

**AGREEMENT BETWEEN THE**



**AND**

**THE ASSOCIATION OF CALHOUN EDUCATORS**

**FOR**

**2016-2019**

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## **PREAMBLE**

This Agreement, by and between the School Board of Calhoun County, Florida, hereinafter called the "Board," and the Association of Calhoun Educators, bargaining on behalf of all teachers, hereinafter called the "Association."

WITNESSETH

WHEREAS, the Board and the teachers recognize and declare that providing a quality education for the children of Calhoun County School District is their mutual aim, and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to assist in formulating policies and programs designed to improve teaching standards, and

WHEREAS, the Board has agreed to negotiate in good faith with the Association as the exclusive representative of its teaching personnel with respect to salaries, hours and all other terms and conditions of employment and now, having reached agreement on all such matters, desires to execute this contract covering such agreement, and

WHEREAS, the Board and Association, following extended and deliberate negotiations, have reached certain understandings which they desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE 1**  
**RECOGNITION**

- A. The Board hereby recognizes the Association as the sole and exclusive bargaining representative for all full-time and regular part-time instructional personnel as defined in Section 1012.01 (2), Florida Statutes (2016), except for certified adjunct educators and education paraprofessionals, which includes classroom teachers, certified school counselors, social workers, career specialists, school psychologists, librarians/media specialists. The term “teacher” when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the bargaining unit.
  
- B. Such representation shall exclude all administrative personnel as defined in Section 1012.01(3), Florida Statutes (2016), certified adjunct educators, education paraprofessionals, educational support employees, managerial employees and confidential employees.
  
- C. The Board agrees not to negotiate with or recognize any teachers’ organization other than the Association for the duration of this Agreement.
  
- D. The Board further agrees that all Association rights and privileges negotiated in this Agreement shall be exclusively for the Association.
  
- E. This Agreement shall constitute a statement by the Board and the Association, of the wages, hours, and terms and conditions of employment covered under this contract. This contract, therefore, may not be altered nor amended during the term of its existence, except by mutual agreement by both parties.

**ARTICLE 2**  
**ASSOCIATION RIGHTS**

- A. The Association shall have the right to post notices of activities and matters of Association concern on a specifically assigned bulletin board in each worksite and shall be responsible for maintaining it.
- B. The Association will have the use of the teacher mailboxes. The Association upon approval by the Superintendent or designee will have use of the school district electronic mail for communications to teachers regarding meetings, legislative updates, and contract ratification.
- C. The Association shall be placed on the agenda of any regularly scheduled Board meeting, upon request by the Association. The deadline shall be the same as established by the Board for all other parties. The Association shall be placed on the agenda of any special Board meeting provided that the Association makes written request to the Superintendent within one day (24 hours) after announcement of such meeting.
- D. Teachers required at the direction of the Superintendent or the Board to attend Board meetings during regular working hours shall be granted temporary duty leave with pay and a substitute, if necessary.
- E. The Association shall be given a place on the agenda at the pre-school countywide meeting for the purpose of welcoming the teachers back for the new school year and for providing updates to teachers.
- F. An Association Building Representative shall be given an opportunity at the conclusion of each faculty meeting to present brief reports and announcements to its members or other interested persons.
- G. The members of the Association shall have the right to hold meetings in the school buildings.
- H. The Association may be allowed use of the public address system before or after the student day to announce meetings. Such announcements will be made by the Principal or his/her designee.
- I. A teacher may authorize dues deduction by presenting a membership form to the employer. A dated authorization or revocation form must be received in the payroll office by the payroll due date for each applicable pay date (See Payroll Schedule – Instructional Calendar for each fiscal year). This form shall specify the monthly amount to be deducted. Dues shall be forwarded to the Association within a reasonable period of time following the last day of the month.

Such authorization shall continue in effect unless revoked at the teacher's request upon thirty (30) days written notice to the Board and the Association, or upon termination of employment or death of teacher.

The Association shall indemnify and hold the Board harmless against and from any and all claims, demands, and suits, other forms of liability that may arise out of or by reason of action taken, or not taken, by the Board for the purpose of payroll deductions for Association dues.

- J. The Board meeting packet shall be made available to the Association President at the same time it is made available to Board members. The Association President shall be notified when the packet is ready to be picked up. Additional public information documents shall be made available as presented to the Board
- K. The Association President or designee shall be granted, upon request, temporary duty leave with pay to attend Board meetings. The Association shall reimburse the Board for substitutes. The Association President or his/her designee may leave his/her work station at the close of the pupil day to attend any Board meeting, countywide committee meeting, or grievance hearing.
- L. The Association shall be granted fifteen (15) days total of temporary duty each year for conducting any Association business. The Association President shall notify the immediate supervisor(s) in a timely manner, of the day(s) to be utilized under this section and person(s) who will be utilizing such days. The Board shall pay the salary and benefits for said leave which is of a direct representational nature, including but limited to collective bargaining, grievance processing, and membership representation.
- M. Members of the bargaining unit shall serve as equal representatives on the following county-level committees: Calendar and Insurance committee. The Association President shall be notified of any proposed changes to the Teacher Evaluation Manual, Student Code of Conduct, Employee Handbook, or Pupil Progression Plan prior to Board approval.
- N. Duly authorized representatives of the Association shall be permitted to meet with members of the bargaining unit, on school property, during duty free lunch, where applicable, and before/after school.
- O. Upon written request by the Association, the Board will furnish, copies and/or electronic files of any documents needed for the purpose of contract administration and/or negotiations in accordance with the public records law upon timely receipt of payment.

**ARTICLE 3**  
**TEACHERS RIGHTS**

- A. The Board hereby agrees that every teacher employed by the Board shall have the right to freely organize, join, and support the Association for the purpose of engaging in negotiations and other concerted activities for mutual aid and protection as prescribed by Chapter 447 of Florida Statutes.
- B. Nothing contained herein shall be construed to deny or restrict any teacher rights under Florida school laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.
- C. The Board agrees it will not discriminate against any teacher on the basis of race, creed, religion, color, sex, marital status, sexual orientation, age, national origin, disability, or membership or non-membership in the Association.
- D. The Board agrees to make available to any teacher or to the Association information designated by Florida Statutes as public information for a fee allowable by Florida law.
- E. When a teacher self-reports arrests, charges, convictions or other adjudication in accordance with School Board policy, the teacher shall be notified of any material furnished to authorities, if allowed by law.
- F. The teacher shall immediately receive a copy of all written reports that contain derogatory information to be placed in his/her personnel file. Further, the teacher shall have the right to respond in writing to any such reports and to submit additional information to be attached to said report and placed in the teacher's personnel file.

