



2020-2021 Paraprofessional Unit Collective Bargaining Ratification Packet Tentative Agreements (E-Mail)

This has been a tough year for everyone. The way that we live our daily lives and the way we approach work have been truly extraordinary. The state of Florida has experienced a decrease in revenue as the once much traveled state of Florida is not completely open to conduct business safely because of the number of COVID infections. Revenues are down and that spells trouble for public schools. **Cuts to state funding are being projected for January.** Additionally, the decision to open schools for brick and mortar instruction has been costly as monies had to be diverted to maintain disinfected worksites and to protect students and school staffs from infection due to COVID-19. **In spite of all of this, DTU and the DCSB have reached a Tentative Agreement on Non-economic and economic issues for the Paraprofessional Unit. If ratified, it will be a three-year agreement.**

Before the spread of COVID-19, the Florida Legislature passed and the Governor signed into law, a bill during the last Legislative session. HB641, provided funding for some salary increases. Unfortunately, guidelines for use of those allocations were only directed to cover teacher salaries. That meant that DTU had to find money for Paraprofessional salaries through the collective bargaining process. During the Florida November election, however, an amendment to raise the minimum hourly wage was passed. The projected rise to \$15 per hour will take five years to implement. No money has been provided from the state to begin the implementation. That will eventually impact paraprofessionals.

The Collective Bargaining Process:

DTU leadership, staff and paraprofessional volunteers comprised the Paraprofessional Collective Bargaining Team. Ideas for proposals to take to the table were received from Paraprofessional Unit members via the Collective Bargaining Survey and through emails and meetings with paraprofessional groups. The Team met to review, revise, and finally approve both the non-economic and economic proposals. The DTU Board of Directors met and approved the proposals to present at the table.

The DTU and DCSB Teams met for the first time on February 25, 2020. Both Teams placed their respective proposals on the table. Additional meetings were held to discuss, approve, modify, or reject the proposals. After each meeting, DTU provided email updates to its members on the status of the negotiations. After much discussion on non-economic and economic proposals, an overall tentative agreement was reached.

The Ratification Process:

This packet includes a **synopsis** of the Tentative Agreement reached between DTU and the DCSB for the Paraprofessional Unit. **Enclosed in this mailing is a ratification ballot.** Paraprofessionals must complete the Ratification Ballot indicating whether or not they will approve the Tentative Agreement. The completed ballot is to be mailed or hand delivered to the DTU office (1601 Atlantic Blvd.) The ballot must be **received** at DTU by Friday, December 11, 2020 at Noon pm.

Ballots will be counted on Friday, December 11, 2020 at 4:00 pm.

The ballot may be mailed or delivered in person to the DTU office (1601 Atlantic Blvd.). If you don't receive a ballot, you must come in person to the DTU office to pick up a ballot. A picture ID will be required to receive the ballot.

Tentative Agreement Email:

DTU will send an email via the DCPS email addresses to all Paraprofessional Unit employees to present the entire Tentative Agreement. Complete economic and non-economic proposals, tentatively agreed to, will be included, along with the proposed salary schedules. **The email process does not include a ballot or opportunity to vote on the Tentative Agreement.** That is done through the U.S. mail process. **Please read the entire emailed agreement before completing your ballot.**

A meeting to review the Tentative Agreement is scheduled for Tuesday, December 8, 2020 at 4:00 pm at the Schultz Center located at 4019 Boulevard Center Drive.

Paraprofessional Non-Economic Tentative Agreement

Below you will find the DCPS and DTU Non-Economic Proposals.

ARTICLE V

D. Workday

Add #4 Tardy Policy

B. Sick Leave

6. Tardy Policy

Employees are **expected** to make every effort to arrive at work on time. When unforeseen or emergency situations (rare extreme traffic delays/accidents, home emergencies, etc.) prevent on time arrival before the student day, employees are to call in to notify and explain to the appropriate principal/supervisor/designee that they will be late. ~~These infrequent cases will not be held against the employee. Routine and frequent tardies may~~ **will** lead to the docking of pay, use of sick leave, or the initiation of the disciplinary process. ~~If an employee has a daily or weekly issue being tardy due to extenuating circumstances, he or she should work with the principal to use flex scheduling, if appropriate, to accommodate the needs of the employee and the employer.~~

ARTICLE IV – PARAPROFESSIONAL DIFFERENTIATED CLASSIFICATIONS AND CAREER DEVELOPMENT

C. In-Service Training

When early release days are provided in the calendar, principals shall provide for **job specific in-service** or allow participation in appropriate **and applicable** in-service for instructional members of this unit. **Paraprofessionals may shall be allowed to provide input into areas for in-service.** Paraprofessionals shall not be used to supervise students on early release days, **except in emergency situations** and then only under the supervision of a certificated employee. Principals should plan for late parents. ~~Late pickup by parents does not constitute an emergency. Paraprofessionals are not to supervise students in extended day during the workday.~~

ARTICLE V - RIGHTS AND EMPLOYMENT CONDITIONS

A. General Provisions

1. No paraprofessional will be required to assume full responsibility or supervision of students in violation of Florida Statute. (language transferred from Article V,AA) which states as follows:

“A district school board may appoint educational paraprofessionals to assist members of the instructional staff in carrying out their duties and responsibilities. An education paraprofessional shall not be required to hold a teaching certificate. An education paraprofessional, while rendering services under the supervision of a certified teacher, shall be accorded the same protection of laws as that accorded the certified teacher. Paid education paraprofessionals employed by a district school board shall be entitled to the same rights as those accorded non-instructional employees of the district school board.”

No employees shall be required to function as a substitute in the absence of the regularly assigned teacher except in case of an emergency and then for no more than 30 minutes **a day (except in the case of multiple emergencies)**. Substituting is defined as any time a paraprofessional instructs (this includes instructing computer classes and Science lab classes) and or supervises a class of students in place of the certificated classroom teacher who is either absent, on TDE, or at a scheduled event, such as MRT meetings. An emergency shall be defined as circumstances reasonably beyond the control of the Employer such as acts of God as well as other situations which could not reasonably be prevented. The Superintendent agrees to issue a written directive to school principals indicating that paraprofessionals are not to be used as substitute teachers, but are to be used to assist members of the instructional staff in carrying out their duties and responsibilities.

Paraprofessionals are to be supervised by a certificated employee while performing their duties. When a paraprofessional is rendering services directly to students, whether individually or in small groups, the term “supervised” shall mean either that: (1) the paraprofessional is working in the same classroom directly with a certificated employee; or (2) if not in the same classroom, a designated certificated employee, whose identity is made known to the paraprofessional, is in close proximity, available to assist the paraprofessional if there are problems and who periodically checks to determine if the paraprofessional needs assistance with the students. In

either case, a paraprofessional shall not be left alone supervising an individual or small group of students for more than thirty (30) minutes.

5. Paraprofessionals may assist the classroom teacher in the supervision of students on the playground. **At no time is a paraprofessional to be left alone with students on the playground without the supervision of a certificated employee.**

ARTICLE IV – PARAPROFESSIONAL DIFFERENTIATED CLASSIFICATIONS AND CAREER DEVELOPMENT

B. Job Classification and Qualifications

4. Security Paraprofessional

~~**Examples:** The Security Paraprofessional, under the supervision of the site administrator/designee, will perform responsibilities that assist the security efforts of the building and grounds. Responsibilities may include observing/monitoring students in the halls, restrooms, lunchroom, as well as the boarding and debarking of buses/cars.~~

~~**Description:** Under the supervision of the site administrator/designee, the Security Paraprofessional will be assigned non-instructional responsibilities that assist the administrator of the school in the security efforts of the building and grounds.~~

~~Security Paraprofessional Salary Schedule Assignment~~

~~COLUMN I~~

~~A regular security paraprofessional shall be assigned to column I unless he/she qualifies for movement to columns II, III, IV, or V.~~

~~COLUMN II~~

~~Movement to column II requires 36 hours of in-service or one (1) three-hour college credit course in a job-related area preapproved by the Employer. Official transcripts must be on file in Human Resources reflecting these requirements. (Security paraprofessionals who can document previous credit for in-service hours will be given credit retroactively.)~~

~~COLUMN III~~

~~Movement to column III requires 90 hours of in-service or (15) hours of college credit in a job-related area preapproved by the Employer. Official transcripts must be on file in Human Resources reflecting these requirements. (Security paraprofessionals who can document previous credit for in-service hours will be given credit retroactively.)~~

~~COLUMN IV~~

~~Assignment to Column IV requires completion of 180 hours of in-service or 60 semester hours of accredited college course work or an AA/AS degree. Official transcripts must be on file in Human Resources reflecting these requirements.~~

~~COLUMN V~~

~~Movement to column V requires the security paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the security paraprofessional's major area of study is required. Official transcripts must be on file in Human Resources reflecting these requirements.~~

DCPS proposal is the same

B. Job Classification and Qualifications

#4. Security Paraprofessional Page 21-22

Strike all language under #4. Security paras are now Security Guards covered under UOPD.

ARTICLE VI - EVALUATION/PERSONNEL FILES

The Duval Teachers United and Duval County Public Schools will collaborate to revise the current Paraprofessional evaluation instrument to include levels of performance similar ~~to~~ **consistent with** to instructional **DTU** evaluation ratings. **The Paraprofessional Evaluation Rubrics Guidelines are incorporated into this document by reference. Any subsequent changes to the Paraprofessional Evaluation System are subject to collective bargaining.** Training of administrative personnel and paraprofessionals shall be required prior to implementation of any revisions.

A. Evaluation

1. At the time, new members of the bargaining unit are hired, they shall be provided access to all ~~with~~ copies of the forms and procedures to be used in their official evaluation. **An observation evaluation will be conducted by administration within the first 45 days of hire and feedback given within five (5) days of the observation using the approved evaluation tool.** If evaluation procedures and forms are changed, all bargaining unit members will be informed of changes and provided copies of new forms and procedures at an orientation session with their supervisor.

