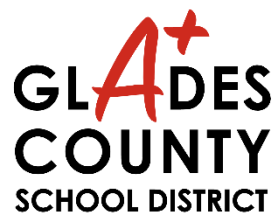


COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE GLADES COUNTY SCHOOL BOARD



AND

**THE GLADES COUNTY TEACHERS
ASSOCIATION**



JULY 1, 2024- - - - - JUNE 30, 2027

Adopted: March 27, 2025

GCTA Approved March 5, 2025

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DEFINITIONS – Definitions of terms used in this agreement:

1. Board: shall refer to the School Board of Glades County.
2. Employee: shall refer to all professional Employees represented by this Union in the bargaining unit as defined and certified by the Public Employment Relations Commission.
3. Association: shall mean the Glades County Teachers Association (GCTA) the exclusive bargaining agent, representing members of the bargaining unit as defined by PERC.
4. Superintendent: shall refer to the Superintendent of Schools in Glades County or his/her designee.
5. Parties: shall mean GCTA, as the exclusive bargaining agent and the Board.
6. Administration: shall refer to those people who have a managerial supervisory and/or administrative relationship with Employees of the Glades County School District.
7. Itinerant Employees: shall refer to Employees based at the District Office who may report to one or more schools and is supervised by a District Administrator.
8. Grievance: means an alleged violation, misinterpretation, or misapplication of any provision of this Agreement.
9. Grievant: is an employee, a group of employees, or the Association filing a grievance. In such cases where the Association is the Grievant, the grievance shall be filed at Level 2.
10. Emergency: shall mean a sudden, unexpected happening, an unforeseen occurrence, or condition which calls for immediate action.
11. Day: shall mean working day, exclusive of Saturdays, Sundays, and legal holidays.
12. Workday: shall mean the hours a person works each day.
13. Work year: shall mean the number of days specified in an Employee's contract.
14. Vacancy: shall mean an unfilled allocated unit to be open and approved for advertisement.
15. Transfer: shall mean the movement of the Employee to a different work site.
16. Voluntary transfer: shall mean an Employee initiated transfer.

17. Involuntary transfer: shall mean an employer-initiated transfer of an Employee.
18. Assignment: shall mean the specific grade level, subject area, or area of responsibility assigned to an Employee for the subsequent school year.
19. Reassignment: shall mean the change of assignment for an Employee within a worksite.
20. Seniority: shall mean the beginning date of continuous employment with the district in this bargaining unit or if an Employee leaves the unit for another position in the District and returns to a position in this bargaining unit, his/her seniority will be the original date of employment in this bargaining unit.
21. Worksite: shall mean the location where the Employee performs his/her duties on an itinerant or regular basis.
22. Direct administrator/supervisor: shall mean the individual (administrator)
- having immediate administrative authority over the unit Employee(s)
 - and/or who serves as the ranking administrator at the work location.
23. Duty time: shall mean those specified hours when Employees are expected to be present and performing assigned duties.
24. Duty-free time: shall mean any time during the workday the Employee is not assigned roles or responsibilities related to his/her position.
25. Level: shall mean initial salary schedule placement according to previous verifiable years of experience for initial placement at the time of employment.
26. Personnel File: shall mean the employee file containing all records, information, data, or materials unique to said Employee, maintained by the Board and secured in the Human Resources Department.
27. Immediate Family: Spouse, parent, stepparent, sibling, child(natural/adopted/step), grand-parent, and in-laws of the same.
28. Break in Service: A separation of employment or "break in service" constitutes as the following:
- a. Employee submits a written resignation*; Board action complete; benefits cease.
 - b. If Board action has not taken place, a resigning employee may request to rescind their decision; there would not be a break in service; benefits would not be terminated.
 - c. Employee submits written retirement paperwork, Board action complete.
 - d. Employee is non-renewed at the end of a school year and is not hired for a new position within the 30th student contact day of the following school year; benefits cease.
 - e. Employee is dismissed during the probationary period.
 - f. Employee is terminated by Superintendent of Schools/School Board

PREAMBLE

This Agreement is entered into this 27th day of March 2025 and between the School Board of Glades County, Florida, hereinafter called the “BOARD”, and the Glades County Teachers’ Association, hereinafter called the “ASSOCIATION”.

ARTICLE I RECOGNITION

The BOARD hereby recognizes the ASSOCIATION as the sole and exclusive bargaining representative for all contracted instructional personnel including classroom teachers, librarians, guidance counselors and speech therapists, whether under contract or on leave, employed by the BOARD. Such representation shall exclude the Superintendent, Assistant Superintendent, Directors of Education, Directors of Payroll, Administrative Assistants to the Superintendent, Finance Officer, Finance Clerks, General Supervisors, Teachers’ Aides and any other person engaged at least 50% of the time in the direct administration and supervision of professional personnel. The term “teacher” when used hereinafter in the Agreement shall refer to all employees in the bargaining unit as above defined.

ARTICLE II CONDITIONS OF AGREEMENT

- A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to the Agreement. Should a school in the Glades County School District be identified as a “critically low performing school” during the life of this Contract, the parties agree to the following waiver procedure:
1. The Superintendent shall appoint a committee to identify problem areas and to recommend action to remediate these problems.
 2. Remedies contained in such plans that require a waiver of one or more of the provisions of this Contract shall be submitted to the Executive Board of the GCTA and the Glades County School Board for review. The Executive Board of the GCTA shall take action (to approve, approve with modifications or reject) within five (5) days of submission. If no action has been taken within the five (5) day period, the request shall be considered approved as submitted.
 3. When approved by the Executive Board of the GCTA and the Glades County School Board, such waivers shall become effective as specified by the approving parties but not beyond the life of this contract.
- B. In the event any portion(s) of this contract shall be determined to be invalid and/or unenforceable by a court of competent jurisdiction, or as the result of state or Federal legislation, the balance of the Contract shall remain in full force and effect. The parties shall negotiate alternative proposals to the affected portion(s) within sixty (60) days of such determination.
- C. Publication and Distribution of the Agreement: Within fifteen days following execution of this Agreement, the BOARD shall publish this Agreement on its website in such a manner as to be readily accessible to the public generally, and all teachers specifically.

- D. All contracts made between the BOARD and an individual teacher shall be subject to the terms of this Agreement.

ARTICLE III ASSOCIATION AND TEACHER RIGHTS

- A. With prior approval of the Principal, the ASSOCIATION and its representatives shall have the right to use school facilities and equipment at reasonable times when such facilities and equipment are not otherwise in use. The ASSOCIATION shall furnish all materials and supplies and pay the cost for repair of damage resulting from such use.
- B. The ASSOCIATION shall be permitted to post notices of activities on staff room bulletin boards, at least one of which shall be provided in the Elementary, Middle and Senior High School areas. Any notice so posted shall be signed by an authorized representative of the ASSOCIATION. The ASSOCIATION shall be permitted to use school mailboxes and the District's email system with prior written approval of Superintendent/designee for communication with teachers. However, the ASSOCIATION agrees that such privilege shall be used only for the purpose of the dissemination of information.
- C. The BOARD agrees to furnish to the ASSOCIATION, within five (5) workdays of receipt of written request, information of a public nature. Such information shall be furnished in its existing format. For requests in excess of twenty-five (25) pages the ASSOCIATION agrees to pay for such information at the following rate: \$.05 per page.
- D. Religious or political activities of any teacher or the lack thereof shall not be grounds for any discipline or discrimination with respect to the professional employment of such teacher. The private and personal life of any teacher is not within the appropriate concern or attention of the BOARD so long as, in the opinion of the Board, the teaching performance is not affected.
- E. Upon appropriate written authorization from the teacher, the BOARD shall deduct from the salary of the teacher and make appropriate remittance for annuities, credit union, insurance and any other plans or programs approved by the BOARD.
- F. When it is necessary for the ASSOCIATION President or his designee to engage in Association activities directly relating to the Association's duties as representative of the teachers, which cannot be performed other than during normal school hour or are the result of an emergency situation, the Association representative shall be given a maximum of five days (5) days Temporary Duty Elsewhere leave per school year, without loss of pay. The ASSOCIATION will pay the cost of an employed substitute for each leave day granted under this section.
- G. The Association's representative shall be allowed to visit the school to investigate teacher complaints and grievances upon prior notice to the principal, provided that such meeting does not disrupt or interfere with the direct instruction of students or duties of the teacher.
- H. One member of the ASSOCIATION shall be granted Temporary Duty Elsewhere leave to attend all regular and special meetings of the BOARD. The Association President or representative should return to work in a reasonable amount of time after the adjournment of the meeting during work hours.
- I. Each teacher shall have the right, upon reasonable request, to review his personnel file, excluding confidential college credentials, recommendations, or information given by previous employers. Should a

teacher desire a copy of his/her personnel file, the cost shall be \$.05 per page for requests that exceed twenty-five (25) pages.

