

Interim Salary Schedule Book

Fiscal Year 2019-2020



Steve Dionisio
Superintendent of Schools

THE SCHOOL BOARD OF CHARLOTTE COUNTY

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Prepared by: Patrick Keegan June 4, 2019

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Section 1: Instructional Unit Salary Schedule (Unit 1- Teachers)

1.1 Instructional Job Descriptions

The following job descriptions are members of the instructional bargaining unit:

- | | |
|--|--|
| Academic Coach | Job Placement Specialist |
| Career Specialist | Lead Teacher |
| Behavior Analyst | Liaison Teacher- ESE |
| Classroom Teacher | Media Specialist |
| Curriculum & Instruction Coach | Occupational Specialist |
| Curriculum & Instruction Specialist | Pre-K Staffing Specialist- ESE |
| Curriculum & Instruction Teacher | Professional Development Specialist- TSA |
| Data Specialist | Reading and Math Coach |
| Dean of Students | Reading Coach |
| Child Development- TSA | Reading Specialist- ESE |
| Child Development Resource Teacher | Speech & Language Pathologist |
| Child Family Services Resource Teacher | Speech & Language Staffing Specialist- ESE |
| Elementary Prevention Teacher | Staffing Specialist- ESE |
| Florida Virtual Teacher | Teacher of the Gifted- ESE |
| Florida Virtual Adjunct | Technology Teacher |
| Guidance Counselor- Elementary | Title I Evaluator |
| Guidance Counselor- Middle | Title I Resource & Family Liaison- TSA |
| Guidance Counselor- High | Visually Impaired Teacher- ESE |

Please Note: Due to software limitations, the exact job description may be slightly different in electronic records.

1.2 Instructional Performance-Based Salary Schedule

Step	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
	Bachelors	Bachelors	Masters	Masters	Specialist	Specialist	Doctorate	Doctorate
0	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
1	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
2	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
3	\$31.1001	\$45,250.65	\$33.6876	\$49,015.46	\$35.1453	\$51,136.41	\$36.3115	\$52,833.23
4	\$31.5308	\$45,877.31	\$34.1183	\$49,642.13	\$35.5760	\$51,763.08	\$36.7422	\$53,459.90
5	\$31.9675	\$46,512.71	\$34.5550	\$50,277.53	\$36.0127	\$52,398.48	\$37.1789	\$54,095.30
6	\$32.4102	\$47,156.84	\$34.9977	\$50,921.65	\$36.4554	\$53,042.61	\$37.6216	\$54,739.43
7	\$32.8591	\$47,809.99	\$35.4466	\$51,574.80	\$36.9043	\$53,695.76	\$38.0705	\$55,392.58
8	\$33.3142	\$48,472.16	\$35.9017	\$52,236.97	\$37.3594	\$54,357.93	\$38.5256	\$56,054.75
9	\$33.7756	\$49,143.50	\$36.3631	\$52,908.31	\$37.8208	\$55,029.26	\$38.9870	\$56,726.09
10	\$34.2434	\$49,824.15	\$36.8309	\$53,588.96	\$38.2886	\$55,709.91	\$39.4548	\$57,406.73
11	\$34.7177	\$50,514.25	\$37.3052	\$54,279.07	\$38.7629	\$56,400.02	\$39.9291	\$58,096.84
12	\$35.1985	\$51,213.82	\$37.7860	\$54,978.63	\$39.2437	\$57,099.58	\$40.4099	\$58,796.40
13	\$35.6860	\$51,923.13	\$38.2735	\$55,687.94	\$39.7312	\$57,808.90	\$40.8974	\$59,505.72
14	\$36.1803	\$52,642.34	\$38.7678	\$56,407.15	\$40.2255	\$58,528.10	\$41.3917	\$60,224.92
15	\$36.6814	\$53,371.44	\$39.2689	\$57,136.25	\$40.7266	\$59,257.20	\$41.8928	\$60,954.02
16	\$37.1894	\$54,110.58	\$39.7769	\$57,875.39	\$41.2346	\$59,996.34	\$42.4008	\$61,693.16
17	\$37.7045	\$54,860.05	\$40.2920	\$58,624.86	\$41.7497	\$60,745.81	\$42.9159	\$62,442.63
18	\$38.2267	\$55,619.85	\$40.8142	\$59,384.66	\$42.2719	\$61,505.61	\$43.4381	\$63,202.44
19	\$38.7561	\$56,390.13	\$41.3436	\$60,154.94	\$42.8013	\$62,275.89	\$43.9675	\$63,972.71
20	\$39.2929	\$57,171.17	\$41.8804	\$60,935.98	\$43.3381	\$63,056.94	\$44.5043	\$64,753.76
21	\$39.8371	\$57,962.98	\$42.4246	\$61,727.79	\$43.8823	\$63,848.75	\$45.0485	\$65,545.57
22	\$40.3888	\$58,765.70	\$42.9763	\$62,530.52	\$44.4340	\$64,651.47	\$45.6002	\$66,348.29
23	\$40.9482	\$59,579.63	\$43.5357	\$63,344.44	\$44.9934	\$65,465.40	\$46.1596	\$67,162.22
24	\$41.5153	\$60,404.76	\$44.1028	\$64,169.57	\$45.5605	\$66,290.53	\$46.7267	\$67,987.35
25	\$42.0903	\$61,241.39	\$44.6778	\$65,006.20	\$46.1355	\$67,127.15	\$47.3017	\$68,823.97
26	\$42.6733	\$62,089.65	\$45.2608	\$65,854.46	\$46.7185	\$67,975.42	\$47.8847	\$69,672.24
27	\$43.2643	\$62,949.56	\$45.8518	\$66,714.37	\$47.3095	\$68,835.32	\$48.4757	\$70,532.14
28	\$43.8635	\$63,821.39	\$46.4510	\$67,586.21	\$47.9087	\$69,707.16	\$49.0749	\$71,403.98
29	\$44.4710	\$64,705.31	\$47.0585	\$68,470.12	\$48.5162	\$70,591.07	\$49.6824	\$72,287.89

