

AGREEMENT
BETWEEN
THE SCHOOL BOARD
OF HIGHLANDS COUNTY
AND
THE HIGHLANDS COUNTY
EDUCATIONAL SUPPORT
PROFESSIONALS
ASSOCIATION

~~2020-2023~~ 2022-2025

Extend the contract through ~~6/30/2023~~
2025

APPROVED SBHC

February 9, 2021

HCESPA RATIFIED

February 16, 2021

TABLE OF CONTENTS **update as necessary** TA 6/3/22

Paul Davis *Al G. Phillips*

B ARTICLE IV: GRIEVANCE PROCEDURES

B. LEVELS OF THE GRIEVANCE PROCEDURE

C. TIMELINES

Timelines for all levels shall continue through the summer for days the district is open. Timelines shall not continue through breaks around holidays nor during spring break.

Reletter remainder C-N TA 6/3/22

Mark Davis *Al G. Felt*

G. D. EXTENSIONS

ARTICLE VI: WORKING CONDITIONS

2. Probationary Period

All full-time educational support employees will serve an initial probationary period of one year from date of hire. The employee will be evaluated two times during the probationary period. One additional probationary period of up to 1 year, in lieu of non-renewal, may be requested by an evaluator if the evaluation indicates the need or if a new evaluator has been assigned within the previous three months. The employee shall be informed that they may request a discussion with the HR Director and the Association President. Any employee currently classified as an AG2 will complete the second year of probation then either be moved to CEC or non-renewed

TA 6/3/22

Mark Davis *Al G. Felt*

ADDITIONAL WORKING CONDITIONS FOR PARAPROFESSIONALS, CLERKS AND SECRETARIES

1. Paraprofessionals may be included in faculty/staff meetings.
2. Employees will be compensated for required in-service activities that fall outside the regular workday. If the in-service training is required, the employee shall be paid their normal hourly rate of pay. If the in-service training is optional and approved by administrator, the employee shall be paid per the approved District Salary Schedule.

TA 6/3/22

Mark Davis *Al G. Felt*

ARTICLE XIII: INSURANCE

D. **INSURANCE COMMITTEE**

The purpose of the insurance committee shall be to review, approve and recommend to the School Board of Highlands County all benefits including, but not limited to changes and/or premium increases.

Any committee approvals require 80% of the quorum to approve or the issue goes to the bargaining table.

TA 6/3/22

Mark Davis *Al S. [Signature]*

ARTICLE XV: TERM OF AGREEMENT

Any Memoranda of Understanding or Agreement, or waivers, or other changes which occur during the effective dates of this contract must be ratified by both the HCESPA Bargaining Unit and The Board. The above notwithstanding, MOU prepared only to interpret the meaning and/or intent of existing agreement language, or provisions may be executed by the Superintendent or designee and the Association president or designee. Upon ratification by both parties, this agreement shall be effective as of July 1, 2020 2022 of the Agreement and shall continue in effect through June 30, 2023 2025.

TA 6/3/22

Mark Davis *Al S. [Signature]*

A. CLASSIFIED PERSONNEL – BARGAINING

TA: _____

Handwritten signatures and initials in blue ink, including "M. D. ...", "L. S. ...", and "S. ...".

PAY GRADE	ASSIGNMENT	NUMBER OF MONTHS WORKED	DUTY DAYS	WORK DAY
7	Custodian 1	11/12	216/256	Varies
7	Athletic Fields Grounds Keeper 1	12	256	Varies
7	Clerk 1	10/11/12	196/216/256	Varies
7	Custodian 2	11/12	216/256	Varies
7	Health Worker with No Degree (School Based)	10	185	Varies
7	Machine Operator	12	256	Varies
7	Migrant Recruiter with No Degree	11	216	Varies
7	MIS Computer Technician 1 (School)	11/12	216/256	Varies
7	Paraprofessional - Enhancement With No Degree or Para-Pro	10	185	Varies
7	Campus Gate Monitor	10	185	Varies
8	Bus Attendant	10	185	Varies
8	General Worker (Food & Nutrition)	10	185	Varies
8	Clerk 2/ <u>IDEA clerk</u>	10/11/12	196/216/256	Varies
8	Health Worker with Degree (School Based)	10	185	Varies
8	Migrant Recruiter with Degree	11	216	Varies
8	Paraprofessional - Enhancement with Para-Pro Assessment	10	185	Varies