J. INDIVIDUAL CONTRACTS AND CONTRACT ISSUANCE

Employees who currently hold a Professional Services Contract or a Continuing Contract shall continue to hold such a contract until such time as the teacher requests and is granted placement on the Teachers' Performance Pay Salary Schedule or until terminated as by law.

ARTICLE IV TEACHING CONDITIONS

- A. The BOARD agrees to provide teachers with materials ordinarily required in their daily teaching responsibility. Teachers will be kept informed of the status of all requests for materials.
- B. The starting and ending times for all teachers shall be posted at each school site. However, the regular workday for teachers shall consist of seven and one half (7 1/2 i.e., 7 hours and 30 minutes) hours which shall include a thirty (30) minute duty free lunch as provided below in Section J. On days when students are not in school, the teacher's workday shall be seven (7) hours including lunch.

Teachers shall remain in school for a full workday unless otherwise specified by Administration during all Early Student Release Days.

Teacher attendance at all assignments or meetings, other than during the regular campus workday and/or faculty meetings shall be a professional responsibility. Teachers may be required to attend two (2) functions requiring teachers to return to school after the normal workday limited to no more than two (2) hours per function.

Faculty meetings and conferences may require additional time outside the regular workday. However, faculty meetings that require additional time beyond the regular workday shall be limited to one (1) thirty (30) minute meeting per month. Additional meetings that are essential and whose purpose cannot be accomplished with a written memorandum may be called with 72 hours advance notice. The 30-minute maximum time limit applies to all faculty meetings and may only be extended by agreement of the faculty. This limitation does not apply to conferences. Teachers shall be available for parent conferences and to provide extra help for pupils (by a pre-arranged appointment between parent and teacher.)

- C. The BOARD shall make available in each school area clean restrooms and lavatory facilities exclusively for staff use and at least one room per school appropriately furnished and properly ventilated, which shall be reserved for use as a staff lounge.
- D. When school is not in session, teachers should be given access to the building for the purpose of performing activities related to their teaching assignment, by arranging such access with the principal.
- E. The BOARD shall provide protective clothing and safety equipment for teachers assigned to work in areas where such clothing and equipment is needed. Teachers working in such areas shall use all the necessary safety equipment.
- F. The BOARD will make every reasonable effort to maintain clean, air-conditioned classrooms.

Each teacher must notify his/her principal of any forthcoming absences as soon as the necessity to be absent is determined. The BOARD agrees that every reasonable attempt will be made to employ substitutes when teachers are absent. Under no circumstances will students be left without adult supervision.

Lesson plans shall be kept five (5) days in advance. In addition, an emergency lesson plan shall be kept on file which can be used by a substitute if the teacher is unexpectedly absent.

Such plans shall be presented in a school developed/approved lesson plan format.

- G. Secondary teachers (7-12) shall have one (1) planning period per day equal time to a student period. Elementary (K-6) teachers shall have one (1) planning period of forty-five (45) minutes per day.
1. At times, instructional staff may be required to attend meetings during planning/preparation time. Instructional staff may be required to attend up to six (6) meetings per calendar month during their planning period, no more than 2 meetings shall take place within a week during planning.
 2. Meetings shall be defined as events directed by any federal, state, district, or school administration for the purposes of the delivery of school-related information, faculty meetings, and/or parent conferences (including IEP and 504 meetings). Every effort shall be made to schedule IEP and 504 meetings outside of planning, providing substitute coverage to the instructional staff of record.
 - a. A Principal may, upon mutual agreement with the teacher and approval of the Superintendent, employ teachers to teach an (1) additional period in lieu of regular daily planning. These teachers will be paid at their hourly rate of pay for the length of the additional class period. Such pay will be included in FRS earnings. A personnel action form will be generated for this.

Planning time is the teacher's responsibility.

1. All teachers shall be entitled to a minimum of thirty (30) minutes duty-free, uninterrupted lunch period except in cases of emergency as determined by the Superintendent.
2. The District and the GCTA agree that the school calendar shall be developed by a committee composed of three members appointed by the Superintendent and three members appointed by the GCTA President. The committee will submit the proposed calendar for approval by the school board.

ARTICLE V TEACHER AUTHORITY AND PROTECTION

- A. For the purpose of this Article, teachers are considered to be on duty, with respect to the control of students at all times during the regular school day and at any school sponsored event at which teachers may be in attendance. The BOARD agrees to give all reasonable support and assistance to teachers with respect to the control and discipline of students while such students are under the control of the school.
- B. If it becomes necessary to refer a student to the principal, a disciplinary referral form shall be filled out as soon as possible but no later than 1 class period. The referring teacher will be notified in writing of the disposition of each referral within two (2) working days after receipt of the referral.
- C. The BOARD agrees to provide for reimbursement of reasonable expenses for legal services for teachers who are charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities to the extent provided for by Florida Statutes.
- D. The BOARD agrees to provide for reimbursement of judgments which may be entered against a teacher in a civil action arising out of and in the course of the performance of his assigned duties and responsibilities.

However, teachers who receive benefits of the Board's liability insurance coverage under this Article shall be fully subject to the carrier's requirements with respect to the amount of coverage and qualifications for coverage.

In no event shall the BOARD be held liable for additional expenses and sums arising under this Article that are not included and wholly covered by the Board's insurance policy or policies provided for such cases.

- E. Subject to law and to the rules of the Board, each employee shall have such authority for the control and discipline of students as may be assigned to him/her by the principal or his/her designated representative and shall keep good order in the classroom and in other places in which the employee is assigned to be in charge of students. Employee actions under this Article shall be in conformance with the duly adopted Code of Student Conduct, which shall be distributed to employees at the beginning of each school year.

The teacher representatives (reserved for selection by instructional personnel) to serve on a Placement Review Committee shall be elected by the instructional bargaining unit members at each site. The district shall provide to the GCTA a list of the members of the Placement Review Committees from each work site no later than September 30th of each year.

ARTICLE VI ASSIGNMENTS\REASSIGNMENTS

A. Assignment/Reassignments– Designation of teaching area (i.e., grade level and/or subject area) at a specific school site. Assignments/Reassignments shall be made by the principal using the non-ordered considerations listed below:

1. Professional qualifications.
2. Opportunity for professional growth of teachers.
3. Compatibility.
 - a. Teachers will be assigned to teach in a grade level or subject area within the scope of their teaching certificate, except, when necessary, in an emergency.
 - b. Teachers shall be given written notice of the grade level and/or subject teaching assignment for the forthcoming year no later than one (1) week prior to the last day of the current teacher contract year. These assignments shall not be changed except in the case of an emergency as determined by the principal.

B. Voluntary Reassignment

1. Employee Requests
Voluntary reassignment requests for changes in grade level and other assignments within a school shall be submitted by personnel assigned to that school. Such requests shall be subject to approval by the building principal.
2. Filling of Vacancies
Vacancies filled under this provision must be of like positions for example: teacher to teacher or guidance to guidance. The resultant vacancies shall be posted and filled in accordance with the postings section.
1. No Bumping
This procedure for voluntary reassignment shall not apply to reduction in force and does not permit bumping in any of the foregoing provisions.

ARTICLE VII TRANSFERS

A. Transfers – A change in school site

B. Voluntary Transfers

1. Employee Requests

Any employee may, at any time throughout the school year, request a voluntary transfer by submitting a properly completed transfer request form to the principal or immediate supervisor for consideration along with other applicants in keeping with the qualifications established for the position. Requests for voluntary transfer, made pursuant to Section 1012.33 (3) (f) (2), Florida Statutes, by an employee who has a professional service contract, may be made by the employee, and shall be considered by the Superintendent without regard to any other provisions of this Article.

2. Qualifications

Qualifications shall be listed as outlined in the Postings section below.

3. Updating Requests

Voluntary transfer requests are accepted for normal, routine transfers, and such requests, when submitted properly, shall be valid for a maximum of three (3) years, provided that the employee completes and submits an updated form no later than the anniversary date for each of the subsequent years after the first year.