1.3 Instructional Grandfathered Salary Schedule

Step	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
	Bachelors	Bachelors	Masters	Masters	Specialist	Specialist	Doctorate	Doctorate
0	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
1	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
2	\$30.9279	\$45,000.09	\$33.5154	\$48,764.91	\$34.9731	\$50,885.86	\$36.1393	\$52,582.68
3	\$31.1001	\$45,250.65	\$33.6876	\$49,015.46	\$35.1453	\$51,136.41	\$36.3115	\$52,833.23
4	\$31.5308	\$45,877.31	\$34.1183	\$49,642.13	\$35.5760	\$51,763.08	\$36.7422	\$53,459.90
5	\$31.9675	\$46,512.71	\$34.5550	\$50,277.53	\$36.0127	\$52,398.48	\$37.1789	\$54,095.30
6	\$32.4102	\$47,156.84	\$34.9977	\$50,921.65	\$36.4554	\$53,042.61	\$37.6216	\$54,739.43
7	\$32.8591	\$47,809.99	\$35.4466	\$51,574.80	\$36.9043	\$53,695.76	\$38.0705	\$55,392.58
8	\$33.3142	\$48,472.16	\$35.9017	\$52,236.97	\$37.3594	\$54,357.93	\$38.5256	\$56,054.75
9	\$33.7756	\$49,143.50	\$36.3631	\$52,908.31	\$37.8208	\$55,029.26	\$38.9870	\$56,726.09
10	\$34.2434	\$49,824.15	\$36.8309	\$53,588.96	\$38.2886	\$55,709.91	\$39.4548	\$57,406.73
11	\$34.7177	\$50,514.25	\$37.3052	\$54,279.07	\$38.7629	\$56,400.02	\$39.9291	\$58,096.84
12	\$35.1985	\$51,213.82	\$37.7860	\$54,978.63	\$39.2437	\$57,099.58	\$40.4099	\$58,796.40
13	\$35.6860	\$51,923.13	\$38.2735	\$55,687.94	\$39.7312	\$57,808.90	\$40.8974	\$59,505.72
14	\$36.1803	\$52,642.34	\$38.7678	\$56,407.15	\$40.2255	\$58,528.10	\$41.3917	\$60,224.92
15	\$36.6814	\$53,371.44	\$39.2689	\$57,136.25	\$40.7266	\$59,257.20	\$41.8928	\$60,954.02
16	\$37.1894	\$54,110.58	\$39.7769	\$57,875.39	\$41.2346	\$59,996.34	\$42.4008	\$61,693.16
17	\$37.7045	\$54,860.05	\$40.2920	\$58,624.86	\$41.7497	\$60,745.81	\$42.9159	\$62,442.63
18	\$38.2267	\$55,619.85	\$40.8142	\$59,384.66	\$42.2719	\$61,505.61	\$43.4381	\$63,202.44
19	\$38.7561	\$56,390.13	\$41.3436	\$60,154.94	\$42.8013	\$62,275.89	\$43.9675	\$63,972.71
20	\$39.2929	\$57,171.17	\$41.8804	\$60,935.98	\$43.3381	\$63,056.94	\$44.5043	\$64,753.76
21	\$39.8371	\$57,962.98	\$42.4246	\$61,727.79	\$43.8823	\$63,848.75	\$45.0485	\$65,545.57
22	\$40.3888	\$58,765.70	\$42.9763	\$62,530.52	\$44.4340	\$64,651.47	\$45.6002	\$66,348.29
23	\$40.9482	\$59,579.63	\$43.5357	\$63,344.44	\$44.9934	\$65,465.40	\$46.1596	\$67,162.22
24	\$41.5153	\$60,404.76	\$44.1028	\$64,169.57	\$45.5605	\$66,290.53	\$46.7267	\$67,987.35
25	\$42.0903	\$61,241.39	\$44.6778	\$65,006.20	\$46.1355	\$67,127.15	\$47.3017	\$68,823.97
26	\$42.6733	\$62,089.65	\$45.2608	\$65,854.46	\$46.7185	\$67,975.42	\$47.8847	\$69,672.24
27	\$43.2643	\$62,949.56	\$45.8518	\$66,714.37	\$47.3095	\$68,835.32	\$48.4757	\$70,532.14
28	\$43.8635	\$63,821.39	\$46.4510	\$67,586.21	\$47.9087	\$69,707.16	\$49.0749	\$71,403.98
29	\$44.4710	\$64,705.31	\$47.0585	\$68,470.12	\$48.5162	\$70,591.07	\$49.6824	\$72,287.89

1.4 Instructional Longevity Pay

Longevity pay is to be paid to current full-time employees in a lump sum prior to winter break according to the following chart. Any employee on approved leave will receive his/her longevity payment only after physically working one (1) more day than fifty percent (50%) of the assigned work calendar within that school year.

Years of Service	% Starting Salary (Teacher BA)	Supplement
9 or fewer	0%	\$0
10 - 14	3%	\$1,350
15 - 19	6%	\$2,700
20 - 24	9%	\$4,050
25 - 29	12%	\$5,400
30 or more	15%	\$6,750

“Years of Service” includes years of service to Charlotte County Public Schools completed prior to the fiscal year in which the longevity payment is to be made. An employee must work at least one (1) more day than fifty percent (50%) of the assigned work calendar within a school year to be credited for a year of service for longevity purposes.

1.5 Instructional Differentiated Pay

1.5.1 *Advanced Degree Supplement*

In accordance with Florida Statute 1012.22, salary for instructional personnel, hired on or after July 1, 2011, and holding a degree in their area of certification, will be paid on the CFEA-CCPS-bargained bachelor's salary schedule, plus an hourly supplement based on any advanced degree held in an area of certification (as shown in 1.2 above). Instructional employees hired before July 1, 2011 will be paid the hourly supplement for advanced degree regardless of their area of certification. The hourly supplements for advanced degrees shall be paid according to the following chart:

Degree Type	Hourly Supplement
Masters	\$2.5875
Specialist	\$4.0452
Doctorate	\$5.2114

1.5.2 *Performance Pay Schedule Differentiated Pay*

Instructional personnel earning an overall evaluation rating of "Effective" will receive an additional \$0.50 per year. Instructional personnel earning an overall evaluation rating of "Highly Effective" will receive an additional \$1.00 per year.