PAY GRADE	ASSIGNMENT	NUMBER OF MONTHS WORKED	DUTY DAYS	WORK DAY
8	Paraprofessional - Instructional Program w/Para-Pro Assessment	10	185	Varies
8	Receptionist	12	256	Varies
8	Secretary 1	10/11/12	196/216/256	Varies
9	Site Assistant (Food & Nutrition)	10	185	Varies
9	Athletic Fields Grounds Keeper 2	12	256	Varies
<u>9/10</u>	Delivery Worker	12	256	Varies
<u>9 10</u>	Inventory Control 1 (Transportation	12	256	Varies
9	Paraprofessional – Enhancement with Degree	10	185	Varies
9	Paraprofessional - Instructional Program with Degree	10	185	Varies
9	Secretary 2	11/12	216/256	Varies
10	Assistant Site Supervisor (Food & Nutrition)	10	185	Varies
10	Bookkeeper 3 (Elementary)	12	256	Varies
10	Clerk 3	11/12	216/256	Varies
10	Data Operator 3 (Elementary/Middle)	11/12	216/256	Varies
10	Secretary 3	11/12	256	Varies
10	Volunteer Program Facilitator (Academy at Youth Care Lane)	10	196	Varies
11	Bookkeeper 4 (Middle/High School	12	256	Varies
11	Clerk 4	11/12	216/256	Varies

PAY GRADE	ASSIGNMENT	NUMBER OF MONTHS WORKED	DUTY DAYS	WORK DAY
11	Data Operator 4 (High School)	11/12	216/256	Varies
11 12	Inventory Control 2 (Property Records/Warehouse)	12	256	Varies
11 12	Mechanic 1	12	256	Varies
11	MIS Computer Technician 2 (School)	11/12	216/256	Varies
11	MIS Data Operations Technician 1	12	256	Varies
11	Plant Operator 1 (Elementary/Middle)	12	256	Varies
11	Secretary 4	11/12	216/256	Varies
12	Resource Assistant	10/11	196/216	Varies
12	Bus Operator	10	185	Varies
12	Dispatcher	10	185	Varies
12	Clerk 5	12	256	Varies
12 13	Mechanic 2	12	256	Varies
13	MIS Computer Repair Technician 3	12	256	Varies
13	MIS Data Operations Technician 2	12	256	Varies
13	Plant Operator 2 (High School)	12	256	Varies
14 15	Mechanic 3	12	256	Varies
14	Print Shop Operations/ <u>Lead VPK Para</u>	12	256	Varies

PAY GRADE	ASSIGNMENT	NUMBER OF MONTHS WORKED	DUTY DAYS	WORK DAY
45 <u>16</u>	Mechanic 4	12	256	Varies
45 <u>16</u>	MIS Computer Repair Technician 5	12	256	Varies
15	MIS Data Operations Technician 3	12	256	Varies
46 <u>17</u>	Mechanic 5	12	256	Varies

TA

HCESPA/SBHC MOU 2019-2 **move into CBA and remove as MOU**

TA 6/3/22 _____

PAY GRADE	ASSIGNMENT	NUMBER OF MONTHS WORKED	DUTY DAYS	WORK DAY
15 <u>16</u>	Mechanic 4	12	256	Varies
15 <u>16</u>	MIS Computer Repair Technician 5	12	256	Varies
15	MIS Data Operations Technician 3	12	256	Varies
16 <u>17</u>	Mechanic 5	12	256	Varies

TA

HCESPA/SBHC MOU 2019-2 ~~move into CBA and remove as MOU~~

TA 6/3/22

Mark Davis *Chris Phillips*

Nothing in place currently delete this MOU

TA Mark Davis

Roll into contract see new language above

Former School Board of Highlands County non-instructional employees who are re-employed after a break in service as a non-instructional employee will be placed at the salary level at which they left or up to level 5 based on verified outside job experience, whichever is higher. This MOU shall expire on June 30, 2021 or when collective bargaining for 2021-2022 finishes and a new contract is ratified by both parties whichever occurs first.

