,302.3	19,688.3	20,082.1	20,483.7	20,893.4	21,311.3	21,737.5	22,172.3	22,615.7
22	17,986.7	18,356.6	18,723.7	19,098.2	19,480.2	19,869.8	20,267.2	20,672.5	21,086.0	21,507.7	21,937.9	22,376.7	22,824.2	23,280.7	23,746.3
23	18,866.7	19,274.6	19,680.1	20,053.3	20,454.4	20,863.5	21,280.8	21,706.4	22,140.5	22,583.3	23,035.0	23,495.7	23,965.6	24,444.9	24,933.8
24	19,841.2	20,238.0	20,642.8	21,055.7	21,476.8	21,906.3	22,344.4	22,791.3	23,247.1	23,712.0	24,186.2	24,669.9	25,163.3	25,666.6	26,179.9
25	20,833.2	21,249.9	21,674.9	22,108.4	22,550.6	23,001.6	23,461.6	23,930.8	24,409.4	24,897.6	25,395.6	25,903.5	26,421.6	26,950.0	27,489.0
26	21,875.3	22,312.8	22,759.1	23,214.3	23,678.6	24,152.2	24,635.2	25,127.9	25,630.5	26,143.1	26,666.0	27,198.3	27,743.3	28,298.2	28,864.2
27	22,969.0	23,428.4	23,897.0	24,374.9	24,862.4	25,359.6	25,866.8	26,384.1	26,911.8	27,450.0	27,999.0	28,559.0	29,130.2	29,712.8	30,307.1
28	24,117.3	24,599.6	25,091.6	25,593.4	26,105.3	26,627.4	27,159.9	27,703.1	28,257.2	28,822.3	29,398.7	29,986.7	30,586.4	31,198.1	31,822.1
29	25,323.1	25,829.6	26,346.2	26,873.1	27,410.6	27,958.8	28,518.0	29,088.4	29,670.2	30,263.6	30,868.9	31,486.3	32,116.0	32,758.3	33,413.5
30	26,589.5	27,121.3	27,663.7	28,217.0	28,781.3	29,356.9	29,944.0	30,542.9	31,153.8	31,776.9	32,412.4	33,060.6	33,721.8	34,396.2	35,084.1
31	27,919.0	28,477.4	29,046.9	29,627.8	30,220.4	30,824.8	31,441.3	32,070.1	32,711.5	33,365.7	34,033.0	34,713.7	35,408.0	36,116.2	36,838.5
32	29,314.6	29,900.9	30,498.9	31,108.9	31,731.1	32,365.7	33,013.0	33,673.3	34,346.8	35,033.7	35,734.4	36,449.1	37,178.1	37,921.7	38,680.1
33	30,780.4	31,396.0	32,023.9	32,664.4	33,317.7	33,984.1	34,663.8	35,357.1	36,064.2	36,785.5	37,521.2	38,271.6	39,037.0	39,817.7	40,614.1