**ARTICLE 4**  
**NEGOTIATIONS PROCEDURES**

- A. In any negotiations described in the Agreement, neither party shall have any control over the selection of the negotiating representatives of the other party. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board and by a majority of the members of the bargaining unit. The parties agree that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations.
- B. Throughout negotiations, all tentative agreements shall be signed by representatives designated by each party.
- C. Following ratification, the Board agrees to print and provide fifteen (15) copies of the new Agreement to the Association President.
- D. The District shall post and maintain a current version of the collective bargaining agreement and all appendices on its website.
- E. Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause as the case may be, shall be deleted automatically from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of the Agreement if not affected by the deleted article, section, or clause.
- F. Successor negotiations shall begin no later than May 1 of the year in which the contract ends.



**ARTICLE 5  
GRIEVANCE PROCEDURE**

A. Definitions

- a. Grievance: A “grievance” is a claim that there has been a violation or misapplication of a specific article or section of this agreement.
- b. Grievant: A “grievant” is defined as either:
  - i. A teacher by name or group of teachers by name directly affected by the violation of a specific article or section of this Agreement, or
  - ii. the Association, grieving on behalf of a group or class of teachers by name, directly affected by the violation of a specific article or section of this Agreement
- c. Principal/Supervisor: A “Principal/Supervisor” is defined as the person in the chain of authority to whom an individual is primarily responsible.

B. General Provisions

- a. The purpose of the procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances which may arise from time to time.
- b. Nothing contained herein shall be construed as limiting the right of any individual teacher having a problem to discuss the matter informally with his/her immediate supervisor in an effort to have the problem adjusted without intervention of the Association. However, in any case where the aggrieved person raises the grievance which affects a group or class of teachers the aggrieved party shall notify the Association of the grievance and the Association shall be given the opportunity to be present at such adjustment and to state its view.
- c. All grievance meetings will be held at such time and place to enable all parties to fully participate in the process. This time will usually be after school hours. Employees will suffer no loss in pay for participating in grievance meetings occurring during the work day.
- d. All documents, communications and records dealing with the processing of a grievance will be considered confidential to the extent permitted by law, and will be filed separately from the personnel files of the aggrieved teacher.

C. Association Rights Grievance: If the grievance involves any of the rights granted to the Association, the grievance may be filed by the Association directly to Step II.

D. The grievant shall be allowed to appoint an Association representative, at no cost to the Board, to be present for all meetings, hearings, appeals, or other proceedings relative to any grievance which has been formally presented, and no teacher may be required to

discuss any grievance if the Association representative is not present after an Association representative has been requested. If a teacher desires an Association representative, the teacher shall be responsible for requesting such representation.

E. In the event that a teacher believes there is a basis for a grievance, he/she may first discuss the alleged grievance with the Principal/Supervisor personally, at which time a representative may be present, within ten (10) working days of the alleged violation or within ten (10) working days following the time when the grievant knew or should have known of its occurrence. Any adjustment reached in the informal discussion shall be consistent with the terms of this Agreement. If, after the informal discussion with the supervisor, a grievance exists, the grievant may initiate the following formal grievance procedure within ten (10) working days from the date of the informal conference specified above. When requested by the teacher, an Association representative may be present. The aggrieved may withdraw a grievance at any step in the adopted procedure.

F. Formal Procedure

a. Step 1, Principal/Supervisor

A formal written grievance must be filed on the specified grievance form (Appendix A) and submitted to the immediate supervisor. The immediate supervisor shall schedule a Step 1 hearing within ten (10) working days. The immediate supervisor shall then have (10) working days to indicate the disposition of the grievance in writing on said form with distribution as indicated on the form.

b. Step 2, Superintendent

If the grievant is not satisfied with the disposition of the grievance made by the immediate supervisor, or if no disposition has been made within ten (10) working days of the receipt of the grievance, the grievance may be submitted to the Superintendent. Within (10) working days the Superintendent or his/her designee shall meet with the grievant and shall indicate the disposition of the grievance in writing to the grievant within (10) working days of such meeting.

c. Step 3, Arbitration

If the grievant is not satisfied with disposition of the grievance at Step 2, or the Step 2 time limits expire without a meeting or written decision from the Superintendent, the Association may choose to submit the grievance to final and binding arbitration, if the Association believes the grievance is meritorious, within fifteen (15) working days after the Step 2 disposition or fifteen (15) working days following the latest date the Step 2 meeting could have occurred. If the parties are unable to agree on an arbitrator, arbitration will proceed under the Voluntary Labor Arbitration Rules of the American Arbitration Association, the rules of which shall govern the proceedings. The decision and the award of the arbitrator shall be final and binding on the grievant, the Association, and the Board. The arbitrator

shall have no power to alter the terms of this Agreement. Should the arbitrator issue an award granting all aspects of the requested remedy to the grievant, the Board shall pay all of the arbitrator's billed costs. Should the arbitrator issue an award denying all aspects of the requested remedy, the grievant shall pay all of the arbitrator's billed costs. Should the arbitrator issue an award which grants only a partial remedy, the arbitrator's costs shall be borne equally by the parties. All other costs shall be paid by the party incurring them.

- G. The timelines provided in this article shall be strictly observed but may be extended by written agreement of the Superintendent and the aggrieved. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship to any party, the Superintendent shall use his/her best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Whenever illness or other incapacity of the aggrieved or other party to the proceedings, prevents his/her presence at a grievance meeting, the time limits shall be extended to such time that the person can be present. Every effort will be made to schedule hearings outside of student contact hours. When such grievance meetings and conferences are held during school hours, each employee whose presence is required shall be excused, with pay, for that purpose.
- H. The Board shall not discriminate and no reprisals shall be taken against any teacher because of his/her participation in a grievance. All testimony and documents arising from grievance procedures will be filed separate and apart from other individual personnel records.
- I. The Association shall be notified in advance of all hearings conducted relative to grievances involving bargaining unit members. The Association may be present for any grievance hearings.
- J. The grievance procedure shall not obligate the Association to represent non-members.
- K. A grievance may be withdrawn at any level, but may not be filed a second time for the original instance.
- L. The filing of a grievance shall in no way interfere with the right of the Board to carry out its management responsibilities, subject to the final disposition of the grievance.

**ARTICLE 6**  
**ACADEMIC FREEDOM**

- A. The Board and Association agree that it is essential to fulfill the purpose of the Calhoun County School District; and, in order to accomplish that, the parties acknowledge the fundamental need to protect a teacher from unreasonable censorship or restraint which interferes with the obligation to perform his/her teaching function.