4. Filling of Vacancies

Voluntary transfer requests may be submitted to fill positions made vacant by promotion, termination, retirement, resignation, additional staff, and creation of new schools/centers. Upon acceptance by the receiving principal, the teacher shall be released; however, the date of such release will be the decision of the receiving and sending principals. Should the Principal fail to agree to a release date, the final decision shall be made by the Superintendent. In any event the time frame for such release shall not exceed forty-five (45) workdays. The teacher will not be denied a transfer at a regular break in instruction (i.e., semester or grading period) due to the failure of the principals to reach an agreement.

5. No Bumping

This procedure for voluntary transfer shall not apply to reduction in force and does not permit bumping in any of the foregoing provisions.

C. Involuntary Transfers/reassignments

Involuntary transfers shall not be made for arbitrary and capricious reasons. However, at times, involuntary transfers may be necessary.

1. CRITERIA

An involuntary transfer or reassignment may be made in the case of an emergency or to prevent a disruption of the instructional program, or as a result of loss of teacher unit allocations to a school. In the case of the loss of teacher unit allocations to a school and where an involuntary transfer or reassignment is necessary, an Employee's seniority, certification, educational attainment, teacher performance and evaluation shall be considered in determining which Employee is to be transferred and/or reassigned.

2. PROCEDURE FOR INVOLUNTARY FILLING OF VACANCIES

The Board and the Union recognize that it may become necessary to transfer a teacher involuntarily. Such transfers would be made for but not limited to the following reasons:

- Loss of units
 - Providing for a racially balanced school staff
 - Dividing a school faculty to staff a new school
 - Phasing out a program or grade level
 - Relocating a program
 - Closing a school
 - Meeting federal and/or state student achievement/accountability criteria
 - Not meeting out of field certification requirements
 - Compliance with a court order
 - Redistricting of schools
- a. If a position becomes vacant and must be filled due to an emergency or to prevent undue disruption of the instructional program, it shall be filled by qualified current Employees under contract. Voluntary transfers shall be considered prior to any involuntary transfers taking place. A notice of involuntary transfer will be given at least five days in advance of the date of transfer.
- b. When involuntary transfers become necessary due to a school losing one or more allocated teacher units, a list of vacancies in other schools shall be made available to those Employees being transferred. If no volunteers are available, then on the basis of an Employee's seniority, certification, teacher performance and evaluation, a teacher shall be selected for transfer. Affected Employees may request vacant positions in order of preference to which they desire to be transferred.

An employee receiving an involuntary reassignment from one school year to the next shall be notified no later than ten (10) days before the last student day of the year when practicable.

- D. Appointments, including adult school, extra pay for extra duties, and summer school shall be by application. Preference in making such assignments will be given to qualified teachers regularly employed in the district.

ARTICLE VIII POSTINGS

A. General

The Board shall, by electronic means, post notice of all job vacancies as set forth below for five (5) days before filling such vacancies provided, however, that if the Superintendent determines that it is urgent to fill a vacancy without posting, he/she may do so after notifying the Association and explaining the urgency. Electronic posting shall include email notification to each bargaining unit member's school e-mail address and shall include the specific vacancy position title and location with a link or reference to the district website. The website posting shall be in the same format previously required by this provision. Such notification shall be counted as day one of the posting period.

B. Vacancies

All Vacancies occurring for the following reasons shall be posted:

1. Promotion
2. Resignation
3. Retirement
4. Termination
5. New staffing
6. New operation start-up
7. School-to-school transfer
8. Summer school programs
9. Before/after school programs at the worksite
10. Supplemented positions at the worksite

C. Time of Posting

All new vacancies in the bargaining unit shall be posted as they occur.

D. Positions Not in the Bargaining Unit

Vacancies not in the bargaining unit, for which employees may be qualified, shall be posted as they occur.

E. Posting Inclusions

Posting shall include:

1. Position title
2. Location (if applicable)
3. Position qualifications such as (non-ordered)
 - a. Certification
 - b. Subject area experience

F. End of Posting

The posted list shall remain posted until replaced by a new list. Reductions in force shall not require posting.

ARTICLE IX TEACHER EVALUATION

- A. All teachers shall be given a copy of the evaluation criteria and evaluation form during the first two weeks of school. This shall include an explanation and discussion of the evaluation process. The teacher and principal shall verify the discussion and explanation by signing off on a form attesting to such. The evaluation criteria and evaluation form shall be reviewed annually. The ASSOCIATION shall have an opportunity at that time to recommend changes in the evaluation criteria and evaluation form.
- B. During the school year, the principal or his designee shall make at least one (1) visitation for each PSC/CC teacher and at least two (2) visitations for each annual contract teacher for the purpose of evaluation, the first of which shall take place within the first 90 days of school. Classroom observations shall be at least fifteen (15) consecutive minutes and no additional observations may be scored until the teacher has had a chance to acknowledge the previous one. Both formal and informal observations may occur as well as walk-throughs.
 - 1. A formal observation for a teacher who has received an effective rating for three (3) consecutive years may be waived through a signed agreement with the principal and the teacher. The teacher's evaluation cannot be lower than the previous year without a formal observation occurring.
- C. Observations for the purpose of evaluation may be made at times other than formal classroom visits. However, the results of any such observations shall be made in writing and discussed with the teacher at the time the evaluation-form is discussed and signed. The use of electronic scoring devices may be used at the discretion of the administration. Audio/video recording of any teacher used for evaluation must have the approval of both parties in advance.
- D. The written report shall include the following: (1) the teacher's strengths and/or areas needing improvement; (2) recommendations for improving performance if needed. (3.) The administrator shall offer specific assistance and guidelines for improving performance and a timeline for completion. The evaluator and the teacher shall sign such a report form before the form is placed in the teacher's personnel file. Such signature by the teacher only acknowledges that he/she has read the report and does not necessarily indicate agreement with its contents. The teacher shall receive a copy of all report forms to be placed in his/her personnel file. The final written report, to be submitted at least four (4) weeks before the last teacher's workday, shall include the evaluator's recommendation regarding continued employment. The teacher shall have the right to respond in writing to any such report. Such a response, if made, shall be placed in the teacher's personnel file.
- E. All teachers shall be included in the Glades County School District Appraisal System. The School Board Approved Appraisal System will be developed in full collaboration with teacher representatives and will be consistent with State Statute and FLDOE rule. If the performance data changes from the current State Assessment data, the parties agree to meet to renegotiate the impact of any change.
- F. Any mid-year evaluation reporting on Student growth/performance to the DOE, shall be replaced by the approved/required end-of-year Student Performance score.

ARTICLE X LEAVES

In order to allow adequate planning to accommodate the classroom needs of the district, all leave requests should be made as far in advance as possible.

A. Serving as a Witness or Jury Duty:

Any teacher who has been subpoenaed as a witness, not involving personal litigation, or who must report for jury duty shall be granted Temporary Duty Elsewhere leave with pay, not to include travel or per diem. Teachers will report to school if they are released from duty. Teachers will provide a time-stamped letter from the Clerk of Court to the school. If released after noon you shall contact your administration to determine whether to return or not.

B. Personal Leave:

The BOARD has established a policy to permit a teacher to be absent six (6) days each school year for personal reasons. However, such absence for personal reasons shall be charged only to accrued sick leave and leave for personal reasons shall be non-cumulative. A teacher may not use sick leave for personal reasons after the six (6) personal days have been exhausted.

C. Personal Leave Without Pay:

Personal leave without pay for extended periods (may) be granted by the BOARD. A teacher on personal leave for a period of a year is required to report by the first of April to the school district any plans of returning or not returning, to establish a continuation of their contract.

D. Sick Leave:

Any teacher employed on a full-time basis in the public schools of the State who is unable to perform his duty in the school because of illness, or because of illness or death of a father, mother, brother, sister, spouse, child, other close relative or member of his own household and consequently has to be absent from his work shall be granted leave of absence for sickness by the Superintendent or by someone designated in writing by him to do so. Teachers will follow Board Policy #3432 when they have exhausted their sick leave days and are absent without pay.

The following provisions shall govern sick leave:

Each teacher employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year and shall thereafter earn one (1) day sick leave for each month of employment; which shall not be used prior to the time it is earned and credited to the teacher. However, the teacher shall be entitled to earn no more than one (1) day sick leave times the number of months of employment. Such leave shall be taken only when necessary, because of sickness as herein prescribed. Such leave shall be cumulative from year to year. There shall be no limit on the number of days of sick leave a teacher may accrue, except that at least one-half of this cumulative leave must be established within the district granting such leave.