1.5.3 *Statutory Differentiated Pay Plan*

In accordance with Florida Statute 1012.22 (1) (c) (4), beginning with the 2016-17 academic school year, the Charlotte County School Board and the Charlotte FEA agree to the following differentiated pay for instructional personnel represented by CFEA. The Differentiated Pay Plan shall be included as part of the salary schedule as required by FS 1012.22 and is subject to negotiations as provided in the collective bargaining law Florida Statute 447. The Differentiated Pay is based on factors including, but not limited to, school demographics (Title I), assignment to a low-performing school, critical shortage areas, and additional responsibilities as agreed herein by the District and the CFEA.

1.5.3.1 Title I Schools

A specific supplement will be paid to teachers assigned to Title I eligible schools. The specific compensation amounts and eligible teaching assignments will be determined annually between the District and the CFEA. The Title I Schools supplement amount for the 2019-2020 school year is \$0.

1.5.3.2 Low-Performing Schools

An incentive-based transfer of highly qualified teachers and principals shall apply to schools that receive a grade of "D" or "F" in the State of Florida's School-Grades program. The steps in determining how such teachers and principals are identified and deployed and retained, and the specific compensation amounts and eligible teaching assignments will be determined annually between the District and the CFEA. The Low-Performing Schools supplement amount for the 2019-2020 school year is \$0.

1.5.3.3 Critical Teacher Shortage Areas

An incentive-based transfer of highly qualified teachers and principals shall apply to schools that receive a grade of “D” or “F” in the State of Florida’s School-Grades program. The steps in determining how such teachers and principals are identified and deployed and retained, and the specific compensation amounts and eligible teaching assignments will be determined annually between the District and the CFEA. The Critical Teacher Shortage Area supplement amount for the 2019-2020 school year is \$0.

1.5.3.4 Additional Academic Responsibilities

Supplements for designated additional academic responsibilities shall be determined annually between the District and the CFEA. The supplemental pay rates for specific additional responsibilities are described in the next section.

1.5.4 Indexed Supplemental Pay Rates

The supplements described in this provision are indexed to the Step Zero (0) Instructional Salary (bachelors). For the 2019-2020 school year only, that salary is \$39,430.62 (six percent higher than the previous year). For the 2020-2021 school year and beyond, that salary shall be the Step Zero (0) Instructional Salary (bachelors) listed in Provision 1.2 *Instructional Performance-Based Salary Schedule*.

Group	Index %	Annual Rate	Supplement Names
1A	15.00%	\$5,914.59	HS- Athletic Directors
1	10.00%	\$3,943.06	HS- Head Coaches: Basketball, Baseball, Football- Fall, Softball, Wrestling; Band Director; CPAC Manager
2	8.33%	\$3,284.57	HS- Assistant Athletic Directors, Head Coaches: Soccer, Swimming, Track, Volleyball; NJROTC, Drama (4 or more public productions for which admission is charged)
3	6.67%	\$2,630.02	HS- Head Coaches: Cross Country, Golf, Tennis, Weightlifting, Cheerleading- Basketball, Cheerleading- Football; Assistant Band Director; Choral Director, Drama (3 or fewer productions); Flag Line/Color Guard; Senior Class Sponsor, Student Council, Yearbook; MS- Athletic Director
4	6.25%	\$2,464.41	HS- Assistant Coaches: Baseball, Basketball, Football- Fall, Soccer, Swimming, Track, Volleyball, Wrestling, Discretionary
5	5.83%	\$2,298.81	HS- Business Manager
6	3.75%	\$1,478.65	HS- Assistant Coaches: Cheerleading- Basketball, Cheerleading- Football; Junior Class Sponsor; Assistant Drama, Model UN; MS- Band Director; ES- Interest/Hobby Group
7	2.92%	\$1,151.37	HS- School Newspaper (School Produced), TV Production, Vocational Clubs, Student Recognition Clubs, School Web Page Manager, Mock Trial, Sophomore Class Sponsor; MS- Head Coaches: Basketball, Soccer, Softball, Volleyball, Wrestling; Choral Director, Drama, Newspaper (School Produced), School Webpage Manager, Student Council, Yearbook; ES- Choral Director, Newspaper (School Produced), School Web Page Manager, Yearbook
8	2.50%	\$985.77	HS- Head Coach: Football- Spring
9	1.83%	\$721.58	HS- Academic Clubs, Academic Teams, Buzz, Freshman Class Sponsor, Service Clubs, Dance Teams, National Honor Society, School Newsletter; MS- Assistant Coaches: Basketball, Soccer, Softball, Volleyball, Wrestling; Academic Clubs, Academic Teams, Buzz, Service, Clubs, National Honor Society, School Newsletter, TV Production; ES- TV Production, School Newsletter
10	1.25%	\$492.88	HS- Assistant Coach: Football Spring; HS/MS/ES- Science Fair, History Fair
11	0.98%	\$386.42	MS- Head Coach: Track; HS/MS/ES- Interest/Hobby Clubs
12	0.63%	\$248.41	MS- Assistant Coach: Track

1.5.5 Non-Indexed Supplemental Pay Rates

Supplement Name	Rate
Check and Connect Coordinator	\$1,060
Check and Connect Mentor	\$530
Credit Retrieval Coach (per 16-week session)	\$1,767
Credit Retrieval Record Keeper	\$209
Dean (High School)	\$2,200
Dean (Middle School)	\$1,716
District-Level Program Planner	\$600
Dual Enrollment Instructor (per Semester)	\$750
Elementary After-School Programs (non-enrichment)	\$261
English Language Learners (fewer than 25 ELL students)	\$386
English Language Learners (25 or more ELL students)	\$493
ESE Program Planner (in addition to program planner)	\$212
ESOL Endorsement (one time, upon completion of 300-hour)	\$1,060
Middle School Intramural (per sport)	\$501
Middle School Non-specific	\$1,060
Peer Teacher (for one beginning teacher)	\$938
Program Planner (Per Program member including self)	\$209
School Wellness Champion	\$212
Technology Facilitator	\$863
Tournament/Event Manager (per FHSAA event)	FHSAA Rate
Vocational Industrial Clubs of America	\$881

1.5.6 CAPE and CASE Course Design and Instructor Supplemental Rates

The supplement rates for CAPE and CASE course design are described in the following chart:

Course Length	New Course Design	Course Redesign
1 CEU	60% of 3 CEU - \$1,800	60% of 3 CEU - \$900
2 CEUs	80% of 3 CEU - \$2,400	80% of 3 CEU - \$1,200
3 CEUs	\$3,000	\$1,500
4 CEUs	120% of 3 CEU - \$3,600	120% of 3 CEU - \$1,800
5 CEUs	140% of 3 CEU - \$4,200	140% of CEU - \$2,400

A redesigned course is a course that has already been taught or developed and is being reconfigured to meet the CASE/CAPE format. A course redesign must be approved by the design sub-committee.