**ARTICLE 7**  
**TEACHER'S AUTHORITY AND PROTECTION**

- A. A copy of the Board's Student Code of Conduct shall be given to all teachers during pre-planning. The Principal or designee shall explain to his/her faculty the implementation procedures to be followed in the school.
- B. All teachers will enforce all rules, regulations, policies, and directives of the school with regards to their responsibilities for student behavior in order to assist with management of student behavior:
  - a. Each teacher will have access to the applicable policies and procedures for maintaining student discipline.
  - b. Each teacher shall sign a release form stating he/she has received the materials and do/do not wish to receive additional training.
  - c. Beginning and new teachers to the District will be made aware of all policies, rules, etc. which are incorporated into Calhoun County Beginning Teacher Program.
  - d. The Board, will upon the teacher's request, provide support and assistance to teachers with respect to the maintenance of control and discipline in the classroom in accordance with School Board policy.
- C. A teacher shall impose classroom discipline in accordance with Florida Statute 1003.32 and may use such force as is necessary to protect himself/herself from attack, or to prevent injury to himself/herself, another student, any other school employee, volunteer, or school property.
- D. When, in the judgment of a teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may refer him/her to the principal. The teacher, upon request, will be informed of the dispensation of the referral.
- E. No formal action against a teacher affecting future employment status shall be taken on the basis of a complaint by a parent or student or other individual, nor any notice thereof, shall be included in the teacher's personnel file unless the matter is first reported to the teacher in writing. The teacher shall be informed of the person(s) making any formal complaint. There shall be no disciplinary action taken against the teacher for said complaint without just cause.
- F. A teacher's personnel file shall be defined as a composite of the school file and the county office file, including any attachments as provided by Statute. There shall be no other personnel files.

- G. Any case of assault and/or battery upon a teacher shall be promptly reported, in writing, to the Principal or his/her designee. Appropriate action by the Principal shall include: recording the incident, reporting in writing to the Superintendent with a copy to the teacher involved, reporting to parents, and taking any other actions at his/her disposal. If the reported assault and/or battery took place in the classroom of an assigned teacher, said student shall be reassigned to another section when possible.
- H. Time lost by a teacher in connection with any incident in this article shall be handled as follows:
  - a. Time for appearances before a school board, judicial body, or local authority shall result in no loss of wages or reductions in accumulated leave.
  - b. In case of job-connected disability in relation to this article as determined by Worker's Compensation, which materially affects a teacher's ability to perform his/her duties, the teacher shall be paid and shall have accumulated leave adjusted in accordance with current Worker's Compensation laws.
- I. If any teacher is complained against or sued as a result of any action taken by the teacher while acting within Board policy, the Board will underwrite the cost of legal counsel.
- J. The employee's administrator shall not reprimand an employee in the presence of other employees, students, or parents. This does not apply in situations when an administrator is trying to stop a teacher from allowing an unsafe or hazardous situation to occur. When a reprimand or discipline is deemed necessary, it shall be made with discretion and out of public view and hearing. The employee shall be entitled to Association representation upon request.

**ARTICLE 8**  
**TEACHING CONDITIONS**

- A. The work year for ten (10) month teachers shall be one hundred ninety-six (196) days, four (4) days of which shall be paid holidays.
- B. Effective the 2017-2018 school year, the teacher workday shall be seven (7) hours and thirty (30) minutes. Each school year the Board shall establish the work schedule, which thereafter shall not change unless the needs of the District clearly require it.
- C. Effective the 2017-2018 school year, the principal in each school shall establish a rotating duty-free lunch schedule. Said schedule shall allow each teacher to have a duty-free lunch period periodically throughout the year and shall be equitably distributed among the teachers at the worksite. The lunch period shall be no fewer than twenty five (25) minutes.  
  
On non-student work days, teachers shall have a one (1) hour duty-free lunch period.
- D. The Board shall provide one (1) room in each school for use as a faculty work area.
- E. When school is not in session, to the extent possible, teachers shall be provided access to their classrooms by arranging such access with the principal or his/her designee to provide teachers access to their classroom, a copy machine, and a network printer.
- F. Visits to a teacher's class by persons other than School Board members or administrative/district level personnel shall be allowed only after permission has been granted by the principal or designee. Every reasonable effort will be made to provide notice to the teacher by the end of the school day preceding the visit.
- G. Teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which constitute a realistic danger to their health, safety, or well-being. Each teacher shall report in writing to his or her principal any unsafe or hazardous condition upon observation. Upon request, the teacher shall be provided an update from the principal describing the actions taken, if any. A teacher shall be made aware of any threatening situation made against him or her in a timely manner.
- H. The Board shall provide such safety clothing and equipment as required by law.
- I. The principal shall schedule faculty meetings, as deemed necessary, and such meetings shall be as brief and well planned as possible. To the extent possible, there shall be no more than one faculty meeting per month and shall not last more than thirty (30) minutes beyond the work day. Attendance at faculty meetings shall be mandatory except where prior permission for an employee to be absent is granted by the principal.
- J. Teachers may be required to attend additional meetings beyond the work day for the following events:

- a. Up to two (2) open houses each school year, lasting no more than two (2) hours in length for each instance
  - b. Graduation exercises at teachers' respective schools
  - c. Except for Title 1 nights, parent nights that are planned and agreed to by grade/subject team teachers
- K. Effective the 2017-18 school year, classroom teachers shall be provided, in addition to any applicable duty free lunch, daily individual lesson planning and preparation time:
- a. Elementary school: one (1) class period equivalent to the period scheduled for special area classes. This time shall be at least forty five (45) minutes long unless the planning and preparation time connected with the teaching assignment in the 2016-17 school year is shorter, in which said time period shall not be diminished.
  - b. Middle and High school: time equivalent to one (1) class period during the student day.

This time shall not, to the extent possible, be preempted for duty or activities unrelated to planning and preparation. A regularly scheduled study-hall shall not be considered a preparation/conference period, except at the teacher's choice.

- L. Effective the 2017-2018 school year, principals shall make every effort to reduce the number of preparations per day for middle and high school teachers
- M. Special area/resource teachers at the school level shall, at a minimum, have class loads, lunch and preparation time to the same extent as other teachers at their schools.
- N. Teachers' supervision of extracurricular or after hours activities (e.g. school dances, family movie nights, family reading night, math night, PTO meetings, etc.) shall be voluntary.
- O. To the extent possible, when special programs or assemblies are planned, teachers shall be given at least a two (2) day notice prior to the event taking place. Otherwise, notice to the teachers shall be provided immediately after the event is scheduled.
- P. If, during a parent-teacher conference, a parent becomes verbally abusive to a teacher(s) when no administrator is present, the teacher(s) shall not be expected to remain as a participant in the conference. If the administrator is present during a conference in which a teacher is subjected to verbal abuse, the administrator shall use his/her professional judgment to determine whether or not the conference shall continue. Verbal abuse shall mean screaming/yelling or the repeated use of profanity or threats



**ARTICLE 9**  
**GENERAL EMPLOYMENT PRACTICES**

- A. Should a teacher be required to continue working in an out-of-field assignment beyond the first year, the Board will:
- a. Reimburse the teacher for all required courses which are approved by the District for which there is no free alternative that are completed with a passing score of C or better
  - b. Reimburse the teacher for required subject area exams that are completed with a passing score
  - c. Reimburse the teacher for fees associated with adding required certification to the teacher's certificate

All reimbursements will be paid upon the District's receipt of the teacher's teaching certificate reflecting new certification.