Whenever the Board hires an employee from another Florida district, that employee may transfer sick leave from that district at the same rate they earn sick leave from Glades County Public Schools. Employee must provide documentation from the previous district to the payroll department.

Pregnancy is treated the same as any other temporary medical disability for the purpose of leave, contract status and fringe benefits.

E. Transfer of Sick Leave:

1. An employee with an accumulated sick leave balance may transfer all or part of their balance to an immediate family member as prescribed in SB 638. The family member receiving the transferred sick leave must have used all personal sick leave available to them. The sick leave transferred and received by the employee shall have no terminal pay value.

2. **TRANSFER OF SICK LEAVE, EMPLOYEE TO EMPLOYEE.** A district employee may donate sick leave to any other district employee, other than a family member under the following conditions:

- i) Sick leave donated may be used by the recipient for any circumstance for which sick leave is appropriate.
- ii) Recipient must have exhausted all of his/her accrued sick and annual leave before using donated leave.
- iii) Recipient must provide to the Human Resources department medical documentation from the treating physician of the illness, accident, or injury for which sick leave is otherwise authorized; including the amount of time estimated that the employee will be unable to work.
- iv) All unused transferred sick leave shall be returned to the authorizing employee whose donated sick leave has not yet been used and shall be refunded to the donating employee June 30. This will be done on the following basis: All employees choosing to donate leave will be placed on a list in rank order from first to last by date/time of sign up. The employee will choose how many days they will donate and list this amount on the form at the time of donation up to the maximum amount allowed for donation. The days will be taken one per employee through the list from first to last. If more days are needed, then the list will be repeated in order first to last until the employee receiving the donation is ready to return to work or the available donated days have been exhausted. Employees may choose to donate more days than originally offered if the receiving employee needs more leave time.
- v) Any employee may transfer accumulated sick leave to any other eligible employee by sending a written request form to the Human Resources department designating the recipient of the leave and the number of hours to be transferred. Once the leave has been transferred, it may not be reversed unless not utilized by the receiving employee.
- vi) Donating employees may donate up to five (5) days at a time, with the option to donate multiple times.
- vii) The maximum number of days that can be donated to any employee during a school year is 50% of the employee's contracted days.

- viii) Excluded from this policy are absences from the workplace due to
 1. Elective and/or cosmetic surgery.
- ix) Donated sick leave shall have no terminal pay value.
- x) Sick leave will be transferred day for day without regard to the rate of pay of the individuals involved.

F. Temporary Duty Elsewhere:

Teachers may be assigned to be temporarily absent from their regular duties and places of employment for the purpose of performing other educational services. Teachers will receive their regular pay for such assignments and may be allowed expenses.

G. Sabbatical Leave:

A year of Sabbatical Leave may be approved by the Board under the following conditions:

1. After ten (10) years of satisfactory service in Glades County, an employee may apply for a school year's leave of absence for the purpose of professional advancement.
2. An employee granted such leave shall receive one-half (1/2) the contractual gross monthly salary plus full benefits which would be paid to the employee if he/she was not on sabbatical leave.
3. Such leave of absence is not to be considered a termination or breach of employment. The employee shall be returned to the previous position occupied at the conclusion of the leave unless the employee requests a different position which is available and for which the employee is qualified. The period of such leave shall count as regular service for the purpose of retirement, movement on the salary schedule and seniority in the district.
4. Applications for such leave should be filed with the Superintendent at least three (3) calendar months prior to the beginning of the semester during which the leave would commence.
5. Any employee granted such leave agrees to return to Glades County District School employment for at least three years following the expiration of the leave. Should an employee fail to return to the district for any reason at the conclusion of such leave the employee shall reimburse the Board in full the amount of any monies expended by the Board on behalf of the employee during such leave. The employee is not guaranteed three additional years per Florida Statute or for substandard performance.
6. Applications shall be considered by the Board and selections made on the basis of the employee's past service to the Glades County School System, potential for future contributions to the Glades County School System and the employee's qualifications for graduate study.

The Board reserves the right to reject any application for sabbatical leave made under this agreement.

H. Teacher Notification:

A teacher's number of accumulated sick days available shall be posted on Skyward at the start of each year.

I. Bereavement Leave days for all Glades Country School District Employees:

In an instance of the death of an employee's spouse, child, parent, sibling, grandparent, or the death of a parent, sibling or grandparent of the employee's spouse, the employee will be allotted three (3) full days of paid bereavement leave per occurrence each school year. The use of bereavement leave shall not count against the employee's sick or vacation leave. If an employee requires additional leave for the purpose of bereavement beyond the three (3) days of Bereavement Leave provided per year; the employee may request his/her administrator/ supervisor to use vacation or sick leave for a reasonable number of additional days. Employees may be required to provide documentation of the death and/or relationship. Employees may petition the Superintendent for Bereavement Leave not specifically covered by this provision.

ARTICLE XI GRIEVANCE PROCEDURES

- A. The parties agree that it is their intent to resolve claims and/or grievances at the lowest level and in the shortest time possible.
- B. Any claim by a teacher or the ASSOCIATION that there has been violation, misinterpretation, or misapplication of any provision of this agreement or of policies, administrative directives or regulation of the BOARD may be processed as a grievance as hereinafter provided. No grievance shall be adjusted without prior notification to the ASSOCIATION and opportunity for an Association representative to be present.
- C. In the event a teacher believes there is a basis for a grievance, he/she shall within twenty (20) teacher workdays discuss the alleged grievance with his/her immediate supervisor either personally or accompanied by his/her Association representative.
- D. If, as a result of the informal discussion with the immediate supervisor, a grievance still exists, the grievant shall submit to his/her immediate supervisor, within twenty (20) teacher workdays of the alleged grievance, a properly executed grievance form signed by the grievant. The teacher may be represented by the ASSOCIATION at any level of the grievance procedure.
- E. Any Class Action Grievance impacting multiple work sites and teachers may move immediately to Level-II with the Superintendents approval. The same twenty (20) days' time to file a grievance remains in place as with all other grievances.

F. EXTENSIONS

Either party may be granted a one-time extension of time confirmed in writing within the original time limits beginning at Level I. Additional extensions may be granted by mutual agreement of the parties.

FORMAL GRIEVANCE PROCEDURE

Level I: The Immediate Supervisor

Within ten (10) teacher workdays of the receipt of the properly submitted grievance, the immediate supervisor shall meet with the grievant in an effort to resolve the grievance. The immediate supervisor shall

indicate on the district grievance form his/her disposition of the grievance within ten (10) teacher workdays of such meeting and shall furnish a copy thereof to the grievant.

Level II: The Superintendent

If the grievant is not satisfied with the disposition of the grievance at Level I, or if no disposition has been made within the period above provided, the grievant may appeal the grievance to Level II. Said Appeal, if made, shall be made by properly completing and submitting to the Superintendent the appeal section of the district grievance form within ten (10) teacher workdays of the written response or lack thereof from Level I. Within ten (10) teacher workdays of receipt of a written request from the grievant, the Superintendent or his/her designee shall meet with the grievant in an effort to resolve the grievance. The Superintendent shall indicate on the district grievance form his/her disposition of the grievance within ten (10) teacher workdays of such meeting and shall furnish a copy thereof to the grievant.

Level III: The Board

If the grievant is not satisfied with the disposition of the grievance at Level II, or if no disposition has been made within the period above provided, the grievant may appeal the grievance to Level III. Said appeal, if made, shall be made by properly completing and submitting to the Superintendent the appeal section of the district grievance form within ten (10) teacher workdays of the written response or lack thereof from Level II. Within ten (10) teacher workdays of receipt of written request from the grievant, the BOARD shall meet with the grievant in an effort to resolve the grievance. The BOARD shall indicate on the district grievance form their disposition of the grievance within ten (10) workdays of such meeting and shall furnish a copy thereof to the grievant.

Level IV: Optional Mediation Services for the Resolution of a Grievance

If both parties involved in a Grievance agree, free and non-binding Mediation will be utilized in an attempt to arrive at an equitable settlement.

If the grievant is not satisfied with the disposition of the grievance at Level III, or if no disposition has been made in the period above provided, the grievant may appeal the grievance for approval to Level IV. Said appeal, if made, shall be made by properly completing and submitting to the Superintendent the mediation appeal section of the district grievance form within ten (10) teacher workdays of the written response or lack thereof from Level III

If no settlement can be reached through Mediation, the grievant may continue the grievance procedure as outlined and specified in the collective bargaining agreement/contract. Grievance timelines may be suspended during the Mediation process.