2. Each employee will be evaluated by a school principal administrator with input from supervising teacher(s) as appropriate, by April 1, of each year, except for paraprofessionals in danger of an overall unsatisfactory evaluation who will be evaluated by the principal. Any written input from the supervising teacher(s) shall be provided to the employee upon request. Each member will be evaluated by the school principal with input from supervising teacher(s) as appropriate, by April 1, of each year. Any written input from the supervising teacher(s) shall be provided to the employee upon request.

3. Before an employee is given an unsatisfactory final performance evaluation, he/she shall:

a. Be Observed by the **Principal. If the principal is out on extended leave, another school administrator may perform this function.**

b. Be notified in writing no later than ~~March 1,~~ **January 13**, citing deficiencies noted. The Professional Behaviors Instrument must be completed by this time.

c. **Conference with the principal (unless principal is on extended leave) on or before March 1, January 30,** the principal shall conference with the employee to ~~create to implement a Success-Growth Plan with input from the employee. All strategies for improvement cited on the Success Growth Plan must specifically address the deficiencies noted.~~

d. Be observed for evaluation a second time prior to the writing of the final performance evaluation.

4. **Each employee, upon request, shall be provided a copy of her/his evaluation forms at the time of the Summative Evaluation Conference. The electronic signature is required as it indicates acknowledgement of the form, not acceptance.**

5. The official evaluation form shall provide an option for comments by the employee being evaluated. Any employee may attach other comments to the form or send her/his comments directly to the Assistant Superintendent for Human Resources.

6. Employees with three years or more of ~~satisfactory~~ **Effective** service who receive unsatisfactory evaluations shall be returned to probationary status under new supervisors for the period of one Semester. The employee shall be reevaluated by the end of the semester. If ~~the~~ **the** employee is ~~found~~ **rated** ~~satisfactory~~ **Effective** at that time, he/she shall be returned to prior status at that time. The employees will not be excluded from the surplus provision.

ARTICLE V - RIGHTS AND EMPLOYMENT CONDITIONS

A. General Provisions

4. Paraprofessionals may be assigned to monitoring duties in the cafeteria, but shall not be required to perform custodial chores such as cleaning (sweeping, mopping, etc.), bagging or emptying trash, or moving furniture. Paraprofessionals assigned to cafeteria duty shall have input into the duty Schedule. ~~and every effort will be made to~~ Cafeteria duty will be limited ~~duty to~~ **no more than 60-consecutive minutes without a 15-minute break, per day which may be scheduled in one 90-minute period or multiple shorter periods.** ~~1½ consecutive hours a day.~~ Paraprofessionals assigned to monitor students in the cafeteria shall be supervised by a designated certificated employee, whose identity is made known to the paraprofessionals, is in close proximity, available to assist the paraprofessionals if there are problems, and who periodically checks to determine if the paraprofessionals need assistance. **This item is for 2020-2021 SY only and will be re-bargained for the 2021-2022 SY.**

ARTICLE V - RIGHTS AND EMPLOYMENT CONDITIONS

P. Student Discipline

When a student's behavior causes serious disruption or violates the Student Code of Conduct in the classroom or other school location, the employee shall **have the authority to write student behavior referrals. In the absence of an administrator or supervising teacher, the paraprofessional can send a disruptive student to the office. and send students to the office. The Paraprofessional shall** report ~~it~~ **such action** to the principal/supervising teacher.

The employee shall be given effective support and authority in student discipline situations as prescribed in the Student Code of Conduct. Such support and authority shall be consistent with law, the Student Code of Conduct, the individual school Discipline Plan, and the policies and practices of the Employer. Each school's Discipline Plan shall contain a provision that specifies how paraprofessionals are to deal with individual students who commit conduct code offenses. ~~Paraprofessionals may be given the authority to write student referrals and send students to the office.~~

Article I - Purpose & Recognition

B. Recognition

Pursuant to and in accordance with all applicable provisions of Part 2, Chapter 447, Florida Statutes, and the Rules and Regulations of the Public Employees Relations Commission, the Duval County School Board, hereinafter referred to as the Employer, including its duly designated representatives, recognizes the Duval Teachers United, hereinafter referred to as DTU, as the exclusive bargaining representative for those employees in the defined bargaining unit for the purpose of collective bargaining with respect to the determination of the wages, hours, and terms and conditions of employment of the public employees, hereinafter referred to as employee(s) unless otherwise indicated, within the bargaining unit. The bargaining unit shall include:

Instructional Paraprofessional (Regular Needs)

- Paraprofessional KDG
- Paraprofessional 1
- Paraprofessional ESOL Elem
- Paraprofessional ESOL Middle
- Paraprofessional ESOL High
- Paraprofessional Elementary
- Paraprofessional Alternative Schools
- Paraprofessional Secondary
- Paraprofessional Pre-K

Instructional Paraprofessional (Special Needs)

- Paraprofessional ADA
- Paraprofessional ESE
- Paraprofessional ESE Center Schools
- Paraprofessional Student Focused
- Paraprofessional ASD
- Paraprofessional Physically Impaired
- Paraprofessional ESE Pre-K
- Paraprofessional EBD

ISSP Facilitator Paraprofessional

- Paraprofessional ISSP Facilitator

Child Development Associate

- Child Development Associate Instructor

Article VII: Leaves of Absence

- B-6. Employee's Sick Leave Responsibility-Notification**
Absences should be entered in ESS (Employee Self Service) by the employee immediately following their return to work. If proper leave forms are not submitted within three working days after returning from an absence, a leave without pay will be charged to the employee. The employee is permitted to submit a one-time reversal request when a LWOP has been entered due to the employee failing to submit the required leave request.

Article II – Salary

A. Statement of Salary page 5

A. Statement of Salary

A paraprofessional shall be paid at an hourly rate in accordance with the following stipulations and the schedule listed at the end of this article, ~~effective July 1, 1998~~. Classifications shall be defined in accordance with Article IV.

Article II – Salary

B Paychecks Page 8

A. Paychecks

- ~~1. Employee paychecks shall be handled by an authorized person in a confidential manner and shall be placed in sealed individual envelopes by such authorized person.~~
- ~~2. Paychecks shall not be accessible nor handled by any member of the staff other than the department or division head, principal or immediate supervisor, or the designated secretary or clerk.~~
- ~~3. Employees on an approved leave with pay may designate, in writing, an individual to pick up her/his paycheck at the designated location by notifying the principal or immediate supervisor or designee.~~
- ~~4. Paychecks will be transmitted electronically to employees' bank accounts upon request of the employee.~~

1. **Effective July 1, 2005, eElectronic Funds Transfer (Direct Deposit) will be is required for all employees.**
2. **A dedicated kiosk station with a printer will be available to employees at each worksite for the purpose of accessing pay stubs.**
3. **Any Paychecks that are required to be mailed will be sent to the address on file in ESS. The employee can update their address through the Employee Self Service Portal (ESS).**

Article II – Salary

C. Optional Pay Plan Page 8-9

C. Optional Pay Plan

1. Employees wishing to select the Optional Pay Plan must forward a signed request to the ~~Division of Human Resource Services prior to the first scheduled pay date of each school year, during a mutually agreed upon window enrollment period each fiscal year.~~ Those employees who previously elected the Optional Pay Plan will remain on ~~continue to be paid from it unless specifically canceled in writing before the first scheduled pay date of each school year, during the same window enrollment period.~~
2. Employee leave time will be calculated on hours ~~or days~~ earned, and not hours ~~or days~~ paid.
3. All funds paid out under the regular or optional pay plans will be paid out by the end of the fiscal year (June 30).

Article II – Salary

H. Calendar of Paydays Page 10

H. Calendar of Paydays

Employees will receive their regular salaries in accordance with a pay calendar including format mutually agreed to by the parties. The Employer and D.T.U. shall meet as soon as reasonably possible prior to the start of the new school year for the purpose of negotiations for the pay calendar. The new pay calendar shall be attached to this Agreement as an addendum.

~~Employees' paychecks shall be issued at their respective work sites on the last day prior to a nonworkday, or shall be mailed to their home address in advance to assure delivery on the negotiated calendar payday.~~

Article II – Salary

L. Background Checks Page 10

L. Background Checks

~~Pursuant to Florida Statute 1012.32, any member of the bargaining unit hired prior to July 1, 2004, must be re-fingerprinted. For the term of the current Agreement, the District shall pay for the re-fingerprinting and maintenance fees.~~

Pursuant to Florida Statute 1012.32, any person seeking employment with DCSB is required to be fingerprinted before employment. For the term of the current Agreement, the District shall pay for re-fingerprinting and maintenance fees.

Article III – Benefits

A. Health Insurance Page 12

A. Health Insurance

1. Employees who complete their contractual obligation through the end of the school year shall have their coverage extended through **August 31** ~~September 30~~.
3. Any employee on approved leave of absence (without pay) shall **have coverage extended to the end of the month following** ~~be covered for a period of 30 days from the beginning date of the leave.~~
7. The ~~DCPS Risk Management~~ **DCSB Employee Services/Risk Management** Office will become the administrator for ~~the~~ a "self-funded" health care program using a third party administrator to administer all claims related issues and program operations.
 - a. Checks and balances will be put into place to examine the financial viability of remaining "self-funded." An independent actuarial analysis will be performed annually to assure financial viability.
 - b. The District Insurance Committee comprised of representatives from DTU, **AFSCME Florida Council 79 affiliated with** American Federation of State, County, and Municipal Employees (AFL-CIO), Jacksonville Supervisors Association, Northeast Florida Public Employees, Local 630, LIUNA, AFL-CIO, **LIUNA (Health Services), the Fraternal Order of Police Jacksonville Consolidated Lodge No 5-30, and International Brotherhood of Electrical Workers Local Union 177** ~~and The School Maintenance Employees & Associates, Inc,~~ and DCPS **DCSB** will meet monthly to review all relevant information/data that may impact the status and viability of remaining "self-funded" in future years.

Article III – Benefits

B. Life Insurance Page 13

B. Life Insurance

The Employer agrees to provide employees with basic life insurance coverage consisting of a \$10,000 life insurance policy with a \$10,000 accidental death and dismemberment insurance rider. Employees shall have the option to purchase, at their cost, supplemental life insurance coverage up to three times their annual salary (unless that amount exceeds the established cap), less the basic insurance amount or a flat

\$50,000 coverage.