- B. If a teacher is required to present evidence of physical fitness to perform duties assigned, such evidence shall be obtained from a licensed physician approved by the Board. The cost of such examination shall rest with the Board.
- C. Changes in teaching assignment shall not be made without prior discussion with the affected teacher. When a teacher is required to change rooms within the school year and the change requires moving supplies, materials or equipment, the teacher shall be provided one (1) day of temporary duty leave for preparation.

**ARTICLE 10**  
**TEACHER CONTRACTS, FAIR DISCIPLINE AND DISMISSAL**

- A. Each newly hired teacher shall be awarded a Probationary Contract for one (1) school year. An individual successfully completing the probationary period may be awarded an annual contract. Probationary teachers may be terminated without cause or may resign without breach of contract in accordance with Florida Statutes.
- B. Each person employed on the basis of an Annual Contract is entitled to a written contract in the form prescribed by the State Board of Education. No Annual Contract teacher shall be given a written reprimand, suspended, or dismissed during the term of his/her contract without just cause. Annual Contract teachers may be non-renewed as consistent with current law.
- C. A teacher possessing a Professional Service Contract or Continuing Contract shall be renewed each year unless the employee is charged with unsatisfactory performance or receives two consecutive annual performance evaluation ratings of unsatisfactory; or two unsatisfactory ratings within a three year period or three needs improvement or a combination of needs improvement and unsatisfactory. No Professional Service or Continuing Contract teacher shall be given a written reprimand, suspended, or be dismissed without just cause.

D. Warnings Procedure

The warnings procedure shall be followed prior to official disciplinary action (reprimand, suspension, or dismissal) when the misconduct is not so aggravated, per the recommendation of the Superintendent, as to call for immediate reprimand, suspension, or dismissal.

Oral warnings may be given at the discretion of the principal but do not constitute official disciplinary action. Such warning must be given in the presence of a witness. There is no restriction on the number of oral warnings a principal may give. An oral warning shall normally precede a written warning advising the teacher that he/she is in danger of or is violating Board policy or contract rules.

- a. The first written warning will not be considered a disciplinary action nor be considered part of the teacher's personnel file.
- b. A second written warning could be considered a reprimand and will become part of the teacher's personnel file.

In each step of the warnings procedure, the administrator shall provide evidence of the teacher's misconduct and include corrective action, if any, taken to improve said misconduct.

- E. A teacher shall have the right to have present a member representative of the Association and/or the Association staff during any disciplinary or investigatory conference conducted by the principal or other designated District school official regarding the

teacher's infraction of rules or delinquency in the performance of his/her professional duties. Teachers shall be notified twenty-four (24) hours in advance of such conferences when possible. When the teacher requests such representation, no questioning or disciplinary action shall occur until the representative is present.

**ARTICLE 11**  
**VACANCIES, TRANSFERS AND REASSIGNMENTS**

- A. A “transfer” is a change in a teaching position from one work site to another. A “reassignment” is a change from one subject area or department to another or from one grade to another within the same work site.
- B. After reassignments within a school site have been made, all openings for teaching positions shall be posted or linked on the District website. Notice of vacancies shall be posted at least five (5) work days prior to the filling of such vacancy. Vacancies occurring during June, July, and August shall be posted for at least four (4) work days.
- C. When a vacancy becomes available, a teacher who wishes to be considered will file an online application. Before a vacancy is filled, all applications will be considered. The teacher will be notified in writing of action taken on his/her application.
- D. Involuntary transfers/reassignments shall be based on instructional staffing and program requirements. When a teacher is transferred/reassigned involuntarily from one position to another, the administrator shall discuss the rationale for the change with the individual. No teacher shall be transferred or reassigned involuntarily for disciplinary reasons.

**ARTICLE 12**  
**WORKFORCE REDUCTION AND RECALL**

A. Reduction

If a workforce reduction becomes necessary, the Superintendent shall notify the Association in writing the reasons for such reduction at least fifteen (15) calendar days prior to the Superintendent's submission of his/her recommendation to the Board for final determination. The reason for a workforce reduction shall not be disciplinary. The Board shall follow the workforce reduction process within the affected impact area as set forth in Section 1012.33, Florida Statutes.

B. Recall

- a. Teachers shall be recalled in inverse order of layoff. Recalled teachers will have 48 hours to accept/decline the offered position after being notified at his/her last known contact information.
- b. In the event of reduction pursuant to this article, a teacher's seniority shall remain unbroken and his/her accumulated leave days shall not be canceled but shall remain credited to the teacher pending his/her return to a teaching assignment in the District.

**ARTICLE 13  
PAID LEAVE**

A. Sick Leave

- a. Sick leave is defined as temporary disability which renders the employee incapable of performing his or her duties, or because of the illness or death of his/her father, mother, brother, sister, husband, wife, child, or other close relative, or member of his/her own household.
- b. Each teacher employed on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each current year and thereafter is credited for one (1) day of sick leave at the end of each month of employment until a total of 10 days are accumulated. The total number of sick leave days earned shall be no more than one (1) day of sick leave times the number of months of employment during the year of employment.
- c. If an employee terminates employment and has not accrued the four (4) days of sick leave available, the School Board may withhold the average daily amount for the sick leave days used but not earned by the employee.
- d. Sick leave is cumulative from year to year. There is no limit on the number of days of sick leave a member of the instructional staff may accrue. The number of accrued sick leave days is reported to teachers, on their direct deposit receipt, at each pay period during the school year.
- e. When a teacher interrupts service and subsequently returns to duty in the District without having transferred his/her sick leave credit to another agency, such accrued sick leave credit shall become valid on the first (1st) day of contractual service.
- f. In accordance with School Board Policy 6.911, a teacher may authorize transfer of his/her accrued sick leave to a spouse, child, parent or sibling if also a District employee.
- g. A teacher may transfer sick leave earned in a similar capacity with another FRS agency to the District. The maximum number of days that may be transferred in is ten (10) days per year. The employee is responsible for the request for transfer of sick leave.
- h. Upon return from extended sick leave, the teacher shall be returned to his/her former position or to a substantially similar position for which the member is qualified, and shall be paid the same salary as if the teacher had been in actual service to the District during such leave.
- i. Any claim for sick leave shall be in writing and shall set forth the days absent and that such absence was allowable under the provisions of Florida Statutes.

The claim shall be duly signed by the claimant certifying that the facts are true and correct and that the claim is valid and legal.

B. Personal Leave

Each teacher shall be entitled to six (6) days leave for personal reasons each school year. Such leave shall be charged to the teacher's accrued sick leave and shall not be cumulative. Any request for such leave shall be approved, in advance, by the Superintendent or his/her designee. Non-emergency absences/leave may not be approved during state assessments and/or critical times. Personal leave will not be granted to more than ten (10%) of the faculty at any school on any given day. Teachers shall not be required to give reasons for personal leave.