Andrew Lethbridge 1/14/21
12/4/20

Andrew Lethbridge

Mark Davis 1/14/21
12/4/20

Mark Davis

Remove TA

Mark Davis



COVID-19 SICK LEAVE MEMO OF UNDERSTANDING

To help support our employees during this Covid-19 Pandemic for the 2021-2022 school year, the School Board of Highlands County will follow these guidelines:

- If an employee is impacted by COVID because of quarantine, contracting Covid-19, needing to take care of a minor child who has contracted Covid-19 or has been quarantined or ~~taking care of a spouse who has been hospitalized~~, the employee will be eligible for up to (10) COVID sick leave days.
- Employees will not be eligible for more than (10) COVID sick leave days.
- If an administrator determines that a quarantined employee is able to work from home, and the employee opts to not work from home, that employee will not be eligible to utilize COVID sick leave days but may utilize personal sick leave or other leave days.
- Medical documentation will be required to be eligible for this MOU. Testing must be administered by a facility and not "at-home" tests.

This agreement is retro to July 1, 2021 and effective through June 30, 2022.

Andrew G. Lethbridge 10/6/21
 Andrew G. Lethbridge Date
 Deputy Supt., SBHC

Nicholas Mrozowski 9/15/2021
 Nicholas Mrozowski Date
 President, HCEA

Mark Davis 9-15-21
 Mark Davis Date
 President, HCESPA

9/10/2021

MOU between the School Board of Highlands County and the HCESPA

Whereas: *rewrite as contract language, done/remove*

TA Maub Davis

When an employee is hired, their salary is divided into 24 paychecks. When a contracted noninstructional 10 month employee is hired in March or later, because of the way salaries are divided up, their paycheck ends up being minimal and in some cases the employee may end up paying out of pocket if they elect family health coverage.

Be it therefore understood:

The parties enter this Memorandum of Understanding in order to support non-instructional 10 month employees financially, the following changes are being made to the hiring process:
Effective May 1, 2022:

- Any non-instructional 10 month employee hired March 1st or later, will be hired as parttime hourly.
- The employee will become contracted at the start of the following school year.
- As a part-time hourly employee, the employee will still be fully benefited with the exception of sick leave accrual.
- The employee will begin accruing sick leave as soon as they become contracted
- The employee will receive credit for previous experience in their part-time hourly position the same as they would if contracted
- These individuals will have the option to apply for summer school positions
- These employees will be paid on a supplemental form
- The probationary period would begin the date of hire as a part-time hourly employee
- These employees will still be evaluated using the non-instructional evaluation instrument

To Wit:

For the remainder of the 2021-2022 school year, any non-instructional 10 month employee hired after May 1st will be hired as a part-time hourly employee and will become contracted at the start of the 2022-2023 school year.

ISSUE: OLD MOU
Rationale: Make contract language

C. HOURLY WAGE SCHEDULE

2. CREDIT FOR EXPERIENCE new

Credit for verified experience shall be granted in keeping with School Board policy existing at the time of ratification of this Agreement. This includes verified comparable experience.

Former School Board of Highlands County non-instructional employees who are re-employed after a break in service as a non-instructional employee shall be placed at the salary level at which they left or shall be granted up to level five (5) based on verified outside job experience, whichever is higher.

Jimmy Mortensen

D. PAYROLL DATES

2. CHECKS: Effective April 1, 2017 new

a. Any non-instructional 10-month employee hired March 1st or later, will be hired as parttime hourly.

i. The employee will become contracted at the start of the following school year.

ii. As a part-time hourly employee, the employee will still be fully benefited with the exception of sick leave accrual.

iii. The employee will begin accruing sick leave as soon as they become contracted

iv. The employee will receive credit for previous experience in their part-time hourly position the same as they would if contracted

v. These individuals will have the option to apply for summer school positions

vi. These employees will be paid on a supplemental form

vii. The probationary period would begin the date of hire as a part-time hourly employee

viii. These employees will still be evaluated using the non-instructional evaluation instrument

~~part-time employee~~

*or be
Signed
JW*

Jimmy Mortensen

6-28-22

[Signature]
6/28/22

ARTICLE XIII: INSURANCE

A. MEDICAL INSURANCE

The Board will provide a (health)insurance policy for bargaining unit members: In accordance with the Plan recommended by the Insurance Committee and approved by the Board, including hospitalization, employee health center, and surgical care.