Employees who complete their contractual obligation through the end of the school year shall have their coverage extended through ~~September 30~~ August 31.

An employee on approved leave of absence (without pay) shall have the basic coverage extended to the end of the month following ~~for a period of~~ 30 days from the beginning date of the leave.

Article III – Benefits

C. Insurance for Retired Employees Page 13

Strike some of the language in second and third paragraph that is not correct for current practices and procedures.

C. Insurance for Retired Employees

The Employer agrees to make available group plans for health insurance (including HMOs as allowed by the terms of the local HMO plans offered by the Employer) and life insurance for employees retired under any Florida or local Retirement Plan. However, in no case will any insurance provision for retirees be adopted which has any adverse impact upon active employee premiums. The Insurance Committee shall study the costs of expanding group life insurance coverage to retired employees to determine any adverse impact upon active employee premiums.

~~Employees wishing to participate in this program must apply and submit payment of the first premium no later than the 25th of the month prior to termination of coverage in the active employee group. Employees who do not apply within this period may be admitted to the group only upon submission of satisfactory proof of insurability.~~

~~The health insurance premium will be the same as the Employer contributes for active employees to age 65. Those who are enrolled and covered under the provisions of Medicare Parts A and B may continue coverage beyond age 65 by paying a premium for Medicare supplement coverage. or continue to participate in the active employee plan. A provision for group life insurance for retired employees shall be incorporated into any bid for group life insurance made during the term of this contract.~~

In the case where two (2) married employees are retired from the School Board, one (1) retiree may carry the spouse as a dependent on the health plan, and that dependent may convert to single coverage under the plan without proof of insurability upon the death of the other, providing that there is no break in coverage. Retirement shall be construed as receiving benefits under any Florida or Local Retirement Plan.

Article III – Benefits

D. Sick Leave Pool Page 14-15

2. Sick Leave Pool

Sick Leave Pool

- c. Each new sick leave pool employee shall contribute one (1) day of earned sick leave during each enrollment period. ~~the window entry period between September 1 and September 30.~~ Any employee who contributes one (1) day, within the window period, to the Sick Leave Pool shall have it returned to his account if the bank fails to become operable.
- ~~d. The Sick Leave Pool shall have a minimum of one thousand (1,000) days on deposit before becoming operable.~~
- e. The Pool shall be regulated by the following minimum requirements:
 - (8) All participating members shall contribute one (1) day at the window entry period if the Pool balance reaches below two hundred fifty (250) days.

Article III – Benefits

G. Terminal Pay Page 14

G. Terminal Pay

To encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance, the Board will provide terminal pay to personnel at resignation, normal

retirement, or to their beneficiaries if services are terminated by death. Terminal pay shall not exceed an amount determined by the daily rate of the employee at resignation, retirement, or death as follows:

1. Terminal pay shall be provided to an employee at termination or retirement or to his beneficiary if service is terminated by death; however, such terminal pay shall not exceed an amount determined as follows:
 - a. During the first 3 years of service with the Employer, the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
 - b. During the next 3 years of service with the Employer, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
 - c. During the next 3 years of service with the Employer, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
 - d. During the next 3 years of service with the Employer, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
 - e. During and after the 13th year of service with the Employer, the daily rate of pay shall be multiplied by 94% of the number of days accumulated sick leave upon retirement.
 - f. During and after the 13th year of service with the Employer, the daily rate of pay multiplied by 80 percent of the number of days of accumulated sick leave upon termination.

~~For those former employees rehired and new hires with Florida experience after July 1, 1984, the above listed terminal pay provisions shall apply only to those sick leave days accumulated after the current date of employment. Any sick leave taken after July 1, 1984, shall be charged first to those days accrued after July 1, 1984.~~

2. Payment

Payment for the resignation, termination, and retirement benefit will be made within 30 calendar work days of the **receipt of the Exit Interview Leave Disposition Form by the Payroll Department.** ~~effective resignation or retirement date.~~

Article III – Benefits

E. Annual Payment for Accumulated Sick Leave Page 15 (known as Sick Leave Buy Back)

E. Annual Payment for Accumulated Sick Leave

Employees with three (3) or more years of service with the Employer shall have the option to receive annual payment for accumulated sick leave earned for that year that is unused at the end of the school year based on the daily rate of pay of the employee multiplied by fifty per cent (50%). **Any leave that is donated to a family member or co-worker is considered used leave.** Days for which such payment is received shall be deducted from the accumulated leave balance. However, at no time shall the accumulated leave balance be less than ten (10) days. Once the employees elected annual payment for accumulated sick leave, they do not qualify for terminal pay for that year.

Article III – Benefits

H. PESCO and Financial Institutions Payroll Deductions Page 16-17

H. PESCO and Financial Institutions Payroll Deductions

Services shall be provided to employees requesting payroll deductions in favor of the Community First Credit Union, PESCO, the ~~AFL/CIO Jax Federal~~ Credit Union, and NTA in accordance with the existing NTA contract. Consideration of any new payroll deduction shall be conducted through a survey generated by DTU, and distributed through school mail, and shall be given to each employee. Surveys will be returned to DTU through the school mail. A minimum of twenty-five (25) employees must show interest in order to implement a new payroll deduction.

~~Upon sufficient interest shown as specified in this section, the Employer shall provide payroll deduction services to employees for the Florida Prepaid College Program.~~

Article III – Benefits

J. Use of Employees' Vehicles/Reimbursement Page 17

J. Use of Employees' Vehicles/Reimbursement

1. When an employee's regularly assigned duties require use of a personal automobile in the performance of duties, the employee will be reimbursed for mileage at the **rate authorized by the Employer** ~~maximum amount per mile authorized by the Consolidated City Government of Jacksonville~~ or transportation shall be provided to the job site from the permanent work location.
2. Employees in the bargaining unit who have been approved by the Employer to receive mileage shall receive the maximum amount per mile **based on the IRS mileage rate regulation guidelines each year.** ~~authorized by the Consolidated City Government of Jacksonville.~~

Article III – Benefits

K. Savings Bonds Page 17

K. Savings Bonds

1. ~~The Employer agrees to include employees in the existing system of payroll deduction through which an employee may purchase United States Savings Bonds.~~
2. ~~The enrollment period shall be announced and posted annually.~~
3. ~~Authorization for Savings Bond deductions may be withdrawn by the employee according to procedures established by the Employer.~~
4. ~~Twelve-month employees and employees who have chosen the optional pay plan may elect to have deductions for Savings Bonds made throughout the entire fiscal year.~~

Article IV – Paraprofessional Differentiated Classification and Career Development

B. Job Classification and Qualifications #1. ISSP Facilitator Page 18-19

1. ISSP Facilitator

Description: ~~The ISSP Facilitator is assigned the responsibility for instructional assistance and maintenance of discipline for at least 80% of the workday with remote supervision by certificated staff.~~

Under the supervision of the site administrator, the ISSP Facilitator is assigned for at least 80% of the work day the responsibility of providing instructional assistance and maintaining discipline in the In-School Suspension Program classroom(s). Remote supervision of the ISSP Facilitator by appropriate certificated staff will be provided (Added from DTU proposal) **who will periodically check in with the ISSP Facilitator and be available to assist with problems. The ISSP Facilitator is not responsible for creating work for ISSP students. ISSP Facilitators will confer with classroom teachers, who are responsible for providing classwork for the students being supervised.**

Qualifications/Education /Training: At least 60 semester hours or an AA degree. Additional training required for ISSP and in accordance with SBER 6A-1.070. District level training will be provided during pre-planning for those hired at the beginning of the school year. When an employee is hired after the beginning of the school year, one TDE day will be provided to observe a successful ISSP classroom before the employee is required to assume an ISSP program. ISSP facilitator will receive a minimum of yearly training on classroom management, basic instructional and up to date behavioral strategies in order to assist students.

Examples of Work: The ISSP Facilitator is responsible for establishing and maintaining a positive learning environment for students assigned to in-school suspension. The ISSP facilitator is not a substitute teacher and is, therefore, not responsible for primary instruction, or grading. Responsibilities would include establishing a classroom management plan, providing individual assistance to students for instructional purposes (i.e.: clarifying directions, assisting with reading, etc.), compiling/distributing student assignments from the classroom teacher or other certificated personnel, and oversight of ISSP student activities during the day. In some situations, the ISSP

Facilitator may be responsible for gathering materials/resources at the school for students, initiating or reviewing student assignments (not grading), collecting student work, appropriate record keeping, and orienting students who are new to the school. It is the ISSP Facilitator, under the supervision of the site administrator/designee, who is responsible for ensuring that students conform to established school and classroom rules, complete instructional requirements, and generally ensure that students are offered the opportunity to continue in a school environment during the student's period of suspension.

More specifically the ISSP Facilitator will supervise and monitor student behavior (including reading and explaining rules and procedures about ISSP to students), implement and enforce the rules on a consistent basis and evaluate student behavior on a set schedule (including completing behavioral reinforcement data). In addition, the ISSP Facilitator will implement behavior management techniques with specific students, distribute/collect/assess student work folders to ensure work is complete, and monitor students during environmental duty/restroom breaks. The ISSP Facilitator will also communicate with teachers, administrators, parents, and school resource officers regarding concerns with students enrolled in ISSP. It shall also be the responsibility of the ISSP Paraprofessional to take daily student attendance, and document all students entering/exiting ISSP (including late arrivals, emergency placements, etc.).

Article IV – Paraprofessional Differentiated Classification and Career Development

B. Job Classification and Qualifications #2. Instructional Paraprofessional for Special Needs Page 19-20

2. Instructional Paraprofessional for Special Needs

Kind of work: Under supervision of an ESE teacher, the Instructional Paraprofessional for Special Needs is assigned for at least 80% of the workday the responsibility for assisting with classroom instruction and with the maintenance of discipline and childcare needs. Other responsibilities such as additional related classroom clerical duties, cafeteria duty, etc. may be assigned for a minor portion of the workday. General requirements of this position would be that the Instructional Paraprofessional for Special Needs would be able to provide assistance in all of the areas indicated as appropriate for the Instructional Paraprofessional (Regular Needs) as adapted to the complex and individualized areas required for students with special needs. It will not be the responsibility of the Paraprofessional to create lesson plans.