C. Illness-in-line-of-duty Leave

Illness in the line of duty leave shall be granted a maximum of ten (10) days per year when a teacher is absent from his/her duties because of personal injury received in the discharge of his/her duty, or because of illness from any contagious or infectious diseases contracted in school work. Contagious or infectious diseases refer to those normally related to children such as measles, chicken pox, and mumps. This leave is not intended for normal adult illnesses such as colds and influenza. This leave is noncumulative.

Any personal injury received while on duty shall be considered as a qualifying injury under this policy, provided the injury is reported to the immediate supervisor within twenty-four (24) hours or by the end of the next workday. If the employee is unable to resume work at the end of a ten (10) work day period, he/she may elect to use accrued sick leave and receive salary payments.

D. Temporary Duty

A teacher may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, attending workshops and providing similar services of direct benefit to the District. A teacher approved for temporary duty shall receive his/her regular salary and may be approved to receive payment for other expenses incurred.

E. Military Leave

A teacher who is a member of the United States Armed Services or National Guard shall be entitled to leave of absence from his/her respective duties, without loss of pay, on all days during which he/she is engaged in active duty, field exercises or training in which they are so ordered. Compensation allowed during military leave may not exceed two hundred forty (240) working hours annually, except as provided in Section 115.07, Florida Statutes.

A teacher granted military leave from extended active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice provided an application for

re-employment is filed within six (6) months following the discharge date or release from active military duty.

F. Jury/Witness Duty

A teacher who is summoned to serve as a member of a jury panel or is subpoenaed as a witness shall be granted leave and shall receive his/her regular daily rate of pay. The teacher shall remit any jury fee to the Calhoun County School Board.

G. Professional Leave

Professional leave is defined as leave granted to a teacher to engage in activities which will result in his or her professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the profession of teaching. (State Board Rule 6A-1.081)

Professional leave may be granted to an instructional staff member with or without pay under the provisions of the Florida Statutes and State Board Regulations. The leave will be without pay for summer school attendance during pre and post school. Extended professional leave may be granted one (1) year at the time without pay to a certificated employee who has served satisfactorily in the county. Extended professional leave will be without pay for the summer school attendance during pre or post school.

H. Bereavement Leave

All full-time teachers who have completed their first month of employment shall be provided two (2) days per death bereavement leave due to the death of a spouse, parent, sibling, child, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law or step relative counterparts. These days will not be charged against the teacher's sick leave or personal leave. These days are not cumulative. Teachers will not be paid bereavement for days not scheduled to work. A copy of the obituary or other satisfactory document must be attached to the teacher's leave request form.

I. Family and Medical Leave

Teachers shall be permitted to take Family Medical Leave as provided in the Family Medical Leave Act of 1993 and School Board Policy 6.542.



**ARTICLE 14**  
**UNPAID LEAVES**

- A. A teacher may be granted unpaid leave for various non-work related reasons with the recommendation and approval of the principal and the Superintendent. Unpaid leave may be granted for reasons such as parental leave, educational leave, and time to care for an ill parent or child or personal health reasons. Unpaid leave must have prior Board approval.
- B. While on Board approved unpaid leave, a teacher may continue benefits by paying the entire premium (employee portion plus the Board contribution), except as noted under Family and Medical Leave. If a premium for a benefit is not paid during the term of the leave, the benefit shall be terminated for non-payment.
- C. Unpaid personal leave expires at the end of the teacher's contract period. If the leave continues through the next year, another letter of request must be submitted.
- D. A teacher's return to work after a personal leave without pay is contingent upon the existence of a vacant position for which he/she is qualified. There is no guarantee that the teacher will return to his or her former position.
- E. A teacher wishing to return to work before the end of the requested leave should make a request in writing to the Superintendent as early as possible, but not later than thirty (30) days before he/she wishes to return to work. The Board shall make every effort to allow the teacher to return to work as soon as possible.
- F. Teachers must notify the Superintendent and administrative supervisor of their intent to return to work in writing at least five (5) business days before the expiration of leave and for leave extending through the school year, no later than March 1st of the current school year. Failure to notify the Superintendent and administrative supervisor of intent to return will result in termination of employment.
- G. A leave of absence shall not be granted to any employee to pursue other employment, unless there are extenuating circumstances acceptable to and specifically approved by the School Board. Accepting outside employment without School Board approval while on leave of absence may subject the employee to termination.

**ARTICLE 15**  
**TEACHER EVALUATION**

- A. Teachers shall be evaluated in accordance with the Calhoun County School District Teacher Evaluation System. The observing and/or monitoring of a teacher for evaluative purposes shall be conducted openly and with full knowledge of the teacher.
- B. Annually, all teachers shall be informed of the evaluation criteria, data sources, methodologies, and procedures associated with the evaluation before the evaluation takes place. Beginning teachers and teachers new to the District shall receive a more in-depth training during the teacher orientation meeting. During the initial orientation, teachers shall receive a printed copy of the assessment instrument, data collection forms, and supporting procedures.
- C. A teacher's evaluation shall be completed by the teacher's immediate supervisor.
- D. All teachers shall be evaluated at least once per year. Classroom teachers newly hired by the District shall be observed and evaluated at least twice in the first year of teaching.
- E. All teachers shall be informally observed using a walkthrough at least once each grading period.
- F. Upon request, the teacher shall be provided feedback with any written report generated from a walkthrough.
- G. The teacher shall receive prior notice of any formal observation. Upon the teacher's request, the teacher shall be provided a pre-conference with the evaluator.
- H. Following each formal observation, there shall be a post observation conference within three (3) work days following the observation. If this deadline cannot be met, the teacher shall be notified and the conference shall be rescheduled in a timely manner.
- I. Teachers shall be provided their Instructional Practice scores in writing no later than the last teacher workday of the year.
- J. The teacher shall receive a copy of all written reports to be placed in the teacher's personnel file. The teacher shall have the right to respond in writing to any such reports and to submit additional information to be placed in the teacher's personnel file.
- K. If an evaluation indicates that a teacher is not performing in a satisfactory manner, the principal must give specific notice in writing, describing the unsatisfactory performance. Following such notice the principal shall conference with the teacher, make recommendations for correction of the deficiencies, and provide assistance to the teacher in correcting such deficiencies within a prescribed period of time.

- L. The teacher will be given a copy of his/her evaluation no later than 10 days after the final evaluation is completed. Upon teacher request, the Principal shall hold a conference to discuss the evaluation.
- M. If the teacher has concerns that the evaluation procedures have not been correctly followed, the procedural concerns may be addressed through the use of the grievance procedure outlined in Article V.

**ARTICLE 16**  
**SCHOOL CALENDAR**

- A. The Calendar Committee will consist of up to 25 (twenty-five) people including teachers, support staff, and district personnel of which 3 shall be appointed by the Association President.
  