CAPE and CASE course instructors shall be paid \$700 per CEU per course.

1.5.7 Bonuses

Best and Brightest bonus awards shall be paid as per State Statute. Funds that are state-earmarked for Performance Pay shall be paid as per State Statute. Lead Teacher Awards shall be paid as per State Statute. School Recognition Awards, also known as A-Plus Awards, shall be paid as per Local School Advisory Councils in accordance with State Statutes.

1.5.8 Military Science Instructors

Military Science (NJROTC) Instructors shall be paid in accordance with the Bureau of Naval Personnel Regulations.

1.6 Instructional Salary Provisions

The provisions contained within this section of the Salary Schedule book apply to all employee-members of the instructional bargaining unit unless otherwise stipulated.

1.6.1 Retroactive Pay

In order to be eligible to receive retroactive pay, an employee must be working in a full-time or part-time position with benefits or on compensable leave or approved unpaid sick leave as of the date of Board adoption of the salary schedule. Retro pay shall be paid on the 1st pay check after returning from leave.

1.6.2 Use of Hourly Rate

The hourly rate schedule shall be used for all official salary computations.

1.6.3 Experience Credit

Upon written verification, up to nine years of prior teaching or related experience shall be credited. No past experience will be awarded to teachers receiving retirement benefits through the Florida Retirement System (FRS).

1.6.4 Overtime Pay Exemption

Instructional positions are considered exempt from overtime provisions of the Fair Labor Standards Act.

1.6.5 Cell Phone Supplement

In accordance with 1011.09, Florida Statutes, the School Board specifically approves a supplement of \$25.00 to be included in paychecks one time per month for selected district employees who are required by their positions to be available by cell phone outside the normal duty time. In the event of a disaster where there is a substantial increase in cell phone minutes used, the monthly supplement will be adjusted accordingly.

1.6.6 Service Credit

Any employee who works one (1) day more than fifty percent (50%) of a designated work year shall receive credit for a full year of experience.

1.6.7 Project Stipends and Inservice Pay Rate

Payment of stipends are permitted at rates established within the guidelines of each approved project or activity. Other instructional personnel inservice activities funded by the Board shall be paid at the rate of fifteen dollars (\$15) per hour.

1.6.8 Personal Leave, Sick Leave, Paid Holidays, and Terminal Pay

Personal Leave, Sick Leave, Paid Holiday Leave, and Terminal Pay shall be governed by the collectively-bargaining contract for instructional employees.

1.7 Instructional Work Calendars

All instructional employees shall work a 194-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
204	ESE Liaison, Teacher of Naval Science (NJROTC)
209	Guidance Counselor- Elementary, Guidance Counselor- Middle
214	Curriculum and Instruction Specialist, Guidance Counselor- High, Occupational Specialist
220	Professional Development Specialist, Program Staffing Specialist- ESE

Section 2: Classified Unit Salary Schedule (Unit 2- Support)

2.1 Classified Job Descriptions

The following job descriptions are members of the Classified (Support) bargaining unit:

Account Clerk- Payable	Food Service Assistant
Account Clerk- Payroll	Foreman- Transportation
Accounting Assistant	Groundskeeper I
Administrative Assistant I	Groundskeeper II
Administrative Assistant II	Human Resources Assistant
Assistant Food Service Manager	HVAC Mechanic
Audio Visual Technician	Interpreter (certified)
Baker- Elementary or Middle School	Interpreter (uncertified)
Baker- High School	Job Coach (ESE)
Bindery Technician	Library Technical Assistant
Bookkeeper I	Lunchroom- Physical Activity Monitor
Bookkeeper II	Mechanic
Bus Attendant	Mechanic Helper
Bus Driver	Network Technician
Bus Driver- ESE	Offset Press Worker
Bus Driver- Operations	Paraprofessional I
Bus Driver- Instructor	Paraprofessional I (Culinary Arts)
Carpenter	Paraprofessional I (HOPE)
Child Development Teacher Associate	Paraprofessional II (ELL)
Child Development Caregiver	Paraprofessional II (Library/Media)
Computer Analyst	Paraprofessional III
Computer Operator	Paraprofessional III (ISS)
Cook	Plumber
Courier	Property Control Assistant
Custodial Crew Leader I (Elementary, Admin, Baker)	Purchasing Agent/Buyer (General)
Custodial Crew Leader II (Middle, CHC)	Purchasing Agent/Buyer (Technology)
Custodial Crew Leader III (High, CTC)	Records Retention Assistant
Custodian	Resource Teacher Assistant (Early Childhood)
Data Management Tech II (Schools)	Road Observer
Data Management Tech III (District)	Routing Technician
Education Service Specialist	School Lunch Program Assistant
Electrician	School Nurse
Employee Benefits Assistant	School Security & Attendance Assistant
Family Associate	Title I Family Achievement & Family Assistant
Fiscal Assistant	Title III ELL- Immigrant Achievement & Family Liaison
	Warehouse Worker

Please Note: Due to software limitations, the exact job description may be slightly different in electronic records.