Level V: Arbitration

If the grievant is not satisfied with the disposition of the grievance at Level III, or if no disposition has been made in the period above provided, the grievant may appeal the grievance to Level IV. Said appeal, if made, shall be made by properly completing and submitting to the Superintendent the arbitration appeal section of the district grievance form within ten (10) teacher workdays of the written response or lack thereof from Level III. If the parties cannot agree as to the arbitrator within ten (10) teacher workdays from receipt of the appeal to arbitration, the arbitrator shall be selected by the American Arbitration Association in accord with its rules, and its rules shall likewise govern the arbitration proceedings. Neither the grievant nor the BOARD shall be permitted to assert in such arbitration proceedings any ground or rely on evidence not previously disclosed to the other party. If any new information is discovered by either party, it shall be

shared at least 2 weeks prior to arbitration. Any information obtained within the last two (2) weeks shall be shared immediately and the arbitrator may rule on allowing it or not. Both parties agree that the award of the arbitrator shall be final and binding. If at any step of the formal grievance procedure, the grievant fails to adhere to the timelines required for appeal or if no appeal is made, the grievance shall be considered settled at that step and shall be considered final and binding on both parties.

The cost of the arbitration shall be split equally between the parties.

G. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after April 30th of any year and strict adherence to the time limits may result in hardship to any party, the BOARD shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

H. Whenever illness or other incapacity of the grievant, his/her immediate supervisor, the Superintendent, or members of the Board prevents their presence at a grievance meeting, the time limits shall be extended to such time that the parties can be present. Grievance meetings and conferences will generally be held after school hours.

Any grievance filed during the term of this Agreement shall be processed through the grievance procedure until resolution.

ARTICLE XII REDUCTION IN FORCE

1. In the event that the BOARD determines that a reduction in force is necessary, it shall give written notice to the ASSOCIATION ten (10) days before implementing such a reduction.
2. The following procedure shall be followed in a reduction of force:

A district school board may not prioritize retention of Employees based upon seniority. Section 1012.33 (5), Florida Statutes.

- a. The Superintendent shall recommend to the Board the teaching area (Math, P.E., Guidance, Early Childhood, Etc.) in which the reduction shall be made, and the number of teachers shall be laid off.
- b. When one or more Employees are to be laid off because of substantial change in the size or nature of the student population, or unavoidable budgetary limitations the Superintendent may request a meeting with the Association president to discuss the cuts to be made. This meeting will involve identifying the program areas requiring reduction.
- c. Once the areas to be cut are identified, the district school board shall retain Employees at a school or in the school district based upon education program needs and the performance program areas requiring reduction as determined by the BOARD. The Employee with the lowest performance evaluations must be the first to be released; the Employee with the next lowest performance evaluations must be the second to be released; and the reductions shall continue in like manner until the needed number of reductions has occurred.

d. In the event that a tie occurs using the performance evaluation ranking in any program area being cut, the following tie breaker(s) shall apply:

1. Certification
2. Contract status
3. Educational attainment
4. Coin toss

3. The following procedures shall be followed in the event the BOARD determines that a recall will be made:
 - a. The Superintendent shall recommend to the BOARD that teaching areas in which the recall will be made and the number of teachers to be recalled.
 - b. Recall will be made using the same criteria as that for reduction in force except in reverse order.
 - c. No new employees shall be hired in a laid off teacher's teaching area until all laid off teachers of that teaching area have been recalled or have declined to accept recall.
 - d. Laid off teachers shall be notified of a recall by certified letter to the teacher's last known address. Teachers notified of recall shall have fifteen (15) calendar days from the mailing of the recall letter to accept the recall. Failure to respond to the letter of recall within the time required automatically terminates the teacher's right of recall.
 - e. The recall period shall not extend beyond one (1) calendar year.
4. Any teacher who would have qualified for retirement during the reduction year shall be permitted to work that year so as to acquire needed service.
5. Any teacher laid off under provisions of this section may:
 - a. By paying the full amount of the premium, continue to participate in the District's Employee Insurance Program.
 - b. Accept other employment.
 - c. Be terminated by the BOARD only for just cause during the lay off period.
 - d. Continue to earn seniority during the lay off period, up to the maximum recall time as specified in C.5 above.

ARTICLE XIII COMPENSATION

A. INSURANCE

1. The BOARD shall contribute \$750.00 for the second and third plans and \$668.91 for the first plan of the cost toward the monthly cost of the individual group medical insurance for all full-time teachers effective January 1, 2025, and continuing through December 31, 2025.
2. Any Teacher providing proof of annual “Wellness Exam” (Annual Physical will receive an additional incentive payment of \$20.
3. Full time teachers shall be defined as those eligible for inclusion in the state retirement system. Members of the unit will be responsible for the additional monthly cost to be deducted from their pay.
4. This agreement will remain in effect until January 30, 2024. The Board’s contribution is deemed waived, if the member does not enroll in the selected group medical insurance plan.

B. INSURANCE COMMITTEE

1. A four (4) member insurance committee will be established. Membership will consist of two (2) members selected by GCTA and two (2) members selected by the Board.
2. The purpose of the committee is to review and analyze the insurance plan and costs each month. Said committee shall also investigate cost saving measure and make recommendations to the Superintendent and the GCTA concerning such savings.
3. The parties shall negotiate plan design, benefits, costs, and contributions annually.

The school district will add a payroll deduction slot for a Pre-Tax Section-125 Plan administered by VALIC or another appropriate vendor with no additional cost to the district. This will allow teachers who use the district’s insurance program to pay for their share of the premiums with pre-taxed income, essentially allowing them to take home more pay equal to the income tax they would have had to pay on the insurance premiums.

C. SALARY

1. All returning teachers’ new base salary is the previous years’ base salary plus any performance pay earned and recurring supplements.
2. The terminology Year of Experience Increment will be replaced by Pay Level and Pay Level will refer to salary increases, not necessarily connected to a teacher’s years of experience.
3. The new hire placement schedule will be agreed upon and added to the contract as an appendix. This scale is for placement of new hires to Glades County Public Schools only.
4. Effective July 1, 2024 all teachers shall receive the negotiated salary increase using Teacher Salary Increase Allocation (TSIA) and any negotiated general fund/grant dollars as seen on salary addendum for 2024-25.
 - a. Performance pay, if any, negotiated for teachers will be added after final summative evaluations are completed. It is understood that the dollar amount of salary increases may not be equal due to the Florida Statute covering the TSIA money and guidelines for placing it on the salary schedule.

- b. It is the intent of the parties to place all teachers on their appropriate pay level based upon verified years of approved teaching experience but will not be placed at a higher level than current teachers of the same experience level.
 - c. Advanced degrees supplements shall be ~~paid~~ added to the base salary, prorated for the remaining work days for the rest of the year when all documentation is received and approved by the district.
- 5. Deductions for personnel during the regular school term for daily absences not covered by provisions of this Agreement shall be made at the rate of 1/196 of the annual contractual salary per day.
- 6. This contract calls for 196 days of which six are paid holidays. Contract dates (starting dates, ending dates, designated holidays, etc.) shall be determined by the Board annually after receiving recommendations from the Joint District Calendar Committee.
- 7. Wages shall be negotiated each year for the term of this contract. Any change in wages so negotiated shall become effective on July 1 of each year, provided that agreement is reached each year by December 1.
If not, the effective date shall be negotiable. However, no teacher covered by this contract shall receive any change in wages for any succeeding year until and unless such change has been agreed to and ratified by both parties.
- 8. Summer School teachers and FTE generating Adult Education Class teachers shall be paid their regular hourly rate of pay.
- 9. The annually negotiated salary schedule and supplements schedule are attached addendums.

D. OTHER

- 1. Each full-time teacher shall be entitled to terminal pay for accrued sick leave at the time of termination or retirement. Terminal pay shall be computed at the daily rate of pay of the teacher at the time of termination, retirement or death multiplied by the following percentage of the total number of accrued and valid sick leave days credited to the teacher in the Glades County School District.
- 2. For Terminal pay purposes under this provision, sick leave accrual shall be capped at one-hundred-twenty (120) days for teachers whose date of employment is July 1, 1988, or after. It is expressly understood that this provision shall not limit the total accrual of sick leave by any teacher.
 - (a) During the first three years of service in the district – 35%
 - (b) During the next three years of service in the district – 40%
 - (c) During the next three years of service in the district – 45%
 - (d) During the next three years of service in the district – 50%
 - (e) During and after the thirteenth year of service in the district – 100%

If termination is by death of the teacher, such terminal pay shall go to the teacher's beneficiary. Any teacher entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding termination and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment.