The unit member may include dependents for the same hospitalization and surgical coverage at his own expense. If both husband and wife are eligible employees, individual premiums may be jointly applied toward a family premium.

The Employee shall have the opportunity to continue all insurance for additional years at the Employee's expense subject to Federal and State laws and district policy.

B. TERM LIFE

Upon formal application within thirty (30) days of employment, the Board will provide a term life insurance policy in the amount of twenty thousand dollars (\$20,000) for each unit member.

Provision shall be made for Employees to purchase additional life insurance at their own expense so long as additional life insurance has no impact on the Board's premium. The additional purchases must be in \$25,000 increments, up to an additional \$125,000. This additional life insurance will be subject to the rules and regulations of the life insurance company. Spouse can be 50% of employee up to \$25,000 10% for dependents.

The maximum annual premium cost for which the Board shall be responsible under this section shall be amount specified on salary schedule.

C. DENTAL

The Board will provide a preventive dental insurance policy for unit members. The unit member may include dependents for the dental coverage at his/her own expense. In the event that both husband and wife are eligible Employees, their individual premiums may be jointly applied toward a family premium. The additional coverage will also be subject to the restriction that it shall have no impact on the Board's basic premium.

The maximum annual premium costs for which the Board shall be responsible under this section shall be amount specified on salary schedule.

Jimmy Martensen

6-7~~8~~-22
Alfred J. [Signature]
 6/28/22

New employees shall not be awarded more than (5) years of outside experience on the Salary Schedule except as stated below: The Superintendent may declare a critical shortage in a job classification. In order to attract applicants for such classification, the Superintendent may authorize that the new employee hired be allowed to bring in up to ten (10) years of relevant/comparable experience credit. For such employees only, verified relevant/comparable experience shall be considered.

Brand new

ISSUE: Current Practice

RATIONALE: Mandatory subject of bargaining , put into CBA

Credit for outside experience in related field shall be 1:1. Unrelated field shall be 1:2

Jimmy Mortensen
Ala G. Hill

6-21-22
6/28/22

Memorandum of Understanding

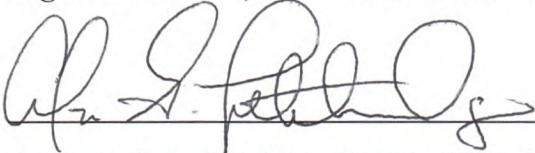
All Non-Instructional Personnel

June 28, 2022

The School Board of Highlands County and the Highlands County Educational Support Professionals Association recognize non-instructional contracted employees have an important role in continuing to assist students who were impacted by the worldwide pandemic. All non-instructional contracted employees in a variety of capacities are needed to assist in closing the COVID learning gaps.

Wherefore:

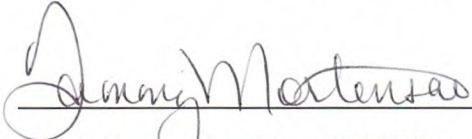
The School Board of Highlands County will pay ESSER 3 Retain and Recruitment Incentive of \$1,500 payable 8/15/2022 to all employees employed as of 8/2/2022. In addition, all other new employees contracted between 8/3/2022 and 11/30/2022 will be eligible for the \$1,500. This incentive is subject to normal taxes.



Andrew G. Lethbridge, Deputy Supt. SBHC

6/28/22

Date



Mark Davis, President HCESPA

Tammj Montensen Vice President HCESPA

6/28/22

Date

School Board of Highlands County Non - Instructional Bargaining 2022/23 Salary Schedule

Step - 2% Top Step	
Schedule Increase	5% - 41%
Salary/Step	\$1,354,987
Total Cost	\$1,358,386
Retirement	\$1,358,386
FICA	\$161,784
Retirement Increase on Health Insurance	\$103,917
Health	\$47,470
Total Cost General Fund	\$0
	\$1,671,556

Food Service (104)	\$429,701
Federal (138.45)	\$713,848
Incentive Pay (ESSER)	\$1,500
Total all Funds	\$3,804,059

All Mechanics move one pay grade
IDEA Clerk 1 to Clerk 2
Inventory Control 1 Transportation move one Pay Grade
Inventory Control 2 Property Records/Warehouse move one Pay Grade