2.2 Classified Job Descriptions by Paygrade

2.2.1 *Paygrade 12*

The following Job Description is assigned to paygrade 12:

Bus Attendant

2.2.2 *Paygrade 13*

The following Job Description is assigned to paygrade 13:

Courier

2.2.3 *Paygrade 14*

The following Job Descriptions are assigned to paygrade 14:

Bindery Technician

Custodian

Food Service Assistant

Property Control Assistant

Records Control Assistant

2.2.4 *Paygrade 15*

The following Job Descriptions are assigned to paygrade 15:

Baker- Elementary or Middle

Fiscal Assistant (Hurricane)

Groundskeeper I

Mechanic Helper

Offset Press Worker

Paraprofessional I

Paraprofessional I (Culinary)

Paraprofessional I (HOPE)

2.2.5 *Paygrade 16*

The following Job Descriptions are assigned to paygrade 16:

Baker- High

Cook

Bookkeeper I (Elementary)

Groundskeeper (II)

Job Coach (ESE)

Library Technical Assistant

Paraprofessional II (ELL)

Paraprofessional II (Library/Media)

School Security & Attendance Assistant
Warehouse Workers

2.2.6 Paygrade 17

The following Job Descriptions are assigned to paygrade 17:

Account Clerk- Payable
Administrative Assistant I
Custodial Crew Leader I (Elementary, Admin, Baker)
Data Management Tech II (Schools)
Family Advocate
Paraprofessional III
Paraprofessional III (ISS)
Title I Family Achievement & Family Associate
Title III ELL- Immigrant Achievement & Family Liaison

2.2.7 Paygrade 18

The following Job Descriptions are assigned to paygrade 18:

Account Clerk- Payroll
Administrative Assistant II
Bookkeeper II
Computer Operator
Custodial Crew Leader II (Middle, CHC)
Data Management Tech III (District)
Employee Benefits Assistant
Human Resources Assistant
Interpreter (uncertified)
Purchasing Agent/Buyer (General)
Purchasing Agent/Buyer (Technology)
Road Observer
Routing Technician
School Lunch Program Assistant

2.2.8 Paygrade 19

The following Job Descriptions are assigned to paygrade 19:

Accounting Assistant
Assistant Food Service Manager
Bus Driver
Bus Driver (ESE)
Bus Driver (Operations)
Custodial Crew Leader III (High, CTC)

2.2.9 Paygrade 20

The following Job Descriptions are assigned to paygrade 20:

Bus Driver (Instructor)
Mechanic

2.2.10 Paygrade 21

The following Job Descriptions are assigned to paygrade 21:

Audio Visual Technician
Carpenter
Electrician
Foreman- Transportation
HVAC Mechanic
Interpreter (certified)
Network Technician
Plumber
School Nurse

2.2.11 Early Childhood Paygrades

Job Descriptions are assigned to Early Childhood paygrades in accordance with the following chart:

Paygrade	Job Descriptions
H1	Caregiver
H2	Teacher Associate
H3	Head Start Assistant
H4	Family Advocate w/AA, Teacher w/AA
H5	Family Advocate w/BA, Teacher w/BA
G1	Caregiver (Grandfathered Employees Only)
G2	Education Assistant (Grandfathered Employees Only)

2.3 Classified Salary Schedule- Hourly Rates

Level	12	13	14	15	16	17	18	19	20	21
A	\$10.26	\$10.82	\$11.38	\$12.01	\$12.66	\$13.36	\$14.07	\$14.82	\$15.64	
B	\$10.53	\$11.10	\$11.69	\$12.33	\$12.99	\$13.68	\$14.43	\$15.20	\$16.03	
C	\$10.80	\$11.36	\$11.99	\$12.64	\$13.32	\$14.03	\$14.80	\$15.60	\$16.43	
D	\$11.07	\$11.67	\$12.30	\$12.96	\$13.65	\$14.41	\$15.17	\$16.00	\$16.85	
E	\$11.34	\$11.96	\$12.59	\$13.29	\$14.00	\$14.77	\$15.56	\$16.39	\$17.28	
F	\$11.64	\$12.25	\$12.91	\$13.61	\$14.36	\$15.13	\$15.93	\$16.80	\$17.70	\$20.60
G	\$11.93	\$12.56	\$13.23	\$13.96	\$14.71	\$15.52	\$16.33	\$17.23	\$18.16	\$21.12
H	\$12.22	\$12.87	\$13.56	\$14.31	\$15.07	\$15.89	\$16.75	\$17.65	\$18.60	\$21.65
I	\$12.53	\$13.20	\$13.91	\$14.67	\$15.47	\$16.29	\$17.17	\$18.09	\$19.07	\$22.19
J	\$12.84	\$13.53	\$14.25	\$15.03	\$15.84	\$16.71	\$17.60	\$18.54	\$19.55	\$22.75
K	\$13.17	\$13.88	\$14.60	\$15.41	\$16.24	\$17.13	\$18.04	\$19.01	\$20.02	\$23.30
L	\$13.49	\$14.21	\$14.97	\$15.79	\$16.65	\$17.54	\$18.49	\$19.49	\$20.53	\$23.88
M	\$13.83	\$14.56	\$15.33	\$16.19	\$17.08	\$18.00	\$18.95	\$19.97	\$21.04	\$24.49
N	\$14.18	\$14.94	\$15.73	\$16.61	\$17.49	\$18.44	\$19.44	\$20.48	\$21.57	\$25.09
O	\$14.53	\$15.30	\$16.12	\$17.03	\$17.95	\$18.91	\$19.92	\$20.99	\$22.11	\$25.74
P	\$14.90	\$15.70	\$16.53	\$17.44	\$18.39	\$19.40	\$20.43	\$21.50	\$22.66	\$26.36
Q	\$15.26	\$16.08	\$16.93	\$17.88	\$18.86	\$19.88	\$20.92	\$22.05	\$23.22	\$27.03
R	\$15.67	\$16.47	\$17.35	\$18.32	\$19.33	\$20.38	\$21.44	\$22.60	\$23.81	\$27.71
S	\$16.05	\$16.89	\$17.78	\$18.77	\$19.82	\$20.88	\$21.98	\$23.16	\$24.41	\$28.41
T	\$16.44	\$17.31	\$18.23	\$19.24	\$20.33	\$21.40	\$22.53	\$23.73	\$25.02	\$29.12
U	\$16.85	\$17.73	\$18.69	\$19.71	\$20.83	\$21.94	\$23.10	\$24.34	\$25.64	\$29.85
V	\$17.28	\$18.19	\$19.14	\$20.20	\$21.34	\$22.48	\$23.67	\$24.94	\$26.29	\$30.59
W	\$17.70	\$18.63	\$19.62	\$20.71	\$21.88	\$23.06	\$24.26	\$25.56	\$26.95	\$31.36