E. CONTINUING EDUCATION BENEFITS

1. If a teacher is required by the Board to take courses because of an out-of-field- assignment (i.e., to gain the proper certification), the BOARD will reimburse the teacher for the actual amount of tuition paid not to exceed the resident tuition rate established by the state university system of Florida. In order to be eligible for payment under this provision the following criteria must be met:
 - a) Courses taken must be acceptable toward certification in the area of assignment.
 - b) Courses must have the prior approval of the Superintendent.
 - c) Courses must be taken from an accredited institution.
 - d) A receipt indicating the amount paid for the courses must be submitted.
 - e) An official transcript indicating that the courses were actually passed must be submitted.
2. Reimbursement for courses taken during the summer shall be paid when the teacher returns to work for the next school year. No reimbursement shall be paid to those teachers not employed by the district for the next school year.
3. The Board will reimburse employees for courses taken in pursuit of an advanced degree (i.e., Masters) under the following conditions:
 - a) The employee must be accepted to a graduate program at an accredited institution.
 - b) The course (s) must be part of the approved course of study prescribed by the institution.
 - c) The degree must be in the employee's field of certification and/or assignment in a related field, or Educational Administration, Supervision, Management, etc. approved by the Superintendent. (Example: An elementary certified and assigned teacher could earn a master's degree in Reading). Any teacher that receives this benefit must agree to work in Glades County Public schools for three (3) additional years. If they resign or retire, they shall reimburse SBGC the full cost of their advanced degree costs paid by the district. However, advanced degrees in Educational Administration, Supervision, Management, etc. will require the employee to work for five (5) years in Glades County Public Schools or shall reimburse the district full costs of the advance degree paid by the district if the employee resigns/retires.
 - d) Course (s) must have prior approval of the Superintendent.
 - e) A receipt indicating the amount paid for the course(s) must be submitted. The reimbursement shall be the actual amount of the tuition paid or the resident tuition rate established by the State University System of Florida, whichever is less.
 - f) The employee must return to work for the Board for the semester immediately following the completion of the course.
 - g) The employee must earn at least a "C" grade in the course(s) or "P" if graded pass or fail.
 - h) The Board may, for budgetary concerns, limit the number of employees and /or courses reimbursed under this provision. Should this action become necessary, employees shall be notified prior to taking a course.
- F. Employees authorized to use their privately owned vehicle for approved travel shall be paid at the Board approved rate (per diem, meal allowance, mileage).

G. DEFERRED RETIREMENT OPTION PROGRAM AND TERMINAL PAY PLAN

DEFERRED RETIREMENT OPTION PROGRAM (DROP)

1. Employees who qualify for the Deferred Retirement Option Program (DROP) may elect to participate in that program as provided by the procedures set forth by the District and by Florida Statute 121.091. An employee's salary, benefits, terms, and conditions of employment, as specified in this Agreement, will remain in full force during the employee's participation in the DROP.
2. Employees who enter the Deferred Retirement Option Program (DROP) shall have their accumulative Terminal sick leave paid into a Board approved 401(a) Qualified Retirement Plan subject to annual contribution limits.
3. The initial payment will be made on July 15th following the employee's DROP effective date. Subsequent payments shall be made each July 15th following the employee's DROP effective date anniversary.

<u>Payment</u>	<u>Payment Date</u>	<u>Maximum Percentage of Accumulated Terminal Sick Leave Days</u>
1	July 15 th	25% of balance as of 6/30
2	July 15 th	25.%
3	July 15 th	25.%
4	July 15 th	25.%
5	July 15 th	25.%
6	July 15 th	25.%
7	July 15 th	25.%
8	Upon Separation	100% of balance

1. The rate of pay used to calculate the amount to be placed in the 401(a) Program shall be the employee's rate of pay on June 30th each year, and at termination the current rate of pay will be used. The employee must have an accumulative leave balance in excess of twelve days on June 30th to participate in the program. The days paid into the special pay program will be deducted from the employees accumulated leave balance.
 2. The 401(a) Qualified Retirement Plan allows participating employees to defer Federal Income Tax and permanently avoid the payment of Social Security Tax and Medicare Tax on eligible plan contributions.
1. Employees/DROP participants do not have access to these funds until after they terminate their employment.
 2. Teachers entering the DROP have an initial period of 8 years. This may be extended for up to 2 additional years with the approval of the Superintendent annually.

FUND WITHDRAWAL: EMPLOYEES UNDER FIFTY-FIVE (55) YEARS OF AGE

All participating employees who are under fifty-five years of age at the time of termination and choose, at the time of termination, to take a cash distribution of their respective balance from the Board approved 401(a) Qualified Retirement Plan and are assessed a ten percent (10%) withdrawal penalty, shall be reimbursed by the Board. This reimbursement is an amount equal to the difference between the ten percent (10%) withdrawal penalty and the current Social Security and Medicare combined tax.

SPECIAL TERMINAL PAY PLAN

The Board will provide a 401(a) Qualified Retirement Plan that defers federal income tax and permanently avoids the payment of Social Security and Medicare Tax on terminal sick pay benefits for those employees retiring under the Florida Retirement System (FRS) with full or reduced benefits and who meet the following:

YEARS OF SERVICE

MINIMUM ACCUMULATED SICK LEAVE BALANCE

After six (6) years creditable FRS service

\$2,500

Subject to annual plan contribution limits and the requirements specified above, payment to a Board-Approved 401(a) Qualified Retirement Plan shall be credited in the name of the employee upon retirement.

MEMORANDUMS OF UNDERSTANDING

1) TEACHER MENTOR PROGRAM

A. Notice

When a mentor position becomes available, employees at the worksite will be notified.

B. Selection/Qualifications

Selection shall be made from within the building with a preference for same grade level/department to grade.

level/department partnering or through other sites if no one is available or willing. Qualified applicants may apply for and be considered for the position of mentor teacher. In reviewing the qualifications of applicants, the following criteria shall be considered:

1. Has achieved PSC/CC status in Florida.
2. Is accomplished in the use of listening techniques, reflective questioning, collaborative planning, reflection and the use of case studies.
3. Understands the content requirements of the Glades County Teacher Induction Program.
4. It is highly recommended that the mentor has successfully completed one of the following activities: Clinical Educator, Peer Teacher, or Collegial Coaching Training.
5. If two or more eligible applicants are qualified according to the criteria stated above, seniority shall be the deciding factor.

C. Roles and Responsibilities

1. Provides collegial and technical support to program participants.
2. Participates in professional development activities, which support the mentor's role.
3. Meets regularly (minimum of two meetings) with participant to support his/her development by providing instruction, feedback and counseling as well as recommending/providing resources.
4. Attends support team meetings.
5. Gives guidance in effective instructional practices and in making everyday decisions required in the classroom.
6. Models effective teaching behaviors.
7. Maintains a professional attitude toward all aspects of teaching at all times.
8. Maintains a mentor log with records of observations, meetings, etc.
9. Participates in annual Teacher Induction Program Review.
10. Does not participate in the teacher's evaluation process.

D. No Qualified Applicants

If no qualified applicants are available, the Board shall reserve the right to assign a qualified teacher from among the totally certified bargaining unit staff.

E. Supplemental Pay

Mentors will receive supplemental pay per mentored teacher as provided in the negotiated salary schedule.

The rate shall be indexed at 0.026 of the base salary.

2) AC/CC/PSC Conditions

Annual contracts, continuing contracts, and professional service contracts shall be governed according to the provisions of Florida Statutes. An employee whose contract is terminated by the Board during the term of the contract may contest the termination as provided for by the Florida Administrative Procedures Act.

Any employee whose contract will not be recommended for renewal next school year shall be notified of such recommendations not later than six (6) weeks before the close of the post-school conference period. Such an employee shall be granted a conference with the Superintendent upon written request.

3) Progressive Discipline

The School Board is committed to the establishment, maintenance and monitoring of a system of Progressive Discipline. Progressive Discipline may be appropriate for some employee actions. Further, the Board is committed to a program of staff development for all administrators/supervisors, which will create consistency and equitable outcomes.

Section 1 ACTIONS COVERED

This article covers actions involving written warnings, verbal reprimands, written reprimands, suspensions, demotions, dismissals, reductions in pay grade, pay or other forms of discipline with prejudice. Progressive Discipline may not be appropriate for some serious offenses or employee actions that create a clear and present danger to students, staff or the public.