Examples of work: Classroom Instruction - Provides assistance with individual/group tutoring in academic areas including introducing and monitoring instructional activities, monitoring testing situations, and planning for instruction with the teacher according to student's Individual Educational Programs (IEP's). Assistance may include creating and using alternative instructional materials, assistance with electronic aids such as Braille and other reader programs, tape recorders, audio readers/trainers, adapted computer programs, communication programs, etc. based on student's individual special needs. Other areas of assistance in classroom instruction might include note taking, continuous planned prompting of students to initiate/maintain/complete learning activities, and individual use of low vision/hearing aids/materials. Providing individualized communication assistance including interpretive/translation (ESOL) services, communication board assistance, Braille transcribing assistance, and other adaptive devices necessary for instructional purposes.

Classroom/Behavior Management - Provides assistance to the teacher with planning, implementing, monitoring and evaluating complex individualized student behavior management programs. Assists with behavioral data collection, identifying problem behaviors and planned strategies to change behaviors according to students' IEP's. May participate in social skills training activities through individual/group counseling sessions with students, role-playing activities, and structured behavioral programming assistance (proximity control, prompting, and contingencies, coaching, cuing and planned ignoring). Under supervision of certificated staff, and after completing appropriate training, may provide physical crisis intervention assistance to prevent students from hurting themselves, others, or destroying property.

Child and Health Care Needs - Provides assistance designed to support and encourage independent functioning of students, daily living assistance, self-care activities, physical and occupational therapy assistance, orientation and mobility assistance and assistance with student safety according to students IEP's. Examples of this might include assistance with lifting, positioning, diapering, feeding, and physical restraint of individual students. The paraprofessional who has received appropriate training may assist with monitoring student's health status, assistance with prosthetic devices, student mobility training, and helping students with self-monitoring health care activities (catheterization, blood glucose monitoring, skin care for braces, etc).

Article IV – Paraprofessional Differentiated Classification and Career Development

B. Job Classification and Qualifications #3. Instructional Paraprofessional (Regular Needs) Page 20-21

2. Instructional Paraprofessional (Regular Needs)

Kind of Work: Under supervision of a classroom teacher, the Instructional Paraprofessional (Regular Needs) is assigned for at least 80% of the workday the responsibility for assisting classroom teachers with instruction and the maintenance of discipline in general education instructional situations. Responsibilities for the majority of the time must be spent on small group tutoring or instruction of children and grading papers under the supervision of the teacher and with other classroom duties assigned by the teacher. Other responsibilities such as additional related classroom clerical duties, cafeteria duty, etc. may be assigned for a minor portion of the workday by the site administrator/designee.

Examples of Work: In the classroom, introduce and monitor group instructional activities, monitor student-testing situations, assist the classroom teacher with planning for instruction, and manage student social skills development activities. Instructional assistance might include securing/producing-teaching resources such as bulletin boards, leading reading and/or other academic group activities, and responding to individual students requiring academic assistance. In addition, paraprofessionals may provide assistance by supervising student use of equipment (computers, tape recorders, instructional media programs, etc.), distributing/collecting assignments based on the teacher's directions, and facilitating the teacher in assessing student progress.

Classroom/Behavior Management - Provides assistance to teacher by assisting with developing, implementing and evaluating classroom behavior management plans. Activities might include monitoring the behavior of individuals or groups of students, assisting with student conflict resolution, providing reinforcement to students for appropriate behavior, crisis intervention when necessary, administering behavioral consequences under the direction of the teacher, and maintaining the classroom management plan established by the teacher.

Other Responsibilities - Under the direction of the site administrator Instructional Paraprofessionals (Regular Needs) may perform other responsibilities (20% of workday) including; assistance with parental contacts, ordering supplies, student record keeping, school lunch program information collection/maintenance, copying, maintenance/repair of materials, bus/car duty, media-center assistance etc.

Article IV – Paraprofessional Differentiated Classification and Career Development

B. Job Classification and Qualifications

Security Paraprofessional

Examples: The Security Paraprofessional, under the supervision of the site administrator/designee, will perform responsibilities that assist the security efforts of the building and grounds. Responsibilities

may include observing/monitoring students in the halls, restrooms, lunchroom, as well as the boarding and debarking of buses/cars.

Description: Under the supervision of the site administrator/designee, the Security Paraprofessional will be assigned non-instructional responsibilities that assist the administrator of the school in the security efforts of the building and grounds.

Security Paraprofessional Salary Schedule Assignment

COLUMN I

A regular security paraprofessional shall be assigned to column I unless he/she qualifies for movement to columns II, III, IV, or V.

COLUMN II

Movement to column II requires 36 hours of in service or one (1) three-hour college credit course in a job-related area preapproved by the Employer. Official transcripts must be on file in Human Resources reflecting these requirements. (Security paraprofessionals who can document previous credit for in-service hours will be given credit retroactively.)

COLUMN III

Movement to column III requires 90 hours of in service or (15) hours of college credit in a job-related area preapproved by the Employer. Official transcripts must be on file in Human Resources reflecting these requirements. (Security paraprofessionals who can document previous credit for in-service hours will be given credit retroactively.)

COLUMN IV

Assignment to Column IV requires completion of 180 hours of in service or 60 semester hours of accredited college course work or an AA/AS degree. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN V

Movement to column V requires the security paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the security paraprofessional's major area of study is required. Official transcripts must be on file in Human Resources reflecting these requirements.

Article IV – Paraprofessional Differentiated Classification and Career Development

C. In-Service Training #2. a., b. and c. Page 22-23

C. In-Service Training

2. a. Paraprofessionals assigned as ISSP Facilitator, Special Needs Instructional Paraprofessional, or Regular Needs Instructional Paraprofessional must obtain training appropriate to their respective areas.
- b. Training for current paraprofessionals will be given the greatest priority but such training will be modified based on a needs assessment, in-service pre-testing, and will take into account experience on the job.
- c. A training program for new hires will be provided for paraprofessionals and they will be expected to satisfy appropriate training requirements within the first semester of employment.

5. Employees who are enrolled in in-service programs, which require the employee to travel outside Duval County, shall receive mileage at the maximum rate allowed by the ~~regulations~~ IRS mileage rate guidelines each year of the Consolidated Government of Jacksonville and approved by the Employer.

Article IV – Paraprofessional Differentiated Classification and Career Development

F. Plan Monitoring Page 26

Plan Monitoring

A Plan Monitoring Committee shall be ~~formed~~ comprised of eight DTU appointees, two central office ESE Department staff, principals for each level, two administrators representative of a special needs school, a representative of the Budget Office, and a representative of Human Resources ~~Services~~. The committee will be responsible for reviewing the progress of the implementation of the plan. The Plan Monitoring Committee may form a subcommittee to review requests for individual level designation changes due to unique or special circumstances. Such review requests shall be placed in writing to the site administrator and shall include information relative to the current position level, recommended level, reason for the requested change, and a description of specific job responsibilities that could justify the recommended change.

Article IV – Paraprofessional Differentiated Classification and Career Development

G. Paraprofessional in Title I Schools Page 26

~~G. Paraprofessionals in Title I Schools~~

~~In compliance with the Elementary/Secondary Education Act (ESEA) revised by the Federal Government in January of 2002, existing paraprofessionals in Title I schools will be expected to attain an AA or AS Degree, two years of college credit, or pass a district or state devised certification test by January 2006. It was agreed that DCPS and DTU will provide a prescribed professional development program and administer a local certification test. A joint committee representing DTU and DCPS will meet on or before September 4, 2002 to determine guidelines for implementation of the certification process.~~

Article V – Rights and Employment Conditions

A. General Provisions Page 27

General Provisions

- a. No paraprofessional will be required to assume full responsibility or supervision of students in violation of Florida Statute 1012.37. ~~(language transferred from Article V, AA)~~ which states as follows:

“A district school board may appoint educational paraprofessionals to assist members of the instructional staff in carrying out their duties and responsibilities. An education paraprofessional shall not be required to hold a teaching certificate. An education paraprofessional, while rendering services under the supervision of a certified teacher, shall be accorded the same protection of laws as that accorded the certified teacher. Paid education paraprofessionals employed by a district school board shall be entitled to the same rights as those accorded noninstructional employees of the district school board.”

Article V – Rights and Employment Conditions

B. Work Year Page 28

Work Year

~~During the 2015/16 and 2016/17 year~~ Beginning the 2015/2016 school year, the regular work year for members of the bargaining unit shall be one hundred and ninety one workdays (191) (to include all of teacher pre-planning and the in-service day). Such additional days shall be used in the following manner: 2 days of district approved training as determined by the district. Topics shall be designed to address district and employee site needs such as, but not limited to, Addressing Anti-Social Student

Behavior, De-escalation Techniques, First Responder assistance, Academic Support Strategies (such as Barton Reading) and other appropriate topics. Additionally, one day shall be provided at the employee's work location for assignments as directed by the school principal. The work year will include the following six (6) paid holidays:

Article V – Rights and Employment Conditions

G. Non-Discrimination Page 30

G. Non-Discrimination

1. The Employer will not discriminate against any applicant or employee in job assignment and employee/employer relations on the basis of age, sex, marital status, race, creed, color, national origin, handicap **disability, or any other protected group as set forth in district policy,** or membership or participation in the normal activities of the DTU.
2. There will be no reprisal against any employee for processing a grievance or participating in the grievance process.
- 3.