2.4 Early Childhood Salary Schedule- Hourly Rates

	H1	H2	H3	H4	H5
	2018-19	2018-19	2018-19	2018-19	2018-19
A	\$11.71	\$12.25	\$11.68	\$13.66	\$16.82
B	\$11.87	\$12.42	\$11.99	\$14.00	\$17.25
C	\$12.04	\$12.59	\$12.29	\$14.37	\$17.67
D	\$12.20	\$12.76	\$12.61	\$14.72	\$18.11
E	\$12.37	\$12.94	\$12.92	\$15.09	\$18.48
F	\$12.54	\$13.12	\$13.24	\$15.45	\$18.92
G	\$12.72	\$13.30	\$13.57	\$15.84	\$19.41
H	\$12.89	\$13.48	\$13.92	\$16.25	\$19.89
I	\$13.07	\$13.67	\$14.26	\$16.66	\$20.40
J	\$13.25	\$13.86	\$14.61	\$17.06	\$20.90
K	\$13.44	\$14.05	\$14.99	\$17.50	\$21.43
L	\$13.62	\$14.25	\$15.36	\$17.93	\$21.97
M	\$13.81	\$14.44	\$15.74	\$18.37	\$22.51
N	\$14.00	\$14.64	\$16.15	\$18.84	\$23.06
O	\$14.20	\$14.85	\$16.56	\$19.31	\$23.66
P	\$14.39	\$15.05	\$16.96	\$19.79	\$24.25
Q					
R					
S					
T					
U					
V					
W					

	G1	G2
	2018-19	2018-19
A	\$13.15	\$13.85
B	\$13.48	\$14.20
C	\$13.82	\$14.58
D	\$14.18	\$14.94
E	\$14.55	\$15.32
F	\$14.89	\$15.70
G	\$15.28	\$16.09
H	\$15.65	\$16.49
I	\$16.05	\$16.91
J	\$16.45	\$17.32
K	\$16.87	\$17.77
L	\$17.28	\$18.21
M	\$17.73	\$18.67
N	\$18.17	\$19.14
O	\$18.62	\$19.61
P	\$19.10	\$20.11
Q	\$19.57	\$20.61
R	\$20.07	\$21.12
S	\$20.56	\$21.65
T	\$21.08	\$22.17
U	\$21.61	\$22.74
V	\$22.13	\$23.30
W	\$22.70	\$23.89

2.5 Classified Longevity Pay

Longevity pay is to be paid to current full-time employees as an hourly supplemental rate according to the following chart:

Years of Service	Hourly Supplement
9 or fewer	\$0.00
10 - 14	\$0.32
15 - 19	\$0.53
20 - 24	\$0.80
25 - 29	\$1.06
30 or more	\$1.33

“Years of Service” includes years of service to Charlotte County Public Schools completed prior to the fiscal year in which the longevity hourly rate is to be paid. An employee must work at least one (1) more day than fifty percent (50%) of the assigned work calendar within a school year to be credited for a year of service for longevity purposes.

2.6 Classified Differentiated Pay

2.6.1 Team Leader Supplement

Each Team Leader shall be compensated \$1,000 as the base compensation for each year. In addition, the Team Leader shall receive \$350 per person per year or partial year for each additional team member assigned to his/her team

2.6.2 CAPE and CASE Course Design and Instructor Supplemental Rates

The supplement rates for CAPE and CASE course design are described in the following chart:

Course Length	New Course Design	Course Redesign
1 CEU	60% of 3 CEU - \$1,800	60% of 3 CEU - \$900
2 CEUs	80% of 3 CEU - \$2,400	80% of 3 CEU - \$1,200
3 CEUs	\$3,000	\$1,500
4 CEUs	120% of 3 CEU - \$3,600	120% of 3 CEU - \$1,800
5 CEUs	140% of 3 CEU - \$4,200	140% of CEU - \$2,400

A redesigned course is a course that has already been taught or developed and is being reconfigured to meet the CASE/CAPE format. A course redesign must be approved by the design sub-committee.

CAPE and CASE course instructors shall be paid \$700 per CEU per course.

2.6.3 CASE Program Participation, Eligibility, and Supplemental Rates

CASE courses are included in the overall in-service program of CCPS and allow employees to earn in-service credit toward additional compensation. A tier of CASE training consists of three hundred (300)

hours of training divided into twenty-hour units (CEUs). Employees must pay tuition of twenty-five dollars (\$25) per CEU. Upon completion of one full tier of training, an employee shall be paid, immediately, the first \$350 stipend. No more than one immediate one-time tier-completion bonus shall be paid in a single school year. In the month of October in each subsequent year in which the employee remains employed with CCPS, the employee will be paid an annual \$350 CASE Stipend, per completed tier, up to a maximum of four (4) tiers. Employees in the classified (support) bargaining unit who have completed the requirements for one or more CASE supplement awards shall be eligible for that award annually.

2.6.4 School Recognition Awards

School Recognition Awards, also known as A-Plus Awards, shall be paid as per Local School Advisory Councils in accordance with State Statutes.

2.6.5 ServSafe Hourly Supplement

For those food service employees who earn and maintain a ServSafe certification, the rate of supplemental pay shall be \$0.50 per hour. Employees who seek or earn this certification shall be responsible for their own study and preparation, successful test passage, and maintenance of current certification requirements.

2.6.6 Certifications not Required by Job Description

Employees with Child Development Associate (CDA) or Certified Professional Secretary (CPS) certification shall receive a supplemental pay rate of fifty cents (\$0.50) per hour.