Section 2 REVIEW OF INFORMATION

An employee against whom action is to be taken under this Article shall have the right to review all of the information relied upon to support the proposed action and if requested, shall be given a copy of said information.

Section 3 INFORMATION PROVIDED

In the case where the Association is representing an employee, the Association shall be provided a copy of all correspondence that is related to the action.

Section 4 TIME TO PREPARE

The employee and his/her representative shall be afforded a reasonable amount of time to prepare and present appropriate responses to the proposed actions under this article through Step One of the Grievance Process. This amount of time is to be mutually agreed upon by the Parties.

Section 5 PREVIOUS ACTS

Previous charges or actions that have been brought forth by the Administration may be cited against the employee if these previous acts are related to the existing charge. All previous charges or actions must have been shared with the employee prior to this current action.

Section 6 JUST CAUSE

A. The discipline, dismissal, demotion and suspension of any employee shall be for just cause, substantiated by sufficient documentary evidence which supports the recommended disciplinary action.

- B. Where just cause warrants such action(s), an employee may be demoted, suspended or dismissed upon recommendation of the immediate supervisor to the Superintendent of Schools. Except in cases that constitute a real immediate danger to the district, progressive discipline shall be administered.
- C. Progressive discipline shall be administered as follows:
 - 1. Verbal reprimand (Written notation in Site File).
 - 2. Written reprimand (Filed in Personnel and Site File).
 - 3. Suspension with or without pay.
 - 4. Dismissal.

Section 7 **REMOVAL OF REPRIMANDS FROM SITE FILE**
Notations for the record of verbal or oral reprimands at the school site level may be removed and/or destroyed after a period of two (2) years.

Section 8 **SUNSETTING OF LETTERS OF REPRIMAND**
Teachers or their administrator/supervisor may place a letter documenting remediation or positive progress concerning issues of past disciplinary action. Letters of reprimand shall no longer be valid for progressive discipline purposes after two (2) years if there has not been any further disciplinary action of similar nature.

Section 9 **PROCEDURE FOR POSSIBLE DISMISSAL**
When an action or other matter exists which may possibly result in the future dismissal of an employee, the immediate supervisor shall follow the procedure outlined below:

- A. Notification
Have a conference with the individual during which he/she is advised in clear and simple language that certain deficiencies in performance have been identified, which, if not corrected, could result in his/her dismissal. Describe in writing the deficiencies and prescribed correction(s).
- B. Evaluation
Conduct a reasonable number of conferences or personal evaluations to determine what progress is achieved toward correction of the identified deficiency.
- C. Administrative Assistance
Offer specific administrative assistance and be prepared to provide reasonable additional assistance as requested by the teacher.
- D. Time
Set a reasonable length of time to allow the teacher adequate opportunity to make the necessary corrections and ensure that the employee understands the said length of time.
- E. Final Resolution
Upon final resolution of the issue, the complete record of the charges and their disposition may become part of the teacher's central personnel file in the County Office.

4). **Teacher Disciplinary Action and/or Job Discrimination:**

Any Teacher may appeal to the site Administrator and/or the Superintendent, If the teacher considers a case of disciplinary action or job-related discrimination is based upon private and personal factors not related to the State's Professional Code of Ethics and/or does not relate to teaching performance.

5). **Payroll Slots for Vendor Provided Services:**

Teacher participation will not be the primary factor used by the Administration and the Board to consider and approve payroll slots for vendors providing services to teachers and other School Board employees. This process will begin with a formal written request by the vendor, employee, or Collective Bargaining organization. Upon request, the Superintendent will provide the factors considered in the deliberative process. The Administration and Board will give preference to vendors recommended by GCTA. A payroll slot for Suncoast Credit Union retirement plans.

TERMS OF AGREEMENT

This Agreement shall be effective July 1, 2024, and shall continue in effect through June 30, 2027. This is a three-year contract with re-openers negotiated after May Feb 1, 2025, and May Feb 1, 2026, limited to no more than an economic plus two additional non-economic issues raised by each party, plus such other issues as both parties are willing to negotiate. All provisions of the expired negotiated Agreement not otherwise changed during this year's negotiations will be continued unchanged in the successor Agreement.

1/22/25

A: Janney Humphries

Glades County Teachers' Association

[Signature]
Chairman
Negotiations Committee
Glades County Teachers' Assn.

Janney Humphries, Pres.
President

[Signature]
Executive Board Member

[Signature]
Executive Board Member

[Signature]
Executive Board Member

[Signature]
Executive Board Member

[Signature]
Negotiations Committee

[Signature]
Negotiations Committee

Glades County School Board

[Signature]
Chairman
Negotiations Committee
Glades County School Board

Alice C. Pauline
Superintendent,
As Secretary to the Board

[Signature]
Chair

[Signature]
Vice-Chair

[Signature]
Board Member

[Signature]
Board Member

[Signature]
Board Member

GLADES COUNTY SCHOOL BOARD 2024-25

**APPENDIX A
SALARY SCHEDULE**

EFFECTIVE July 1,2024
Schedule 1

Glades New hire schedule 2024-25

0--2	\$51,000.00	19	\$59,300.00
3	\$51,100.00	20	\$60,433.00
4	\$51,200.00	21	\$61,100.00
5	\$51,300.00	22	\$61,483.00
6	\$51,400.00	23	\$61,850.00
7	\$51,500.00	24	\$62,233.00
8	\$51,600.00	25	\$62,450.00
9	\$51,700.00	26	\$64,200.00
10	\$52,250.00	27	\$66,033.00
11	\$52,750.00	28	\$66,133.00
12	\$53,500.00	29	\$66,333.00
13	\$54,500.00	30	\$66,433.00
14	\$55,000.00	31	\$66,533.00
15	\$55,850.00	32	\$66,643.00
16	\$57,733.00	33	\$66,800.00
17	\$58,433.00		
18	\$58,600.00		

2024-25

Grandfathered salary scale

\$58,343 Min

\$67,653 Max

	COACHING SUPPLEMENTS		<u>INDEX</u>	AMOUNT		
				\$47,500		
	Moore Haven Jr.-Sr. High Athletic Director		0.125	\$5,937.50		
	Moore Haven Jr.-Sr. High Assistant Athletic Director		0.100	\$4,750.00		
	West Glades Athletic Director		0.045	\$2,137.50		
	Head Football Coach		0.125	\$5,937.50		
	Assistant Football Coach		0.075	\$3,562.50		
	<i>*(to be paid in two parts – 80% for regular season & 20 % for spring practice)</i>					
	Volleyball Coach		0.100	\$4,750.00		
	Assistant Volleyball Coach (West Glades Girls)		0.056	\$2,660.00		
	Head Basketball Coach (Boys/Girls)		0.100	\$4,750.00		
	Assistant Basketball Coach (Boys/Girls) (West Glades Boys/Girls)		0.056	\$2,660.00		
	Softball Coach		0.100	\$4,750.00		
	Assistant Softball Coach (West Glades Girls)		0.056	\$2,660.00		
	Baseball Coach		0.100	\$4,750.00		
	Assistant Baseball Coach (West Glades Boys)		0.056	\$2,660.00		
	Track Coach		0.100	\$4,750.00		
	Assistant Track Coach		0.056	\$2,660.00		
	Soccer Coach		0.100	\$4,750.00		
	Assistant Soccer Coach (West Glades Boys/Girls)		0.056	\$2,660.00		
	Weightlifting (Girls/boys)		0.047	\$2,232.50		
	Certified Athletic Trainer		0.025	\$1,187.50		
	Head Golf Coach		0.056	\$2,660.00		
	Cross Country Coach		0.056	\$2,660.00		
	Wrestling Coach		0.056	\$2,660.00		
	B TEAM VOLLEYBALL COACH - MHMHS		0.028	\$1,330.00		
	B TEAM VOLLEYBALL COACH - WGS		0.028	\$1,330.00		
	ASST. CROSS COUNTRY COACH - MHMHS		0.028	\$1,330.00		
	HEAD CROSS COUNTRY COACH - WGS		0.028	\$1,330.00		
	ASST. CROSS COUNTRY COACH - WGS		0.014	\$665.00		
	SOCCER COACH M.S. (BOYS) - MHMHS		0.028	\$1,330.00		
	SOCCER COACH M.S. (GIRLS) - MHMHS		0.028	\$1,330.00		
	HEAD M.S. BASKETBALL COACH (BOYS) - WGS		0.056	\$2,660.00		
	HEAD M. S. BASKETBALL COACH (GIRLS) - WGS		0.056	\$2,660.00		
	ACTIVITY SUPPLEMENTS		<u>INDEX</u>			
	F.F.A. Sponsor		0.055	\$2,612.50		
	Band Sponsor		0.075	\$3,562.50		
	Cheerleading Sponsor/ Football –Varsity		0.033	\$1,567.50		