Health Insurance Deduction (\$45 Per Check) \$1,080

NON INSTRUCTIONAL BARGAINING	
14	40.26% - 41.44%
169	30.03% - 39.58%
179	20.12% - 29.99%
189	10% - 19.97%
63	5.3% - 9.94%
52	5%

Level	Pay grade																						
	7	8	9	10	11	12	13	14	15	16	17	7	8	9	10	11	12	13	14	15	16	17	
0	15.00	15.30	15.61	15.92	16.24	16.56	16.89	17.23	17.57	17.92	18.28	16.89	17.23	17.57	17.92	18.28	18.64	18.99	19.34	19.69	20.04	20.39	20.74
1	15.00	15.30	15.61	15.92	16.24	16.56	16.89	17.23	17.57	17.92	18.28	16.89	17.23	17.57	17.92	18.28	18.64	18.99	19.34	19.69	20.04	20.39	20.74
2	15.08	15.38	15.69	16.00	16.32	16.64	16.97	17.32	17.66	18.02	18.38	16.97	17.32	17.66	18.02	18.38	18.74	19.09	19.44	19.79	20.14	20.49	20.84
3	15.16	15.46	15.77	16.08	16.40	16.72	17.05	17.41	17.75	18.11	18.47	17.05	17.41	17.75	18.11	18.47	18.83	19.18	19.53	19.88	20.23	20.58	20.93
4	15.24	15.54	15.85	16.16	16.48	16.80	17.14	17.50	17.84	18.20	18.56	17.14	17.50	17.84	18.20	18.56	18.92	19.27	19.62	19.97	20.32	20.67	21.02
5	15.32	15.62	15.93	16.24	16.56	16.88	17.23	17.59	17.93	18.29	18.65	17.23	17.59	17.93	18.29	18.65	19.01	19.36	19.71	20.06	20.41	20.76	21.11
6	15.40	15.70	16.01	16.32	16.64	16.96	17.32	17.68	18.02	18.38	18.74	17.32	17.68	18.02	18.38	18.74	19.10	19.45	19.80	20.15	20.50	20.85	21.20
7	15.48	15.78	16.09	16.40	16.72	17.04	17.41	17.77	18.11	18.47	18.83	17.41	17.77	18.11	18.47	18.83	19.19	19.54	19.89	20.24	20.59	20.94	21.29
8	15.56	15.86	16.17	16.48	16.80	17.13	17.50	17.86	18.20	18.56	18.92	17.50	17.86	18.20	18.56	18.92	19.28	19.63	19.98	20.33	20.68	21.03	21.38
9	15.64	15.94	16.25	16.56	16.88	17.22	17.59	17.95	18.29	18.65	19.01	17.59	17.95	18.29	18.65	19.01	19.37	19.72	20.07	20.42	20.77	21.12	21.47
10	15.72	16.02	16.33	16.64	16.96	17.31	17.68	18.04	18.38	18.74	19.10	17.68	18.04	18.38	18.74	19.10	19.46	19.81	20.16	20.51	20.86	21.21	21.56
11	15.80	16.10	16.41	16.72	17.04	17.40	17.77	18.13	18.47	18.83	19.19	17.77	18.13	18.47	18.83	19.19	19.55	19.90	20.25	20.60	20.95	21.30	21.65
12	15.88	16.18	16.49	16.80	17.13	17.49	17.86	18.22	18.56	18.92	19.28	17.86	18.22	18.56	18.92	19.28	19.64	20.00	20.35	20.70	21.05	21.40	21.75
13	15.96	16.26	16.57	16.88	17.22	17.58	17.95	18.31	18.65	19.01	19.37	17.95	18.31	18.65	19.01	19.37	19.73	20.08	20.43	20.78	21.13	21.48	21.83
14	16.04	16.34	16.65	16.96	17.31	17.67	18.04	18.40	18.74	19.09	19.45	18.04	18.40	18.74	19.09	19.45	19.81	20.16	20.51	20.86	21.21	21.56	21.91
15	16.12	16.42	16.73	17.04	17.40	17.76	18.13	18.49	18.83	19.18	19.54	18.13	18.49	18.83	19.18	19.54	19.90	20.25	20.60	20.95	21.30	21.65	22.00
16	16.20	16.50	16.81	17.13	17.49	17.85	18.22	18.58	18.92	19.27	19.63	18.22	18.58	18.92	19.27	19.63	20.00	20.35	20.70	21.05	21.40	21.75	22.10