2.6.7 College Degrees not Required by Job Description

Employees with a four-year (Bachelors) degree from an accredited college shall receive a supplemental rate of one dollar (\$1.00) per hour. Employees with a four-year (Bachelors) degree from an accredited college working in a job description that requires a two-year (Associates) degree shall receive a supplemental rate of fifty cents (\$0.50) per hour. Employees with sixty (60) credit hours or a two-year (Associates) degree from an accredited college shall receive a supplemental rate of fifty cents (\$0.50) per hour.

2.7 Classified Salary Provisions

2.7.1 Paraprofessional Substitutes

Employees working in a Paraprofessional I or Paraprofessional II Job Description who substitute for an instructional employee or a Paraprofessional III shall receive a \$35 supplement for each day that they so substitute. The day must be three (3) or more hours.

2.7.2 Cell Phone Supplement

In accordance with 1011.09, Florida Statutes, the School Board specifically approves a supplement of \$25.00 to be included in paychecks one time per month for selected district employees who are required by their positions to be available by cell phone outside the normal duty time. In the event of a disaster where there is a substantial increase in cell phone minutes used, the monthly supplement will be adjusted accordingly.

2.7.3 Bus Drivers' Extra Pay Provisions

Summer program occasional drivers will be paid their regular hourly rate. Bus drivers who perform trainer/instructor duties will be paid at Paygrade 20 on their current level. Bus drivers who work on routine maintenance and washing of buses other than during regular duties shall be paid at Paygrade 15 on their current level. All full-time district employees who serve as temporary bus washers during the summer will be paid at Paygrade 15 on their current level.

2.7.4 Community Education Program

Food Service workers who perform services for the Community Education Program after regular working hours shall be paid their regular hourly rate.

2.7.5 In-Service-Based Incentive Pay

All courses or in-service must be approved through the District Human Resources office, based on recommendations by a committee composed of CCSPA and administrators. Courses and in-service attended during the workday must also be pre-approved by the supervisor. Thirty (30) clock-hours of job-related coursework or in-service will qualify. Official verification of successful completion must be provided. Coursework/in-service funded by the District will be considered if all other conditions are met. Once Level I has been achieved, the hourly supplement will remain a permanent part of the hourly salary. Employees currently qualifying for incentive pay will receive twelve cents (\$0.12) per hour in addition to their step placement. Incentive will be paid upon completion of the course.

2.7.6 Attendance Incentives

Attendance incentives shall be outlined in the negotiated contract. Employees assigned to a twelve (12) month work calendar and work every day of their contract shall receive an annual incentive of two hundred dollars (\$200). Employees assigned to a work calendar of fewer than twelve (12) months shall receive an annual incentive payment of one hundred fifty dollars (\$150) if the employee works an eight-(8) hour day or one hundred twenty-five dollars (\$125) if the employee has a work day of fewer than eight (8) hours. Personal leave periods of two (2) hours or less shall not count against the awarding of this incentive.

2.7.7 Director-Assigned Higher Classification

If an employee is assigned to a higher classification for ten (10) or more consecutive days or any twenty-one (21) days in a 40-day period, such pay shall be retroactive to the first day in the higher assignment. Pay at the higher rate shall commence on the eleventh (11th) consecutive day and the twenty second (22nd) day of the forty (40) day period. This assignment must be approved by the director of the department.

2.7.8 Mandatory Subject of Bargaining

The award of increases for employees on the classified salary schedule shall be negotiated annually.

2.7.9 Recruitment Bonus

Any employee who recruits a regular full-time employee shall be eligible for a one-time bonus of one hundred dollars (\$100), subject to the following provision: recruit must maintain six (6) months of continuous employment. The recipient may not receive the recruitment bonus if he/she participates in hiring or recruiting as part of his/her job description.

2.7.10 Tuition Reimbursement

Upon approval of the Superintendent or designee, the Board will reimburse each employee the actual amount of tuition paid, not covered by grants/scholarships, and not to exceed the resident tuition rate established by the Florida State Board of Regents for each semester hour taken in an area which may improve his/her overall value to the District. The determination of potential for improving the employee's overall value to the District is solely at the discretion of the Superintendent or designee. An employee must receive a grade of "C" or better to qualify.

2.7.11 Service Credit

Any employee who works one (1) day more than fifty percent (50%) of a designated work year shall receive credit for a full year of experience.

2.7.12 Personal Leave, Sick Leave, Paid Holidays, and Terminal Pay

Personal Leave, Sick Leave, Paid Holiday Leave, and Terminal Pay shall be governed by the collectively-bargaining contract for classified (support) employees.

2.8 Classified Work Calendars

Individual Employee Work Calendars are posted on job openings and maintained in individual employee electronic records.

Section 3: Administrative Unit Salary Schedule (Unit 3)

3.1 Administrative Job Descriptions

Job descriptions for the administrative unit are as follows:

Assistant Director- Charlotte Technical College	Director of Food Service
Assistant Principal- Center School	Director of Human Resources
Assistant Principal- Elementary School	Director of Information & Communications Systems
Assistant Principal- High School	Director of Maintenance & Operations
Assistant Principal- Middle School	Director of Middle and High School Teaching and Learning
Assistant Superintendent for District Support Services	Director of Professional Development
Assistant Superintendent for Human Resources & Employee Relationships	Director of Purchasing
Assistant Superintendent for Learning	Director of Student Intervention & Dropout Prevention Services
Assistant Superintendent for School Support Services	Director of Student Transportation
Chief Financial Officer	District Security & Emergency Management Supervisor
Chief Technology Officer	Executive Director of Learning
Coordinator of Exceptional Student Education Programs	Executive Director of School Support Services
Coordinator of Early Childhood Programs	Principal- Charlotte Harbor Center
Coordinator of Psychological Services	Principal- Elementary
Coordinator of State & Federal Programs	Principal- High & Academy
Director of Charlotte Technical College	Principal- Middle
Director of Elementary Teaching and Learning	Supervisor of District Health Services
Director of Exceptional Student Education	Supervisor of Food Services
Director of Finance	

Please Note: Due to software limitations, the exact job description may be slightly different in electronic records.