	Cheerleading Sponsor/ Football – Assistant		0.020	\$950.00		
	Cheerleading Sponsor/ Basketball		0.060	\$2,850.00		
	Junior Class Sponsor		0.036	\$1,710.00		
	Assistant Jr. Class Sponsor		0.020	\$950.00		
	Senior Class Sponsor		0.020	\$950.00		
	Drama Sponsor		0.015	\$712.50		
	<i>**(\$400 per out of school production – limit 2 per year)</i>					
	Yearbook Sponsor – High School		0.045	\$2,137.50		
	Yearbook Sponsor – Elementary		0.033	\$1,567.50		
	Beta Club Sponsor		0.033	\$1,567.50		
	Student Council Sponsor		0.033	\$1,567.50		
	Career & Technical Students Org. (FBLA, HOSA)		0.033	\$1,567.50		
	Teacher Mentor <i>***(per teacher mentored) -</i>		0.026	\$1,235.00		
	<i>QTIP (pre-school planning/training - \$100.00 per day)</i>					
	Dept. Head/Grade Level Chairperson (each)		0.020	\$950.00		
	Chorus (Elementary/High School) (each)		0.020	\$950.00		
	Science Club (Sr. High)		0.033	\$1,567.50		
	Academic Coach		0.027	\$1,282.50		
	Debate Club Sponsor		0.020	\$950.00		
	COLOR GUARD - MHMHS		0.033	\$1,567.50		
	DRAMA SPONSOR - WGS		0.015	\$712.50		
	BETA CLUB SPONSOR - WGS		0.020	\$950.00		
	FBLA SPONSOR - MHMHS		0.033	\$1,567.50		
	SAFETY PATROL SPONSOR - WGS		0.033	\$1,567.50		
	SAFETY PATROL SPONSOR - MHE		0.033	\$1,567.50		
	DANCE SPONSOR - MHE		0.033	\$1,567.50		
	READING RENASAINCE COORDINATOR - WGS		0.019	\$914.00		
	READING RENASAINCE COORDINATOR - MHE		0.019	\$914.00		
	PBS SPONSOR-MHMHS		0.020	\$950.00		
	PBS SPONSOR-WGS		0.020	\$950.00		
	ACTIVITY SUPPLEMENTS					
			<u>INDEX</u>			
	Moore Haven Auditorium Coordinator (see duties under separate cover)		0.075	\$3,562.50		
	Positive Behavior Coach –		0.020	\$950.00		
	Weight Room Supervisor		0.050	\$2,375.00		
	Reading Renaissance Coordinator –	-	0.020	\$950.00		

	SADD (Students Against Destructive Decisions) Sponsor – <i>funding is</i>	0.033	\$1,567.50		
	provided through the Heartland Educational Consortium, supplement funding will end when grant expires.				
	Head Science Fair Coordinator		0.033	\$1,567.50	
	Assistant Science Fair Coordinator	-	0.020	\$950.00	
		-			
	A Decision of team viability and appropriate team resources is the sole right of the Board.				
	Compensation for supplements will be paid quarterly in the two quarters that are closest to the beginning				
	and the end of the season.				

ADDENDUM B
GRIEVANCE FORM

Level I: (Immediate Supervisor)

Name: _____ Date of Grievance: _____

Address: _____

_____ Date Filed: _____

Work Site: _____

Article & Section Grievd: attach sheets if needed)

Statement of Grievance: (attach sheets if needed)

Remedy Sought: (attach sheets if needed)

Witnesses: (if any) _____

Grievant Signature

Level I: Response

Meeting Date: _____

Time: _____

Grievant: _____

Date Level I Received: _____

Decision:

____ Approved

____ Denied

____ Other

Reason:

Level I decision Signature

date

APPEAL SECTION

Level II Appeal: (Superintendent)

I do hereby notify you that I am appealing the level I decision to Level II.

Reason: (attach sheets if needed)

Grievant Signature

Date Appeal Filed: _____

Level II: Response

Meeting Date: _____

Time: _____

Date Level II Received: _____

Decision:

____ Approved

____ Denied

____ Other

Reason:

Level II decision Signature

date

Level III Appeal: (Board)

I do hereby notify you that I am appealing the Level II decision to Level III.

Reason: (attach sheets if needed)

Grievant Signature

date

Level III Appeal: School Board

Meeting Date: _____

Time: _____

Date Received: _____

Decision:

____ Approved

____ Denied

____ Other

Reason:

Chair of the Board date

Level IV: Appeal to Mediation with Supt.

____ Approved

____ Denied

Superintendent date

Results of Mediation:

____ Settlement reached.

____ No settlement reached.

Level V: Notice of Arbitration

GCTA hereby gives notice of Appeal to Arbitration

President GCTA date

Date Received: _____

Superintendent's Signature

**Memorandum of Understanding
Between
School Board of Glades County and
Glades County Teachers Association
Use of TSIA Funds 2024-25**

The School Board of Glades County (Glades Schools) and **Glades County Teachers Association (GCTA)** enter this Memorandum of Understanding.

WHEREAS: Glades Schools' allocation of TSIA funds to maintain prior year salary increases is \$615,281 and the allocation to provide salary increases to instructional staff in 2024-25 is \$117,773. This amount is reduced by the required charter school contribution of \$18,441 .00 leaving a total of \$99,332.00 available for salary increases.

WHEREAS: TSIA funds must also cover related benefits including Florida Retirement System Board contributions (generally 13.63%) and FICA/Medicare Board contributions (7.65%).

WHEREAS: Section 1011.62(14) Florida Statutes, provides that each school district superintendent must submit a proposed TSIA salary distribution plan to the district school board for approval. In addition, each school district must submit an approved TSIA salary distribution plan to the Florida Department of Education by October 1, 2024, or submit reasons why the plan was not approved by October 1.

THEREFORE: Be it understood that Glades Schools and GCTA have agreed to the following use of TSIA funds in 2024-25:

1. Glades Schools' allocation of \$615,281 and other funds, as necessary, will be used to maintain classroom teacher and instructional staff pay adjustments from 2023-24 and prior years.
2. Glades Schools' allocation of \$117,773 less the charter school contribution as stated above and other funds, as necessary, will be used to increase the salary of most performance pay instructional staff and grandfathered instructional staff by the following chart:

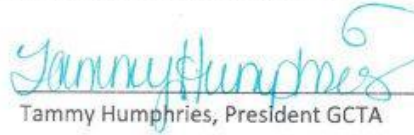
<u>Years experience</u>	<u>Increase</u>
0-7	\$100
8-14	\$200
15+	\$300

PLUS

Performance pay additional salary: **\$710 each eligible teacher**

3. TSIA salary amounts do not include or consider semi-monthly supplements for advanced degrees, guidance counselors, speech therapists, etc.
4. This MOU must be ratified by GCTA bargaining unit members and approved by the School Board before any TSIA funds will be used to increase salaries and related benefits in 2024-25.

 2/13/25
John Radebaugh, Chief Negotiations date

 2/13/25
Tammy Humphries, President GCTA date

MOU between the School Board of Glades County and the GCTA.

Whereas: Teacher evaluations are spelled out the collective bargaining agreement and the Glades County Teacher Performance Appraisal, and

Whereas: The Glades County School Board was unable to perform completed summative evaluations for teachers, and

Whereas: The State of Florida did not be assigning VAM scores for all teachers, and

Whereas: Glades County is still required to assign a student growth component for teachers, and

Whereas: the collective bargaining agreement and Glades County Teacher Performance Appraisal System was be followed as written for teacher evaluations for 2023-24, and

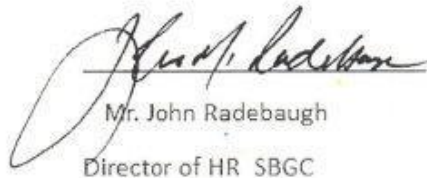
Be it therefore understood:

The parties enter this Memorandum of Understanding to deal with all teacher evaluations for 2023-24:

To Wit:

All teachers eligible for performance pay, shall receive the same amount due to the Evaluation process deficiencies for 2023-24.

Signed this 21 day of February 2025


Mr. John Radebaugh
Director of HR SBGC


Tammy Humphries
President GCTA