- B. In case of emergencies such as fire, hurricane, or flooding, the Board may alter the school calendar. Teachers shall be polled by their respective principal and their make-up day input shall be considered, but not necessarily implemented by the Board in any emergency alteration of the calendar.

**ARTICLE 17**  
**PROFESSIONAL COMPENSATION**

- A. The salaries of teachers covered by this Agreement shall be as set forth in Appendix B.
- B. The District's differentiated pay plan and all salary supplements for teachers covered by this Agreement shall be as set forth in Appendix C.
- C. Prior Service Credit
  - a. The Board shall recognize and accept each year of full-time public school teaching service earned in Florida or outside the state and for which the employee received a satisfactory evaluation.
  - b. The Superintendent may consider private school experience on a case-by-case basis. For consideration, the employee or prospective employee must provide documentation for years of service in a K-12 school that has been accredited by SACS/AdvancED during the employee's or prospective employee's years of service at the school.
  - c. Credit on the salary schedule shall be granted for each year of honorable military service up to a maximum of five (5) years.
  - d. A teacher who has retired and is newly hired shall not receive prior service credit for any years of experience that have been used by the employee to qualify for retirement, whether in Florida or outside the state.
- D. Adjustments to higher salary levels shall be made upon submission of an official college transcript reflecting a degree level change. The adjustment shall be included in the paycheck in the month following submission of the appropriate college transcript to the Board. Teachers hired after July 1, 2011 shall be compensated with a salary supplement for advanced degrees when the advanced degree is added to the teaching certificate.
- E. A teacher who is employed on a 12 month contract shall be paid an additional \$5,085.00.
- F. Upon administrator recommendation, teachers providing before and after school tutoring, homebound services, and/or teaching in summer school will be paid from the part-time teacher hourly rate schedule as set forth in Appendix D.
- G. A teacher who elects to teach an additional seventh period in lieu of having a planning period shall be paid a supplement equal to 10% of the total of the base salary and advanced degree supplement, if applicable.
- H. Stipends shall be paid for required participation in curriculum workshops and institutes, conferences, trainings, and inservice activities occurring outside of the work day at the rate of \$100 per day based upon a six (6) hour day. Days in excess of six (6) hours shall result in payment of \$17.00 per hour. Inservice points shall be awarded for these activities

when the inservice plan contains an appropriate component and the teacher has completed and submitted the required follow-up assignment(s).

Terminal pay is defined as the amount a teacher shall be paid for unused, accumulated sick leave upon “normal retirement” as defined by the Florida Retirement System and School Board Policy 6.912 from the Calhoun County School Board, or upon death of a teacher. Payment shall be made to the beneficiary of an employee if service is terminated by death. Only sick leave days earned in Calhoun County, Florida will be considered in determining terminal pay

Terminal pay for accumulated sick leave shall be paid at the daily base rate of pay at the time of retirement or death. Payment shall be calculated according to the following:

- a. During the first three (3) years of service, the daily rate of pay multiplied by thirty-five (35%) percent of the number of days of accumulated sick leave shall be paid.
- b. During the next three (3) years of service, the daily rate of pay multiplied by forty (40%) percent of the number of days of accumulated sick leave shall be paid.
- c. During the next three (3) years of service, the daily rate of pay multiplied by forty-five (45%) percent of the number of days of accumulated sick leave shall be paid.
- d. During and after the tenth (10th) year of service in the District, the daily rate of pay multiplied by fifty (50%) percent times the number of days of accumulated sick leave shall be paid.

Payment of terminal pay shall be made within thirty (30) calendar days, to the extent possible, of retirement or death.

I. Travel Expenses

Teachers who may be required to use their own automobiles in the performance of their duties and/or teachers who are assigned to more than one (1) school per day, shall be reimbursed for all driving, 5 miles or more, done between arrival at the first location at the beginning of the workday and departure from the last location at the end of the workday. The rate per mile shall be the same as provided by Florida Statutes for Public Employees.

J. Teachers shall receive pay in the following manner:

- a. Teachers shall receive pay in twelve (12) monthly installments.
- b. Direct deposit is required for all teachers.

- c. Deductions for employee contributions for Group Health, Life, and Dental Insurance coverage shall be deducted from each check in equal amounts. Changes in the employee contributions shall require a change in the amount of employee Group Health, Life, and Dental Insurance deductions.
  - d. The Board shall make available through payroll deduction, tax deferred annuity programs to all teachers in the District. Such programs shall be selected by the teacher choosing to participate.
- K. The Board shall absorb the cost of fingerprint renewals/background checks.
- L. No retroactive pay increase will be given to employees who were not employed in their current position on the date of the ratification of the parties.

**ARTICLE 18  
INSURANCE**

- A. The Board agrees to place 2 (two) representatives appointed by the Association President on the District Insurance Committee. This Committee shall evaluate and recommend insurance plans, benefits, and rates to the Superintendent for review before they are submitted to the Board.
- B. The Board agrees to provide year-round health insurance coverage. The Board shall make a monthly contribution of \$397.32 toward the cost of health insurance for each full-time or part-time employee who is enrolled in the Board-approved group health insurance plan. Any additional premium contributions shall be deducted from the teacher's monthly salary.
- C. A teacher on extended unpaid leave, approved by the Board, shall be entitled to the above insurance coverage as a member of the group by paying the entire premium which would include the Board contribution plus members' cost.
- D. The Board shall provide \$20,000 of term life insurance at no cost to teachers. For teachers who are not enrolled in group health insurance, the Board shall provide an additional \$25,000 of term life insurance, plus a short term disability and hospital indemnity plan.
- E. Upon appropriate written authorization from a teacher, the Board shall deduct from the salary of the teacher and make appropriate remittance for any programs recommended by the Insurance Committee and approved by the Board.
- F. The Board shall provide teachers the opportunity to participate in a Flexible Spending Account for employees to set aside pre-tax dollars to pay for eligible health care and dependent care expenses not covered by health and dental plans each calendar year.




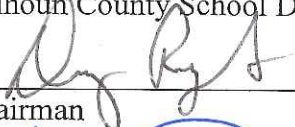


**ARTICLE 19**  
**MISCELLANEOUS**

- A. This Agreement between the Board and the Association may be changed, added to, deleted from, or modified only through negotiated, written, and signed amendments to this Agreement.
- B. This Agreement shall supersede any policies of the Board, which shall be contrary to or inconsistent with the express terms of this Agreement.
- C. Any individual contract between the Board and an individual teacher shall be made subject to the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- D. The Board agrees that it will not, during the period of this Agreement, officially adopt nor implement any term or condition of employment that conflicts with the provisions contained within this Agreement until such term has been a subject of negotiations and has been ratified by both parties under such procedures for negotiations as defined in this Agreement. This provision does not apply to any policies which may be mandated by law and statutes specified as being beyond the scope of bargaining, including but not limited to the Best and Brightest Scholarship Program, the Teacher Classroom Supply Assistance Fund, or the Florida School Recognition Program.
- E. All policies adopted by the Board shall be posted on the District website.