Article V – Rights and Employment Conditions

H. Progressive Discipline Policy Page 30-31

Progressive Discipline Policy

9. The following progressive steps must be followed in administering discipline, it being understood, however, that some more severe acts of misconduct may warrant circumventing the established procedure. Factors which will be considered ~~in determining~~ **in determining** what constitutes more severe acts include (but not limited to) the following:
 - Potential harm to the physical or mental wellbeing of a student, or students
 - Aggressive behavior and/or use of physical force or use of aggressive force that exceeds what is reasonable to protect yourself or others from harm
 - Failure to manage student behavior in class or while on campus
 - Behavior that impairs the employee's effectiveness in performing her/his duties, professionalism, and confidence in the eyes of the students and parents/guardians.

Article V – Rights and Employment Conditions

Q. Transfer Procedures Page 36-37

Q. Transfer Procedures

Employees who wish to make application for transfer to another school, including transfers when there is a staffing of a new facility or when the major role of a facility is altered, shall submit their requests in writing to the Human Resource Services Division by ~~March 1~~ **the negotiated date (spring of each school year).** Such applications shall include, in order of preference, the school or schools desired.

A list of know vacancies shall be posted via the district website and/or the district's applicant system. Any applicant wishing to amend his/her request may use the district applicant system (internal transfers) to update their transfer application. On May 15, a projected list of know vacancies shall be available to transfer applicants via the district website and or application system. ~~On March 15, a revised list of known vacancies shall be posted in each school. Any applicant wishing to amend his/her request must do so in writing within ten (10) days. On May 15, a final revised list of known vacancies shall be available to applicants for transfer upon request. Any applicant wishing to amend the request must do so within ten (10) days.~~ In order to maximize the opportunities for transfer, vacancies shall be open to transfer applicants until June 1.

When more than one employee has on file a current transfer request for a paraprofessional position, the position may be filled after interviews from among the qualified applicants. In any event, all voluntary transfers shall be subject to the approval of the Superintendent or his designee.

Among the criteria to be considered are: qualifications, performance, needs of the system, and seniority.

Employees who are granted transfers will be notified ~~electronically~~ in writing. Those who are interviewed and not selected will be advised of the decision.

~~Vacant paraprofessional positions shall be posted on the faculty bulletin board whereby employees may request reassignment to any assistant position within their same school whenever one becomes vacant subject to the principal's authority to make the final job assignment.~~

Article V – Rights and Employment Conditions

T. Clean and Safe Conditions Page 38-39

T. Clean and Safe Conditions

1. The Employer shall provide clean classrooms, restrooms, work areas, cafeterias, and other facilities used by employees subject to reasonable limitations. The employee shall make all reasonable efforts to maintain her/his work area in safe condition, including reporting observed needs to the principal or her/his designee/appropriate administrator. Each employee shall be furnished a safe place of employment as defined in the laws of Florida and the United States, specifically Florida Statutes 235.06, and the Florida Worker's Compensation Act, Florida Statute ~~440.56~~ 442.007, which states:

"Every employer, as defined in F.S. 440.02, shall furnish employment ~~which shall be~~ that is safe for ~~the~~ employees therein, furnish and use safety devices and safeguards, adopt and use methods and processes reasonably adequate to render such an employment and place of employment safe, and do every other thing reasonably necessary to protect the ~~life~~ lives, health, and safety of ~~such~~ employees. As used in this section, the terms 'safe' and 'safety' as applied to any employment or place of employment shall mean such freedom from danger as is reasonably necessary for the protection of the ~~life~~ lives, health, and safety of employees ~~or the public~~, including conditions and methods of sanitation and hygiene. . . "

Article V – Rights and Employment Conditions

T. Clean and Safe Conditions Page 39 #5. Tobacco Free Schools

Update language to cover all types of tobacco products.

U. Clean and Safe Conditions

5. Tobacco Free Schools

In order to safeguard the health and safety of employees and students, the use of tobacco products at any school site is prohibited. - "School site" shall be defined as any building used for pupil attendance, or part thereof, and the grounds upon which such building is located. "Tobacco products" shall be defined as all lighted tobacco products, including but not limited to cigarettes, cigars, pipe tobacco, nicotine dispensing device or electronic nicotine delivery system (ENDS) such as electronic cigarettes, vape pens, hookah pens, and all smokeless tobacco products, including but not limited to snuff and chewing tobacco. As a part of the Employee Assistance and Wellness Programs, any employee desiring to participate shall be provided a smoking cessation program at no cost to the employee.

Article V – Rights and Employment Conditions CC. Children of Employees Page 41

CC. Children of Employees

~~Employees shall have the option of having their children attend school at their work sites or the nearest appropriate school. Consideration may be given to space and racial balance.~~

~~Employees with children enrolled at schools with more than one (1) calendar shall have the option of which calendar their child shall be placed. Consideration may be given to space and racial balance.~~

Employees shall have the option of having their children attend school at their work site or the nearest appropriate school. Dedicated magnet schools shall not be considered the nearest appropriate school, unless the parent is employed at the school, and the child meets any established eligibility criteria, or the student attended the feeder pattern school the previous year.

Article V – Rights and Employment Conditions

DD. Posting Page 41

DD. Posting

The following shall be posted in a timely manner **via the districts applicant system, professional development portal**, ~~bi-monthly on the bulletin boards (except as noted)~~ in **at** each schools/work locations and on each floor of each administrative building:

1. Test Date Announcements
2. Course/Training Opportunities
3. PERC notices (as required by PERC)

Article V – Rights and Employment Conditions GG. Drug and Alcohol Abuse Policy and Procedures Page 42-45

Drug and Alcohol Abuse Policy and Procedures

4. Disciplinary Action

The following steps will be implemented for employees who test positive for alcohol/drug impairment at work or who refused a directive to be tested upon reasonable suspicion:

- 1st Offence – 10 Day Suspension and mandatory referral to EAP for treatment. Employee cannot return to work until they have completed an approved treatment plan and submitted evidence of treatment. If the treatment plan extends beyond the 10-day suspension, the employee may use available sick leave, or other allowable leave or his/her attendance shall be recorded as Approved LWOP.
- 2nd Offence - Termination

For all offenses, the employee shall be provided an opportunity to provide mitigation to the employer before a final recommendation is made to the Board for suspension or termination. Where appropriate, mitigation may include the proximity of time between incidents. Both mitigating and aggravating information will be considered and may result in a lessor or more sever discipline recommendation. The employer shall comply with administrative procedures regarding the timeline and protocols for notification of discipline recommendations to the employee or his/her representative.

Discipline action shall be taken if false information is intentionally provided regarding an employee in the implementation of these procedures.

5. **Recommendation for Suspension Without Pay**

The parties agree that providing available employee assistance to the employee who is subject to discipline according to this provision is a priority. As such, the following conditions shall apply:

- **A mandatory employee referral to EAP shall be made at the time the district receives a confirmed positive test result of the employee's impaired for alcohol or drug.**
- **Impairment at work, as set forth in Article V, Section GG, shall be considered misconduct in office for purposes of progressive discipline. To allow for the employee to receive support through EAP and treatment as determined to be medically necessary by treating professionals, any recommended suspension by the Superintendent shall occur immediately upon the superintendent's receipt, review and consideration of any mitigation, or notification by the employee or their representative that no submission is forthcoming, to allow the employee's EAP referral to run concurrent with the period of suspension. Upon notification of the**

employee of a confirmed positive test the employee or their representative has five days to provide mitigation to the Superintendent or their designee. Additional time may be granted based on consent by both parties.

- **After a thorough examination of all materials relevant to the employee and situation, the Superintendent will make a discipline recommendation for immediate implementation. This recommendation shall be presented at the next regularly scheduled School Board meeting.**
- **The School Board shall determine upon the evidence submitted whether the charges have been sustained and determine either to affirm the suspension by the Superintendent or to adjust the suspension or dismiss the charges by a majority vote.**
- **If the charges are not sustained, the employee shall be entitled to back wages and benefits as applicable.**
- **If the charges are sustained, the employee shall retain his/her right to appeal pursuant to section 120.68 Florida Statutes.**
- **Recommendations for Terminations shall follow the procedures set forth in Article V, of the Collective Bargaining Agreement.**

6. Cost

The employer will pay the cost of any laboratory tests, physical examinations or tests required by this article as well as transportation to and from any facility.

7. Investigations conducted pursuant to this section shall be done so in accordance with the protections and rights set forth in this agreement and shall include confidentiality and exemption from public records laws pending the conclusion of the preliminary investigation.

Article VI – Evaluation/Personnel Files B. Personnel Files Page 47

B. Personnel Files

2. When a request is made for access to an employee's personnel file under Chapter 119.**07 (1)** by any individual other than those authorized by Florida Statute 231.291 (3)(b) and (c), the employee shall be notified at the employee's work location.

Article VII – Leave of Absence

A. General Provisions Page 48

A. General Provisions

2. Insurance Benefits - Leaves of Absence Without Pay Authorized leaves of absence for members of the bargaining unit shall not be considered a termination of employment. Members of the bargaining unit on authorized leave of absence shall be considered for reassignment on the same basis as if they had been on active duty. Members of the bargaining unit on leave without pay shall have the option to continue, at their own expense, insurance or similar benefits to which the employee would normally be entitled. Any employee on approved leave of absence without pay shall have his/her health insurance continued by the Employer **to the end of the month following** for a period of thirty (30) days from the beginning date of the leave.

3.

Article VII – Leave of Absence B. Sick Leave Page 48-49

B. Sick Leave

4. In the event that an employee uses six (6) or more consecutive days of his leave allowance, he shall provide the **District, through ESS online leave process** Payroll Office, 1701 Prudential Drive, with a doctor's statement attesting to the illness, with the anticipated date of return, as soon after the sixth day as possible, but in any case prior to receiving the paycheck for the pay period in which the sixth day occurred or any subsequent paychecks. Should the employee be unable to submit the doctor's statement as required above, he shall be paid for any sick leave to which he is entitled when the doctor's statement is submitted to the Payroll Office.

5.

Article VII – Leave of Absence E. Personal Health Leave Page 50-51

E. Personal Health Leave

Request for health leave for six (6) or more days shall be accompanied by a medical doctor's statement attesting to the illness. An employee using six (6) or more consecutive days of personal health leave shall provide **to the District through ESS online leave process or the Leave Office if applying for Leave of Absence**, the Payroll Office, 1701 Prudential Drive, Jacksonville, Florida 32207, a statement from their physician as evidence of satisfactory physical condition before returning to work.

