

Highlands ESP Salary and Benefit Contract

Based on the 2025-2028 Collective Bargaining Agreement (CBA) between the School Board of Highlands County and the HCESPA, here is a comprehensive chart outlining **ALL ECONOMIC BENEFITS** (monetary compensation and direct employer-paid benefits) for Educational Support Professionals (ESP)

The chart is organized into six categories: Base Wages, Wage Supplements & Differentials, Overtime & Special Duty Pay, Paid Leave (Economic Value), Employer-Paid Insurance, and Retirement & Terminal Pay

Benefit Category	Specific Economic Benefit	Rate/Amount/Details	Contract Citation	Notes
1. Base Wages	Hourly Salary Schedule	Ranges from \$15.83/hr (paygrade 7, Step 0) to \$35.65/hr (Paygrade 17, Step 30). Placement depends on job classification, work year (e.g., 10, 11, 12-month), and verified experience (up to 5 years, or 10 in critical shortage areas).	Article XII.A (p.41); Salary Schedule (p.50)	
	Payroll Installments	All ESPs are paid in 24 installments (bi-monthly) via direct deposit. New hires after the start of the year receive fewer installments.	Article XII.D.2 (p. 42-43)	
2. Wage Supplements & Differentials	Substitute Calling Supplement	\$2,015 per year (one per school) for an employee assigned the task of calling substitutes. Can be divided if shared.	Article XII.B (p. 41)	
	ASL Interpreter Supplement	Index of 0.13 (13% of base wages) or 0.25 (25% of salary) depending on location in contract* (Note:	Art. XII.C.4 (p. 42); Appendix B (p. 53)	

		Art. XII states .13, but Appendix B states .25 for credentialed interpreters assigned to deaf students).		
	Classroom Coverage Pay	+\$3.00 per hour over the current rate of pay for the full workday when a non-instructional employee is pulled to cover a classroom for more than ½ day.	Art. XII.C.5 (p.42)	
	Higher Paid Assignment	When temporarily assigned to a higher-paid position, compensation is at Step 0 of the higher pay grade , or at least \$0.50/hour over current rate, effective from the first workday.	Art. VI.E.11 (p. 22)	
	Tool Allowance (Mechanics)	\$600 annually for each full-time automotive mechanic (131+ days) to purchase/maintain personal tools. Requires receipts.	Art. VI.C.3 (p. 20)	
3. Overtime & Special Duty Pay	Call-Back Pay (Emergency)	1.5x normal rate of pay (commencing when leaving home, ending when returning home) if called back to work outside regular hours and it exceeds 40 hours/week. Plus, mileage reimbursement if a Board vehicle isn't provided.	Art. VI.E.4 (p. 22)	

	Field Trip Compensation	Bus operators/attendants paid at regular rate ; compensable time starts at report time and ends upon return to compound, plus 30 minutes for prep/duties. If a trip is canceled after assignment, they receive a minimum of 1 hour show-up pay (excluding natural events).	Art. VI.F.3 (p. 24-25)	
	Meeting/Training Pay	Required attendance at faculty meetings, Inservice, or student discipline proceedings outside normal work hours is paid at the hourly rate (minimum 1-hour guarantee for proceedings).	Art. VI.E.9 (p. 22); Art.VI. F.4.e (p.26)	
	Travel Between Sites	Paid for time spent traveling between compound/sites. If using a personal vehicle, mileage is paid at the Board-approved rate.	Art. XII.C.6 (p. 42)	
4. Paid Leave (Economic Value)	Sick Leave	Accrues at 1 day per month (12 days/year). Unused sick leave accumulates indefinitely and has terminal pay value (see Section 6).	Art. X.A (p. 36)	
	Personal Leave	6 days paid leave per year (charge to accrued sick leave, non-cumulative).	Art. X.F. (p.37)	

	Annual Leave (12-month only)	Accrues at 8, 10, or 12 hours/month based on years of service (up to 5 yrs; 5-10 yrs; 10+ yrs). Max accrual is 240 hours (30 days). Upon termination, unused annual leave is paid out at the current daily rate.	Art. X.J (p. 37-38)	
	Bereavement Leave	Up to 2 paid days per incident (not charged to leave balance) for immediate family (includes grandchildren).	Art. X.V (p. 40)	
	Paid Holidays	4, 6, or 8 paid holidays per year based on contract length (183, 190, 210, or 248 duty days).	Art. VI.B.1 (p. 19)	
	Jury Duty/Subpoena	Paid leave without loss pay for jury duty or required court appearances (if not a party in interest).	Art. X.G. (p.37)	
5. Employer-Paid Insurance	Medical Insurance	The Board provides a health insurance policy (hospitalization, surgical, employee health center) as recommended by the Insurance Committee. Dependents can be added to the employee's expense.	Art. XIII.A (p. 47)	
	Term Life Insurance	The Board provides a \$20,000 term life insurance policy for each unit member (upon application within 30 days of hire).	Art. XIII.B (p. 48)	

		Employees may purchase additional coverage (\$25k increments up to \$125k) at own expense		
	Dental Insurance	The Board provides a preventive dental insurance policy. Dependents can be added at the employee's expense.	Art. XIII.C (p. 48)	
6. Retirement & Terminal Pay	Terminal Sick Leave Payout	Upon separation/death, paid for unused sick leave at the current daily rate based on a sliding scale: - 35% (Years 1-3) - 40% (Years 4-6) - 45% (Years 7-9) - 50% (Years 10-12) - 75% (13+ Years)	Art. XII.E (p. 43-44)	
	DROP (Deferred Retirement)	Employees in DROP have terminal sick leave paid into a Board-approved 401(a) plan (defers income tax & avoids Social Security/Medicare tax on that pay). Payments made annually on July 15th	Art. XII.F (p. 44-45)	
	Special Terminal Pay Plan	Board provides a 401(a) plan for terminal sick/vacation pay benefits exceeding \$2500 (for FRS retirees with 6+ years' service and a min. balance of \$2500).	Art. XII.F (Special Plan) (p. 46)	

	Sick Leave Buy-Back	Employees with 50+ accrued days at the start of the year may sell newly accrued sick leave back to the Board at 80% of their daily rate (payout capped at \$25,000 first-come, first serve).	Art. XII.H (p. 47)	
	401(a) Early Withdrawal Reimbursement	If an employee under 55 takes a cash distribution from the 401(a) plan and is assessed a 10% penalty, the Board reimburses the difference between the 10% penalty and the combined FICA/Medicare rate.	Art. XII.F (p. 46)	