**ARTICLE 20  
TERM OF AGREEMENT**

This agreement signed by the parties on 6/12/2017, shall have a duration extending from July 1, 2016 through June 30, 2019. This contract may be re-opened after June 1, 2017 and again after June 1, 2018 in the following areas:

- A. New or amended Florida laws which affect provisions specified in this Agreement.
- B. Compensation
- C. Insurance, and
- D. Up to two (2) articles from each party.

Association of Calhoun Educators  President	Calhoun County School District  Chairman
 FEA Association Negotiator	 Board Negotiator

**APPENDIX A GRIEVANCE FORM**

**SCHOOL BOARD OF CALHOUN COUNTY OFFICIAL GRIEVANCE FORM**

Name of Grievant: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Assignment: \_\_\_\_\_ School: \_\_\_\_\_

Step 1: \_\_\_\_\_ Step 2: \_\_\_\_\_ Step III \_\_\_\_\_

Contract citations and date of Alleged Violation:

Statement of Grievance:

Relief Sought:

\_\_\_\_\_  
Signature of Grievant

Signature Acknowledging Receipt of Grievance Form

\_\_\_\_\_  
Grievant Number

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Receiving Official

\_\_\_\_\_  
Title

**OFFICIAL GRIEVANCE DISPOSITION FORM**

For use by Principal, and/or Superintendent /Designee

TO: \_\_\_\_\_

Your grievance filed on \_\_\_\_\_ and assigned number

Has been received at Step \_\_\_\_\_ and determination has been made as follows: \_\_\_\_\_

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

Signature(s) Indicating Receipt by, and/or Delivery to, Grievant, and Date thereof:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grievant

\_\_\_\_\_  
Person making delivery to Grievant

\_\_\_\_\_  
Title

**OFFICIAL GRIEVANCE APPEAL FORM**

The undersigned Grievant(s) has/have the disposition of Grievance.

Number \_\_\_\_\_ at step \_\_\_\_\_ and appeal(s) the decision for the following Reason(s):

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Date Filed: \_\_\_\_\_ Signature(s) \_\_\_\_\_  
Of  
Grievant(s) \_\_\_\_\_

Signature Acknowledging Receipt of Grievance Appeal Form

\_\_\_\_\_  
Grievant Number

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Receiving Official

## APPENDIX B SALARY SCHEDULE

### Calhoun County School District 2016-2017 Grandfathered Salary Schedule Effective July 1, 2016

Pay Grade	Years Exp.	Bachelor Degree IBA	Masters Degree IMA	Specialist Degree ISP	Doctorate Degree IDR
	0	34,157	36,582	37,852	39,067
0	1	34,825	37,250	38,520	39,735
1	2	35,475	37,900	39,170	40,385
2	3	35,475	37,900	39,170	40,385
3	4	35,475	37,900	39,170	40,385
4	5	35,600	38,025	39,295	40,510
5	6	35,725	38,150	39,420	40,635
6	7	35,850	38,275	39,545	40,760
7	8	36,235	38,660	39,930	41,145
8	9	36,650	39,075	40,345	41,560
9	10	37,185	39,610	40,880	42,095
10	11	37,725	40,150	41,420	42,635
11	12	38,270	40,695	41,965	43,180
12	13	38,830	41,255	42,525	43,740
13	14	39,400	41,825	43,095	44,310
14	15	39,970	42,395	43,665	44,880
15	16	40,560	42,985	44,255	45,470
16	17	41,155	43,580	44,850	46,065
17	18	41,760	44,185	45,455	46,670
18	19	42,380	44,805	46,075	47,290
19	20	43,005	45,430	46,700	47,915
20	21	43,635	46,060	47,330	48,545
21	22	44,285	46,710	47,980	49,195
22	23	44,945	47,370	48,640	49,855
23	24	45,610	48,035	49,305	50,520
24	25	46,290	48,715	49,985	51,200
25	26	46,975	49,400	50,670	51,885
26	27	47,675	50,100	51,370	52,585
27	28	48,385	50,810	52,080	53,295
28	29	49,105	51,530	52,800	54,015
29	30	49,850	52,275	53,545	54,760
30	31	51,375	53,800	55,070	56,285
31	32	52,415	54,840	56,110	57,325
32	33	53,455	55,880	57,150	58,365
33	34	54,495	56,920	58,190	59,405

34	35	55,535	57,960	59,230	60,445
35	36	56,575	59,000	60,270	61,485
36	37	57,615	60,040	61,310	62,525
37	38	58,655	61,080	62,350	63,565
38	39	59,695	62,120	63,390	64,605
39	40	60,735	63,160	64,430	65,645
40	41	61,775	64,200	65,470	66,685
41	42	62,815	65,240	66,510	67,725

**Calhoun County School District**  
**2016-2017 Performance Salary Schedule Effective July 1, 2016**  
**Appendix B**

Adjustments to the 2015-2016 Salary			
Evaluation	Performance	COLA*	Total
Highly Effective	891.00	332.00	1,223.00
Effective	668.00	332.00	1,000.00

\*Cost of Living Adjustment  
All personnel on performance salary schedule are eligible for the COLA.  
As provided for in Florida Statutes, any instructional staff on the performance salary schedule that receives an evaluation of less than effective are ineligible for the salary adjustment, but are eligible for the COLA.

## **APPENDIX C DIFFERENTIATED PAY PLAN**

### **CALHOUN COUNTY SCHOOL BOARD DIFFERENTIATED PAY 2016-2017 Effective July 1, 2016**

In accordance with Florida Statute 1012.22 (1) (c) (4), the Calhoun County School Board adopts the following supplements and pay plan for differentiated pay for instructional personnel . The differentiated pay is based on district-determined factors, including, but not limited to, additional responsibilities, school demographics, critical shortage areas, and level of job performance difficulties.

- I. Instructional Employees
  - A. Additional Responsibilities – Each School Principal will determine the staff needed to perform additional responsibilities and will provide the list to the Superintendent’s Office. The instructional staff will be paid an approved supplement for carrying out the additional responsibilities as determined on the Academic and Athletic Supplement Schedules.
  - B. School Demographics – Instructional staff working at a school where ninety percent of the students qualify for free or reduced lunches will receive a supplement of \$50. The free or reduced rate for each school will be determined on date certain during FTE Survey 3 by the Title I Director. Instructional staff who have worked at the school 196 days during the school year will receive the supplement by June 30 of that year.
  - C. Critical Shortage Areas – A \$1,000 supplement shall be paid to each instructional employee working in a critical shortage area as designated by Calhoun County School Board upon recommendation of the Superintendent. Local critical shortage areas are defined as (3) consecutive job postings with no applicants or a limited number of applicants meeting the minimum qualifications. The job postings will be monitored by the Human Resource Department and findings reported to the Superintendent.
  - D. Level of Job Performance Difficulties – The lead teacher(s) at Adult/CARE/TMH have a high risk of personal injury and will be paid a supplement. The Director of Alternative Education and/or the Assistant Superintendent will determine the lead teacher(s) at Adult/CARE/TMH and will provide the list to the Superintendent’s Office. The teachers will be paid an approved supplement as determined on the Academic Supplement Schedule.