Article VII – Leave of Absence

F. On-the-Job Injury/Illness Page 51

F. On-the-Job Injury/Illness

~~Employees shall be entitled to all compensation and benefits as provided in Chapter 440, Florida Statutes. In addition, a member of the bargaining unit shall be entitled to illness/injury in the line of duty leave at regular pay (reduced by the amount of worker's compensation received in the form of temporary disability paid by reason of such injury or illness) for a period of seven (7) days when he has been absent from his duties because of a personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in school work. Health insurance benefits for the employee shall be covered by the Employer during the time an employee is on illness/injury in the line of duty leave. The following requirements shall be observed for illness in line of duty leave:~~

- ~~a. This provision shall apply only to uncommon diseases such as meningitis and scarlet fever and illnesses commonly called "childhood diseases" such as chicken pox, mumps, measles, etc. This will not include the common cold, influenza, or diseases which ordinarily would spread among the total population.~~
- ~~b. Any employee who has any claim for compensation while absent because of illness contracted or injury incurred as prescribed herein shall file the appropriate claim report with the school principal.~~
- ~~c. Claims for illness in the line of duty shall be approved and payment thereof authorized upon determination that:
 - ~~i. The claimant came in contact with the disease at claimant's work location.~~
 - ~~ii. Symptoms of the diseases became evident and were diagnosed by a physician during the incubation period of the disease.~~~~
- ~~d. It shall be the responsibility of the claimant to furnish conclusive proof of his meeting the above-stated guidelines. Employees may use accrued sick and annual leave after supplemental pay benefits cease.~~

Employees shall be entitled to all compensation and benefits as provided in Chapter 440, Florida Statutes.

1. In addition, a member of the bargaining unit shall be entitled to full pay for the first seven (7) days when they are unable to work due to a compensable On-the-Job injury. This benefit is provided to bridge the gap between the injury date and the date indemnity payments begin as defined by Florida Statute 440. Basic health insurance benefits for the employee shall be covered by the District during the time an employee is out-of-work due to the injury.

2. The following requirements shall be observed for On-the-Job Injuries (OJI):

- a. The injured party must report the injury to their immediate Supervisor, Principal or Workers Compensation Designee as soon as possible
- b. Once the report is entered into the system and accepted as compensable, the employee should follow the guidance of their assigned Adjuster for medical care and treatment.
- c. Physician statements (or DWC25) must be provided for all absences associated with an On-the-Job injury.

3. Compensation: If an employee is unable to work due to a compensable injury, they will receive their full pay for the first seven days (see item 1). If they are unable to return to work after the seven days are exhausted they will receive indemnity payments from our Third Party

Administrator. The indemnity payments will be paid in accordance with Florida Statute 440. At this point the employee must choose one of the options below:

- a. Leave Option Form: The employee may elect to use their personal leave (annual/sick) to make up the difference between their normal compensation and the amount of the indemnity payments.
 - b. Extended Leave: If the employee elects not to use their leave, they must apply for extended leave through the Districts Human Resources Department.
4. Exposure Claims: An injury or disease caused by exposure to a toxic substance, including, but not limited to, fungus or mold, is not an injury by accident arising out of the employment unless there is clear and convincing evidence establishing that exposure to the specific substance involved, at the levels to which the employee was exposed, can cause the injury or disease sustained by the employee. [440.02 (1)]. This provision shall apply only to uncommon diseases such as meningitis and scarlet fever and illnesses commonly called "childhood diseases" such as chicken pox, mumps, measles, etc. This will not include the common cold, influenza, or diseases which ordinarily would spread among the total population. Illnesses that ordinarily spread among the total population such as the common cold, influenza and streptococcus are generally excluded from Workers Compensation coverage.

Article VII – Leave of Absence G. Pregnancy/Maternity/Adoption Page 52

G. Pregnancy/Maternity/Paternity/Adoption

- a. Employees requesting leave of absence due to pregnancy/maternity/paternity may apply for sick leave or personal health leave. The leave request shall be accompanied by a physician's statement that the employee is physically unable to work.
- b. Employees requesting leave of absence due to adoption may apply for personal leave with pay or personal leave without pay by submitting written proof of adoption. In cases where the adopted child is ill, the employee may apply for sick leave.

Article VII – Leave of Absence H. Assigned Duty Elsewhere Page 52

Change "Assigned" to "Temporary" to be consistent with all contracts. This is the word most employees know this as. Update title, first and third paragraph with "Temporary". Also, correct Chapter number 128 to 106.

H. Assigned Temporary Duty Elsewhere

Assigned Temporary duty elsewhere (~~temporary duty~~) may be granted by the Employer upon the request of an employee, provided such duty is in the interest of the Employer. An employee so assigned shall be considered in regular service but on temporary duty and shall continue in the same pay status for the period of time approved. The Employer may assign an employee on temporary duty when it is in the best interest of the Employer. Temporary duty shall not be assigned in a discriminatory manner.

Any assigned duty outside of Duval County shall be by mutual consent of the employee and the Employer. An employee performing this duty outside Duval County shall be reimbursed for expenses according to Chapter ~~128~~ **106**, Part 7, of the Ordinance Code of the City of Jacksonville.

The parties agree that "Assigned Temporary Duty Elsewhere (~~temporary duty~~)," as used herein, may be used for any employee labor unions' or labor organizations' activities, at the discretion of the Employer.

The principal may reassign the employee within the school for up to three days in the event that a school-related incident involving a physical conflict occurs resulting in the employee's inability to return to their work assignment immediately following the incident.

Article VII – Leave of Absence I. Court or Jury Duty Page 52-53

I. Court or Jury Duty

Any payments received from the court for such appearance may be retained by the employee. An employee must provide written documentation of date and time **attended** for jury duty and summons (copy of summons, clerk **of court** certificate, judicial assistant confirmation, or attorney acknowledgements). If reporting for jury duty or summons is within the first two (2) hours of the normal

workday, the employee need not report to work first. Otherwise an employee may leave one (1) hour prior to reporting time if within Duval County or reasonable travel time if outside of Duval County. An employee will be granted one (1) hour of travel time within Duval County from the time dismissed to return to work and reasonable travel time if outside of Duval County. If the employee is released within two (2) hours of the end of the normal workday, then the employee will not need to return to work that day.

Article XI – Union Rights O. DTU Contracts Page 61

O. DTU Contracts

The Bargaining Agreement will be made available on the District **SharePoint site**. ~~Website~~. Layout and design shall be mutually agreed upon by the Parties. In addition, DTU has the right to utilize DCSB printing services as a top priority through Human Resources **Services** (and at the same cost to Human Resources **Services**) in order to print contracts. DTU will pay for the cost of printing contracts.

Article X – Governance and Oversight B. Contract Waiver and Oversight Committee Page 64

B. Contract Waiver and Oversight Committee

Any waivers or approvals granted by this committee will be reported to the bargaining teams during ~~reopener~~ **re-opened** negotiations. The continuation of any such waivers or approvals will be considered by the collective bargaining teams.

Article XI – Agreement/Law C. No-Strike Clause Page 65

C. No-Strike Clause

The DTU and its members agree that, during the life of this Agreement, they shall not enter into a strike, as defined in Florida Statutes 447.~~505~~**203**.

Paraprofessional Economic Tentative Agreement

Since no funding has been provided by the state for paraprofessional salaries, monies had to be found at the district level. Here is the economic proposal for paraprofessionals.

***Please note that paraprofessionals must have worked one day more than half the previous year in order to receive step.**

BOLD AND UNDERLINED LANGUAGE DEPICTS NEW LANGUAGE.

Article II Salary

I. Longevity Pay

Members of this bargaining unit with ten (10) or more creditable years of service shall receive an additional \$600.00 annually. Beginning in 2014-2015 after 15 years of creditable continuous service, the employee will receive an additional \$300. **Beginning in 2020-2021, the employee will receive an additional \$400 after** each five years of continuous service.

Salary:

All Paraprofessional Salary Schedules will be enhanced to reach a starting salary of \$14.00 per hour over the life of the contract (3 Years). Remaining steps will be enhanced appropriately.

Salary:

All Paraprofessional Salary Schedules will be enhanced yearly over the life of the contract (3 years).

Salary: Hourly Rate

The Paraprofessional Schedule will be enhanced over the life of the contract. (3 years)

The Paraprofessional Schedule will be adjusted over the life of the contract for the next 3 years.

| | |
|---------------------|--------------|
| Levels 1-5 | \$.50 |
| Levels 6-10 | \$.45 |
| Levels 11-95 | \$.40 |

Level 95: Employees at the top of the salary schedule (Level 95) will receive a .40 cent hourly rate adjustment on the new salary schedule. This rate increase will equate to more than \$500, which is higher than the usual \$500 increase usually received at Level 95.

Paraprofessional Unit eligible employees will receive step increase for the 2020-2021. Employees at the top of the salary schedule will receive the adjustment to the new salary schedule.

Paraprofessional Unit eligible employees will receive step increase for each of the following two school years (2021-2022 and 2022-2023).

See the new salary schedules below.

DCPS Additional Economic Proposal:

By the end of the 2021-2022 school year, paraprofessionals will be issued an electronic device for recording absences, preparing emails, etc.