17	16.52	16.83	17.15	17.47	17.84	18.21	18.58	18.95	19.30	19.65	20.02	18.58	18.95	19.30	19.65	20.02	20.39	20.75	21.11	21.47	21.83	22.19	22.55
18	16.85	17.17	17.49	17.82	18.20	18.57	18.95	19.33	19.69	20.06	20.43	18.95	19.33	19.69	20.06	20.43	20.80	21.17	21.54	21.91	22.28	22.65	23.02
19	17.19	17.51	17.84	18.18	18.56	18.94	19.33	19.72	20.08	20.45	20.83	19.33	19.72	20.08	20.45	20.83	21.20	21.57	21.94	22.31	22.68	23.05	23.42
16/20	17.53	17.86	18.20	18.54	18.93	19.89	20.30	20.71	21.08	21.45	21.83	20.30	20.71	21.08	21.45	21.83	22.20	22.57	22.94	23.31	23.68	24.05	24.42
21	17.88	18.22	18.56	18.91	19.31	20.29	20.71	21.12	21.50	21.88	22.26	21.12	21.54	21.93	22.32	22.70	23.08	23.46	23.84	24.22	24.60	24.98	25.36
22	18.24	18.58	18.93	19.29	19.70	20.70	21.12	21.54	21.93	22.32	22.70	21.54	21.97	22.37	22.76	23.15	23.54	23.93	24.32	24.71	25.10	25.49	25.88
23	18.60	18.95	19.31	19.68	20.09	21.11	21.54	21.97	22.37	22.76	23.15	21.97	22.37	22.76	23.15	23.54	23.93	24.32	24.71	25.10	25.49	25.88	26.27
17/24	18.97	19.52	19.89	20.27	20.69	21.74	22.19	22.63	23.04	23.45	23.86	22.63	23.04	23.45	23.86	24.27	24.68	25.09	25.50	25.91	26.32	26.73	27.14
25	19.35	19.91	20.29	20.68	21.10	22.17	22.63	23.08	23.50	23.91	24.32	23.08	23.54	23.97	24.40	24.83	25.26	25.69	26.12	26.55	26.98	27.41	27.84
26	19.74	20.31	20.70	21.09	21.52	22.61	23.08	23.54	23.97	24.40	24.83	23.54	24.01	24.44	24.87	25.30	25.73	26.16	26.59	27.02	27.45	27.88	28.31
27	20.13	20.72	21.11	21.51	21.95	23.06	23.54	24.01	24.45	24.94	25.37	24.01	24.49	24.94	25.37	25.80	26.23	26.66	27.09	27.52	27.95	28.38	28.81
18/28	20.53	21.13	21.53	21.94	22.39	23.52	24.01	24.49	24.94	25.44	25.87	24.49	24.98	25.44	25.87	26.30	26.73	27.16	27.59	28.02	28.45	28.88	29.31
29	20.94	21.55	21.96	22.38	22.84	23.99	24.49	24.98	25.48	25.95	26.42	24.98	25.48	25.95	26.42	26.85	27.28	27.71	28.14	28.57	29.00	29.43	29.86
30	21.36	21.98	22.40	22.83	23.30	24.47	24.98	25.48	25.99	26.47	26.94	25.48	25.99	26.47	26.94	27.37	27.80	28.23	28.66	29.09	29.52	29.95	30.38
31	21.79	22.42	22.85	23.29	23.77	24.96	25.48	25.99	26.47	26.97	27.44	25.99	26.47	26.97	27.44	27.87	28.30	28.73	29.16	29.59	30.02	30.45	30.88
19/32	22.23	22.87	23.31	23.76	24.25	25.46	25.99	26.51	27.00	27.49	27.96	26.51	27.00	27.49	27.96	28.39	28.82	29.25	29.68	30.11	30.54	30.97	31.40

Tfid
6/22/22
[Signature]
[Signature]

Highlands County ESP Association

**Chairman
Negotiations Committee
HCESPA**

President

Executive Board Member

Executive Board Member

Executive Board Member

Negotiations Committee

Negotiations Committee

Highlands County School Board

**Chairman
Negotiations Committee
Highlands County School Board**

**Superintendent,
As Secretary to the Board**

Chairman

Vice – Chairman

Board Member

Board Member

Board Member