**2016-2017 DIFFERENTIATED PAY SCHEDULE FOR INSTRUCTIONAL PERSONNEL**

**ADDITIONAL RESONSIBILITIES  
ATHLETIC SUPPLEMENTS**

Supplement  
2016-2017

***High School Athletics***

Athletic Director***	***	
BHS	3,462.25	8,000.00
Altha	3,462.25	6,000.00
Head Coach           Football***	4,721.25	4,960.00
Head Coach Baseball/Softball		3,147.50
Head Coach Basketball		3,462.25
Head Coach Volleyball/Weightlifting		2,750.00
Head Coach Cross Country		1,888.50
Head Coach Golf		1,573.75
Head Coach Track		2,518.00
Assistant Coach       Football		2,518.00
Assistant Coach       Major Sports*		2,203.25
Assistant Coach       Minor Sports**		1,255.00

***Middle School Athletics***

Athletic Director		1,500.00
Head Coach           Football		1,985.00
Head Coach           Major Sports*		1,573.75
Assistant Coach       Football		1,215.00
Assistant Coach       Major Sports*		1,215.00
Assistant Coach       Minor Sports**		830.00

***Cheerleader Sponsors***

High School Cheerleader Coach	2,518.00
Assistant Cheerleader Coach	1,888.50
Middle School Cheerleader Coach	1,259.00

\*Major Sports-Baseball/Basketball/Softball/Volleyball/Weightlifting

\*\*Minor Sports-Cross Country/Golf/Track

\*\*\*The BHS Athletic Director/Head Football Coach supplement will change when a new person is hired to fill that position. The same will apply when a new Athletic Director is hired at Altha School.

**APPENDIX C**

**2016-2017 DIFFERENTIATED PAY SCHEDULE FOR INSTRUCTIONAL PERSONNEL**

**ADDITIONAL RESONSIBILITIES**

<b>ACADEMIC SUPPLEMENTS</b>	Supplement 2016- 2017
Agriculture Teacher	2,329.15
Band Director	2,535.00
Choral Director, BHS/BMS	1,636.70
Choral Director, Altha	1,215.00
Distance Learning Teacher	2,000.00
Dual Enrollment	3,700.00
Dual Enrollment (out of county)	4,000.00 per semester
Duty Teachers	
BHS (1.5), Carr(1), BES (3)	3,147.50
BMS (1), Altha (3)	3,147.50
FBLA/FCCLA Advisor/Beta	944.00
FFA-Middle School	1,259.00
Gifted	
Consultation Only      BHS/Carr	1,000.00
Elementary/Middle/High	1,573.75
Lead Teacher                      Adult/Care/TMH	2,000.00
Other Clubs/Organizations and/or Duties or Activities	280.00
Peer Teacher	944.00
School Related Employee of the Year	300.00
Senior/Junior Class Sponsor, Lead Teacher	944.00
SeniorJunior Class Co-Sponsors	280.00
Student Council Advisor	1,573.75
Teacher of the Year	500.00
Yearbook Advisor	1,573.75

**OTHER SUPPLEMENTS**

Homeless/After School Tutoring	3,307.50	paid by Title I
School Based Teen Age Parent	1,000.00	
District Wide Teen Age Parent	1,500.00	

Teachers employed as Adjunct Online Instructors for Calhoun Virtual School that involves online student facilitation for grades 6-12 will be paid \$170 per one half credit course per student based on successful completion with a passing grade.

Teachers employed as Adjunct Online Instructors for PAEC Florida

Virtual Franchise that involves online student facilitation for grades 6-12 will be paid \$130 per one half credit course per student based on successful completion with a passing grade.

**Please also refer the 2016-2017 Board Approved Salary Schedule.**

## **ADDITIONAL RESONSIBILITIES**

### **ATHLETIC SUPPLEMENTS**

#### ***Summer Ball***

Coaches of each sport (basketball, baseball, cheerleading, volleyball, softball, cross country, track and weightlifting) at Altha and BHS should be paid for summer athletic activity, including practicing or playing games (limited to one coach per sport). A copy of the practice schedule and/or game schedule will be required to turn into the finance office. The maximum supplement earned is \$600. The amount per game/practice is \$30 for a maximum of 20 games/practices. Funds to pay for tournaments will come out of the sport's internal account. Coaches may take the bus or the Calhoun County van, if it is available, for the summer games, but the cost will be charged to the school as normal. Twelve-month employees are only eligible for the supplement if the activity is done during non-working hours.

#### ***Post Season***

Coaches will be paid up to ten percent (10%) of their coaching supplement (not to include athletic director supplement) for participation in post season athletic competition in the following manner: two percent (2%) will be paid for participating in each level of competition - Regional semifinals (2%), Regional finals (2%), State semifinals (2%), State champion game (2%), State Champions (2%). For example, if a coach received a supplement of \$2,000, he/she would receive \$40 for progressing to each postseason play level. If the coach progressed all the way to the state championship and won the state championship, the coach would receive \$200. The amount that coaches will receive will vary according to the amount of the supplement they receive. The Principal must write a memo to the Director of Finance stating that the coach participated in post season athletic competition.

**APPENDIX D PART-TIME TEACHER SALARY SCHEDULE**

**2016-2017  
CALHOUN COUNTY SCHOOL BOARD  
Effective July 1, 2016**

PART-TIME TEACHERS - HOURLY RATE (Used for non-traditional student contact hours and non-student contact hours excluding professional development)

<b>Degree</b>	<b>Years Experience</b>	<b>Amount</b>
PHD	0	\$26.00
	1-5	\$28.00
	6-8	\$29.00
	9-13	\$33.00
	14 and over	\$41.00
Adv. Masters	0	\$25.00
	1-5	\$27.00
	6-8	\$28.00
	9-13	\$31.00
	14 and over	\$39.00
Masters	0	\$24.00
	1-5	\$26.00
	6-8	\$27.00
	9-13	\$29.00
	14 and over	\$36.00
Bachelors	0	\$22.00
	1-5	\$24.00
	6-8	\$25.00
	9-13	\$27.00
	14 and over	\$31.00
3 yrs. College	0 and over	\$11.00
2 yrs. College	0 and over	\$10.00

STIPENDS - (For workshops other than during regular contract period)  
Instructional Personnel - \$100.00/day