**DUVAL COUNTY PUBLIC SCHOOLS
2020-2021**

**Paraprofessional
191 Days / 7 Hours Daily
Pay Scales RI RF and RS**

| RI - Instruction (Regular Needs) | | | | | |
|---------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51E, A51M, A51S, A51O, A511, A512, A513, A514, A515, A516, A519, A521, A530, A550, A910) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 10.50 | 10.67 | 10.77 | 10.90 | 11.01 |
| 02 | 10.70 | 10.84 | 10.96 | 11.06 | 11.16 |
| 03 | 10.89 | 10.94 | 11.03 | 11.12 | 11.24 |
| 04 | 10.96 | 11.05 | 11.11 | 11.22 | 11.35 |
| 05 | 11.01 | 11.17 | 11.22 | 11.28 | 11.52 |
| 06 | 11.16 | 11.20 | 11.29 | 11.35 | 11.60 |
| 07 | 11.24 | 11.30 | 11.41 | 11.53 | 11.69 |
| 08 | 11.33 | 11.50 | 11.64 | 11.75 | 11.95 |
| 09 | 11.59 | 11.76 | 11.91 | 12.04 | 12.53 |
| 10 | 12.16 | 12.36 | 12.52 | 12.65 | 13.14 |
| 11 | 13.37 | 13.56 | 13.72 | 13.87 | 13.98 |
| 12 | 14.04 | 14.24 | 14.40 | 14.56 | 14.68 |
| 95 | 17.15 | 17.34 | 17.53 | 17.68 | 17.82 |

| RF - ISSP Facilitator | | | |
|------------------------------|-----------|-----------|-----------|
| RB07/RD07 | | | |
| (A51F) | | | |
| COLUMN | 04 | 05 | 06 |
| Level | | | |
| 01 | 11.00 | 11.11 | 11.30 |
| 02 | 11.20 | 11.34 | 11.45 |
| 03 | 11.31 | 11.43 | 11.60 |
| 04 | 11.39 | 11.53 | 11.70 |
| 05 | 11.49 | 11.73 | 12.07 |
| 06 | 11.55 | 11.84 | 12.21 |
| 07 | 11.75 | 12.07 | 12.41 |
| 08 | 12.06 | 12.34 | 12.60 |
| 09 | 12.47 | 12.89 | 13.24 |
| 10 | 13.12 | 13.53 | 13.85 |
| 11 | 14.42 | 14.67 | 14.91 |
| 12 | 15.17 | 15.42 | 15.67 |
| 95 | 18.86 | 18.95 | 19.01 |

| RS - Instruction (Special Needs) | | | | | |
|---------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51A, A51B, A51C, A51D, A51G, A520, A522, A523, A524) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 10.60 | 10.70 | 10.82 | 10.93 | 11.08 |
| 02 | 10.77 | 10.91 | 11.03 | 11.13 | 11.27 |
| 03 | 10.96 | 11.11 | 11.15 | 11.24 | 11.36 |
| 04 | 11.03 | 11.18 | 11.25 | 11.32 | 11.46 |
| 05 | 11.08 | 11.24 | 11.34 | 11.42 | 11.60 |
| 06 | 11.23 | 11.28 | 11.36 | 11.48 | 11.68 |
| 07 | 11.31 | 11.43 | 11.55 | 11.68 | 11.89 |
| 08 | 11.50 | 11.67 | 11.82 | 11.99 | 12.24 |
| 09 | 11.76 | 11.93 | 12.09 | 12.23 | 12.70 |
| 10 | 12.37 | 12.56 | 12.70 | 12.85 | 13.37 |
| 11 | 13.59 | 13.78 | 13.93 | 14.09 | 14.59 |
| 12 | 14.28 | 14.48 | 14.64 | 14.80 | 15.33 |
| 95 | 17.58 | 17.80 | 17.97 | 18.14 | 18.71 |

Level Movement - A paraprofessional who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals.

Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year.

Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service.

COLUMN 01 - A paraprofessional shall be assigned to column I unless he/ she qualifies for movement to columns II, III, IV, or V.

COLUMN 02 - Movement to Column 02 requires 36 hours of in service or one (1) three hour college credit course in a job related area pre-approved by the employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours shall be given credit retroactively.)

COLUMN 03 - Movement to Column 03 requires 90 hours of in service or fifteen (15) hours of college credit in a job related area pre-approved by the Employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours will be given credit retroactively.)

COLUMN 04 - Movement to Column 04 requires completion of 180 hours of in-service or 60 semester hours of accredited college course work or an AA/AS degree. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 05 - Movement to Column 05 requires the paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program, which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the instructional special needs paraprofessional's major area of study is required. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 06 - Assignment to Column 06 requires the ISSP Facilitator to have earned a Bachelor of Science or Bachelor of Arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements.

Salary schedule effective July 1, 2020.

**DUVAL COUNTY PUBLIC SCHOOLS
2020-2021**

**Child Development Associate
196 Days / 7.33 Hours Daily
Pay Scale RC**

| COLUMN | 04 | 05 | 06 |
|--------|-------|-------|-------|
| Level | | | |
| 01 | 11.50 | 11.72 | 11.94 |
| 02 | 11.72 | 11.94 | 12.17 |
| 03 | 11.94 | 12.17 | 12.41 |
| 04 | 12.17 | 12.41 | 12.64 |
| 05 | 12.41 | 12.64 | 12.89 |
| 06 | 12.59 | 12.84 | 13.09 |
| 07 | 12.84 | 13.09 | 13.34 |
| 08 | 13.09 | 13.34 | 13.60 |
| 09 | 13.71 | 13.97 | 14.24 |
| 10 | 14.37 | 14.65 | 14.93 |
| 11 | 15.57 | 15.88 | 16.19 |
| 12 | 16.33 | 16.65 | 16.98 |
| 95 | 19.85 | 20.19 | 20.53 |

Level Movement - A CDA (Child Development Associate) who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals.

Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year.

Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service.

COLUMN 04 - Movement to Column 04 requires an associates degree or 60 semester hours of accredited college course. College credit from a college or university which does not grant an associates degree shall be accepted if the course credit is comparable. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate.

COLUMN 05 - Movement to Column 05 requires the CDA to have completed 90 semester hours of accredited college course work in a program which leads to a Teaching Degree and has been pre-approved by the employer. A minimum grade point average of 2.5 is required in the CDA's major area of study. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate.

COLUMN 06 - Assignment to Column 06 requires the CDA to have earned a bachelor of science or bachelor of arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate.

Salary schedule effective July 1, 2020

**DUVAL COUNTY PUBLIC SCHOOLS
2021-2022**

**Paraprofessional
191 Days / 7 Hours Daily
Pay Scales RI RF and RS**

| RI - Instruction (Regular Needs) | | | | | |
|---------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51E, A51M, A51S, A510, A511, A512, A513, A514, A515, A516, A519, A521, A530, A550, A910) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 11.00 | 11.17 | 11.27 | 11.40 | 11.51 |
| 02 | 11.20 | 11.34 | 11.46 | 11.56 | 11.66 |
| 03 | 11.39 | 11.44 | 11.53 | 11.62 | 11.74 |
| 04 | 11.46 | 11.55 | 11.61 | 11.72 | 11.85 |
| 05 | 11.51 | 11.67 | 11.72 | 11.78 | 12.02 |
| 06 | 11.61 | 11.70 | 11.79 | 11.83 | 12.09 |
| 07 | 11.69 | 11.78 | 11.86 | 11.98 | 12.14 |
| 08 | 11.78 | 11.95 | 12.09 | 12.20 | 12.40 |
| 09 | 12.04 | 12.21 | 12.36 | 12.49 | 12.98 |
| 10 | 12.61 | 12.81 | 12.97 | 13.10 | 13.59 |
| 11 | 13.77 | 13.96 | 14.12 | 14.27 | 14.38 |
| 12 | 14.44 | 14.64 | 14.80 | 14.96 | 15.08 |
| 95 | 17.55 | 17.74 | 17.93 | 18.08 | 18.22 |

| RF - ISSP Facilitator | | | |
|------------------------------|-----------|-----------|-----------|
| RB07/RD07 | | | |
| (A51F) | | | |
| COLUMN | 04 | 05 | 06 |
| Level | | | |
| 01 | 11.50 | 11.61 | 11.80 |
| 02 | 11.70 | 11.84 | 11.95 |
| 03 | 11.81 | 11.93 | 12.10 |
| 04 | 11.89 | 12.03 | 12.20 |
| 05 | 11.99 | 12.23 | 12.57 |
| 06 | 12.05 | 12.34 | 12.71 |
| 07 | 12.20 | 12.52 | 12.86 |
| 08 | 12.51 | 12.79 | 13.05 |
| 09 | 12.92 | 13.34 | 13.69 |
| 10 | 13.57 | 13.98 | 14.30 |
| 11 | 14.82 | 15.07 | 15.31 |
| 12 | 15.57 | 15.82 | 16.07 |
| 95 | 19.26 | 19.35 | 19.41 |

| RS - Instruction (Special Needs) | | | | | |
|---------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51A, A51B, A51C, A51D, A51G, A520, A522, A523, A524) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 11.10 | 11.20 | 11.32 | 11.43 | 11.58 |
| 02 | 11.27 | 11.41 | 11.53 | 11.63 | 11.77 |
| 03 | 11.46 | 11.61 | 11.65 | 11.74 | 11.86 |
| 04 | 11.53 | 11.68 | 11.75 | 11.82 | 11.96 |
| 05 | 11.58 | 11.74 | 11.84 | 11.92 | 12.10 |
| 06 | 11.68 | 11.81 | 11.89 | 12.01 | 12.18 |
| 07 | 11.76 | 11.88 | 12.00 | 12.13 | 12.34 |
| 08 | 11.95 | 12.12 | 12.27 | 12.44 | 12.69 |
| 09 | 12.21 | 12.38 | 12.54 | 12.68 | 13.15 |
| 10 | 12.82 | 13.01 | 13.15 | 13.30 | 13.82 |
| 11 | 13.99 | 14.18 | 14.33 | 14.49 | 14.99 |
| 12 | 14.68 | 14.88 | 15.04 | 15.20 | 15.73 |
| 95 | 17.98 | 18.20 | 18.37 | 18.54 | 19.11 |

Level Movement - A paraprofessional who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals.

Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year.

Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service.

COLUMN 01 - A paraprofessional shall be assigned to column I unless he/ she qualifies for movement to columns II, III, IV, or V.

COLUMN 02 - Movement to Column 02 requires 36 hours of in service or one (1) three hour college credit course in a job related area pre-approved by the employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours shall be given credit retroactively.)

COLUMN 03 - Movement to Column 03 requires 90 hours of in service or fifteen (15) hours of college credit in a job related area pre-approved by the Employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours will be given credit retroactively.)

COLUMN 04 - Movement to Column 04 requires completion of 180 hours of in-service or 60 semester hours of accredited college course work or an AA/AS degree. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 05 - Movement to Column 05 requires the paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program, which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the instructional special needs paraprofessional's major area of study is required. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 06 - Assignment to Column 06 requires the ISSP Facilitator to have earned a Bachelor of Science or Bachelor of Arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements.

Salary schedule effective July 1, 2021

**DUVAL COUNTY PUBLIC SCHOOLS
2021-2022**

**Child Development Associate
196 Days / 7.33 Hours Daily
Pay Scale RC**

| COLUMN | 04 | 05 | 06 |
|---------------|--------------|--------------|--------------|
| Level | | | |
| 01 | 12.00 | 12.22 | 12.44 |
| 02 | 12.22 | 12.44 | 12.67 |
| 03 | 12.44 | 12.67 | 12.91 |
| 04 | 12.67 | 12.91 | 13.14 |
| 05 | 12.91 | 13.14 | 13.39 |
| 06 | 13.04 | 13.29 | 13.54 |
| 07 | 13.29 | 13.54 | 13.79 |
| 08 | 13.54 | 13.79 | 14.05 |
| 09 | 14.16 | 14.42 | 14.69 |
| 10 | 14.82 | 15.10 | 15.38 |
| 11 | 15.97 | 16.28 | 16.59 |
| 12 | 16.73 | 17.05 | 17.38 |
| 95 | 20.25 | 20.59 | 20.93 |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level Movement - A CDA (Child Development Associate) who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals. |
| Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year. |
| Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service. |
| COLUMN 04 - Movement to Column 04 requires an associates degree or 60 semester hours of accredited college course. College credit from a college or university which does not grant an associates degree shall be accepted if the course credit is comparable. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |
| COLUMN 05 - Movement to Column 05 requires the CDA to have completed 90 semester hours of accredited college course work in a program which leads to a Teaching Degree and has been pre-approved by the employer. A minimum grade point average of 2.5 is required in the CDA's major area of study. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |
| COLUMN 06 - Assignment to Column 06 requires the CDA to have earned a bachelor of science or bachelor of arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |

Salary schedule effective July 1, 2021

**DUVAL COUNTY PUBLIC SCHOOLS
2022-2023**

**Paraprofessional
191 Days / 7 Hours Daily
Pay Scales RI RF and RS**

| RI - Instruction (Regular Needs) | | | | | |
|---------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51E, A51M, A51S, A510, A511, A512, A513, A514, A515, A516, A519, A521, A530, A550, A910) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 11.50 | 11.67 | 11.77 | 11.90 | 12.01 |
| 02 | 11.70 | 11.84 | 11.96 | 12.06 | 12.21 |
| 03 | 11.89 | 11.94 | 12.03 | 12.12 | 12.28 |
| 04 | 11.96 | 12.05 | 12.11 | 12.22 | 12.35 |
| 05 | 12.01 | 12.17 | 12.22 | 12.28 | 12.57 |
| 06 | 12.06 | 12.20 | 12.30 | 12.35 | 12.61 |
| 07 | 12.14 | 12.28 | 12.40 | 12.43 | 12.71 |
| 08 | 12.23 | 12.40 | 12.54 | 12.65 | 12.85 |
| 09 | 12.49 | 12.66 | 12.81 | 12.94 | 13.43 |
| 10 | 13.06 | 13.26 | 13.42 | 13.55 | 14.04 |
| 11 | 14.17 | 14.36 | 14.52 | 14.67 | 14.78 |
| 12 | 14.84 | 15.04 | 15.20 | 15.36 | 15.48 |
| 95 | 17.95 | 18.14 | 18.33 | 18.48 | 18.62 |

| RF - ISSP Facilitator | | | |
|------------------------------|-----------|-----------|-----------|
| RB07/RD07 | | | |
| (A51F) | | | |
| COLUMN | 04 | 05 | 06 |
| Level | | | |
| 01 | 12.00 | 12.11 | 12.30 |
| 02 | 12.20 | 12.34 | 12.45 |
| 03 | 12.31 | 12.43 | 12.60 |
| 04 | 12.39 | 12.53 | 12.70 |
| 05 | 12.49 | 12.73 | 13.07 |
| 06 | 12.55 | 12.84 | 13.21 |
| 07 | 12.65 | 12.97 | 13.31 |
| 08 | 12.96 | 13.24 | 13.50 |
| 09 | 13.37 | 13.79 | 14.14 |
| 10 | 14.02 | 14.43 | 14.75 |
| 11 | 15.22 | 15.47 | 15.71 |
| 12 | 15.97 | 16.22 | 16.47 |
| 95 | 19.66 | 19.75 | 19.81 |

| RS - Instruction (Special Needs) | | | | | |
|---------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|
| RB07/RD07 | | | | | |
| (A51A, A51B, A51C, A51D, A51G, A520, A522, A523, A524) | | | | | |
| COLUMN | 01 | 02 | 03 | 04 | 05 |
| Level | | | | | |
| 01 | 11.60 | 11.70 | 11.82 | 11.93 | 12.08 |
| 02 | 11.77 | 11.91 | 12.03 | 12.13 | 12.27 |
| 03 | 11.96 | 12.11 | 12.15 | 12.24 | 12.36 |
| 04 | 12.03 | 12.18 | 12.25 | 12.32 | 12.46 |
| 05 | 12.08 | 12.24 | 12.34 | 12.42 | 12.60 |
| 06 | 12.13 | 12.35 | 12.44 | 12.52 | 12.70 |
| 07 | 12.21 | 12.45 | 12.55 | 12.62 | 12.79 |
| 08 | 12.40 | 12.57 | 12.72 | 12.89 | 13.14 |
| 09 | 12.66 | 12.83 | 12.99 | 13.13 | 13.60 |
| 10 | 13.27 | 13.46 | 13.60 | 13.75 | 14.27 |
| 11 | 14.39 | 14.58 | 14.73 | 14.89 | 15.39 |
| 12 | 15.08 | 15.28 | 15.44 | 15.60 | 16.13 |
| 95 | 18.38 | 18.60 | 18.77 | 18.94 | 19.51 |

Level Movement - A paraprofessional who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals.

Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year.

Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service.

COLUMN 01 - A paraprofessional shall be assigned to column I unless he/ she qualifies for movement to columns II, III, IV, or V.

COLUMN 02 - Movement to Column 02 requires 36 hours of in service or one (1) three hour college credit course in a job related area pre-approved by the employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours shall be given credit retroactively.)

COLUMN 03 - Movement to Column 03 requires 90 hours of in service or fifteen (15) hours of college credit in a job related area pre-approved by the Employer. Official transcripts must be on file in HR reflecting these requirements. (Instructional special needs paraprofessionals who can document previous credit for in service hours will be given credit retroactively.)

COLUMN 04 - Movement to Column 04 requires completion of 180 hours of in-service or 60 semester hours of accredited college course work or an AA/AS degree. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 05 - Movement to Column 05 requires the paraprofessional to have completed 250 hours of in-service or 90 semester hours of accredited college course work in a program, which leads to a teaching degree and has been preapproved by the Employer. Either an overall grade point average of 2.5 or a grade point average of 2.5 in the instructional special needs paraprofessional's major area of study is required. Official transcripts must be on file in Human Resources reflecting these requirements.

COLUMN 06 - Assignment to Column 06 requires the ISSP Facilitator to have earned a Bachelor of Science or Bachelor of Arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements.

Salary schedule effective July 1, 2022

**DUVAL COUNTY PUBLIC SCHOOLS
2022-2023**

**Child Development Associate
196 Days / 7.33 Hours Daily
Pay Scale RC**

| COLUMN | 04 | 05 | 06 |
|---------------|--------------|--------------|--------------|
| Level | | | |
| 01 | 12.50 | 12.72 | 12.94 |
| 02 | 12.72 | 12.94 | 13.17 |
| 03 | 12.94 | 13.17 | 13.41 |
| 04 | 13.17 | 13.41 | 13.64 |
| 05 | 13.41 | 13.64 | 13.89 |
| 06 | 13.49 | 13.74 | 13.99 |
| 07 | 13.74 | 13.99 | 14.24 |
| 08 | 13.99 | 14.24 | 14.50 |
| 09 | 14.61 | 14.87 | 15.14 |
| 10 | 15.27 | 15.55 | 15.83 |
| 11 | 16.37 | 16.68 | 16.99 |
| 12 | 17.13 | 17.45 | 17.78 |
| 95 | 20.65 | 20.99 | 21.33 |

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level Movement - A CDA (Child Development Associate) who worked one (1) day more than one-half the previous work year in his/her position in Duval County shall advance one level on the salary schedule. Column movement requires the completion of in service hours, college credit, and/or meeting the agreed upon assessment criteria to satisfy the ESEA Requirements for instructional paraprofessionals. |
| Level 95 is for incumbents only who were assigned to level 12 or 95 in the prior year. |
| Longevity Pay - Effective July 1, 2014, members of this employee group with ten (10) years or more of creditable service shall receive an additional \$600 annually. After 15 years of continuous service, the employee will receive an additional \$300 for each five years of continuous service. Effective July 1, 2020, after 15 years of continuous service, the employee will receive an additional \$400 for each five years of continuous service. |
| COLUMN 04 - Movement to Column 04 requires an associates degree or 60 semester hours of accredited college course. College credit from a college or university which does not grant an associates degree shall be accepted if the course credit is comparable. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |
| COLUMN 05 - Movement to Column 05 requires the CDA to have completed 90 semester hours of accredited college course work in a program which leads to a Teaching Degree and has been pre-approved by the employer. A minimum grade point average of 2.5 is required in the CDA's major area of study. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |
| COLUMN 06 - Assignment to Column 06 requires the CDA to have earned a bachelor of science or bachelor of arts degree from an accredited college. Official transcripts must be on file in HR reflecting these requirements. Requires CDA Certificate. |

Salary schedule effective July 1, 2022