3.2 Administrative Job Descriptions by Paygrade

3.2.1 Paygrade A1

The following Job Descriptions are assigned to paygrade A1:

Assistant Principal- Center School
Assistant Principal- Elementary School
District Security & Emergency Management Supervisor
Supervisor of District Health Services
Supervisor of Food Services

3.2.2 Paygrade A2

The following Job Description is assigned to paygrade A2:

Assistant Principal- Middle

3.2.3 *Paygrade A3*

The following Job Descriptions are assigned to paygrade A3:

Assistant Director- Charlotte Technical College
Assistant Principal- High School

3.2.4 *Paygrade A4*

The following Job Descriptions are assigned to paygrade A4:

Coordinator of Early Childhood Programs
Coordinator of Psychological Services
Coordinator of State and Federal Programs

3.2.5 *Paygrade A5*

The following Job Descriptions are assigned to paygrade A5:

Principal- Charlotte Harbor Center
Principal- Elementary

3.2.6 *Paygrade A6*

The following Job Description is assigned to paygrade A6:

Principal- Middle

3.2.7 *Paygrade A7*

The following Job Descriptions are assigned to paygrade A7:

Director of Elementary Teaching & Learning
Director of Exceptional Student Education
Director of Finance
Director of Food Service
Director of Human Resources
Director of Information & Communications Systems
Director of Maintenance & Operations
Director of Middle & High School Teaching & Learning
Director of Professional Development
Director of Purchasing
Director of Student Intervention & Dropout Prevention Services
Director of Charlotte Technical College

3.2.8 *Paygrade A8*

The following Job Descriptions are assigned to paygrade A8:

Principal- High & Academy
Director of Exceptional Student Education
Director of Finance

3.2.9 Paygrade A9

Executive Director of Learning
Executive Director of Student Support Services

3.2.10 Paygrade A10

The following Job Descriptions are assigned to paygrade A10:

Chief Financial Officer
Chief Technology Officer

3.2.11 Paygrade A11

The following Job Descriptions are assigned to paygrade A11:

Assistant Superintendent for District Support Services
Assistant Superintendent for Human Resources & Employee Relationships
Assistant Superintendent for Learning
Assistant Superintendent for School Support Services

3.3 Administrative Salary Schedule- Hourly Rates

Step	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11
1	\$41.54	\$42.69	\$43.86	\$45.71	\$46.96	\$48.24	\$49.58	\$50.95	\$51.18	\$58.45	\$60.03
2	\$42.11	\$43.28	\$44.47	\$46.34	\$47.60	\$48.91	\$50.27	\$51.66	\$51.89	\$59.25	\$60.85
3	\$42.70	\$43.88	\$45.08	\$46.99	\$48.26	\$49.59	\$50.96	\$52.39	\$52.61	\$60.07	\$61.70
4	\$43.29	\$44.49	\$45.71	\$47.64	\$48.93	\$50.28	\$51.68	\$53.11	\$53.34	\$60.90	\$62.56
5	\$43.89	\$45.10	\$46.34	\$48.29	\$49.61	\$50.98	\$52.40	\$53.84	\$54.08	\$61.75	\$63.43
6	\$44.50	\$45.73	\$46.99	\$48.96	\$50.30	\$51.69	\$53.12	\$54.58	\$54.83	\$62.60	\$64.31
7	\$45.11	\$46.36	\$47.64	\$49.64	\$51.00	\$52.41	\$53.85	\$55.33	\$55.60	\$63.47	\$65.20
8	\$45.74	\$47.01	\$48.29	\$50.33	\$51.71	\$53.13	\$54.59	\$56.10	\$56.37	\$64.35	\$66.10
9	\$46.38	\$47.66	\$48.96	\$51.03	\$52.43	\$53.86	\$55.34	\$56.87	\$57.16	\$65.24	\$67.01
10	\$47.02	\$48.31	\$49.64	\$51.74	\$53.16	\$54.60	\$56.11	\$57.65	\$57.95	\$66.14	\$67.95
11	\$47.67	\$48.98	\$50.33	\$52.46	\$53.89	\$55.35	\$56.88	\$58.45	\$58.76	\$67.06	\$68.89
12	\$48.33	\$49.66	\$51.03	\$53.19	\$54.63	\$56.12	\$57.66	\$59.25	\$59.57	\$67.99	\$69.84
13	\$48.99	\$50.35	\$51.74	\$53.92	\$55.39	\$56.89	\$58.46	\$60.07	\$60.40	\$68.93	\$70.81
14	\$49.67	\$51.05	\$52.46	\$54.66	\$56.15	\$57.67	\$59.26	\$60.90	\$61.24	\$69.89	\$71.79
15	\$50.36	\$51.76	\$53.19	\$55.42	\$56.92	\$58.47	\$60.08	\$61.75	\$62.08	\$70.85	\$72.79
16	\$51.06	\$52.48	\$53.92	\$56.18	\$57.71	\$59.28	\$60.92	\$62.60	\$62.94	\$71.84	\$73.80

3.4 Administrative Longevity Pay

Longevity pay is to be paid to current full-time employees in a lump sum prior to winter break according to the following chart. Any employee on approved leave will receive his/her longevity payment only after physically working one (1) more day than fifty percent (50%) of the assigned work calendar within that school year.

Years of Service	% Starting Salary (Teacher BA)	Supplement
9 or fewer	0%	\$0
10 - 14	3%	\$1,350
15 - 19	6%	\$2,700
20 - 24	9%	\$4,050
25 - 29	12%	\$5,400
30 or more	15%	\$6,750

“Years of Service” includes years of service to Charlotte County Public Schools completed prior to the fiscal year in which the longevity payment is to be made. An employee must work at least one (1) more day than fifty percent (50%) of the assigned work calendar within a school year to be credited for a year of service for longevity purposes.

3.5 Administrative Differentiated Pay

3.5.1 CAPE and CASE Course Design and Instructor Supplemental Rates

The supplement rates for CAPE and CASE course design are described in the following chart:

Course Length	New Course Design	Course Redesign
1 CEU	60% of 3 CEU - \$1,800	60% of 3 CEU - \$900
2 CEUs	80% of 3 CEU - \$2,400	80% of 3 CEU - \$1,200
3 CEUs	\$3,000	\$1,500
4 CEUs	120% of 3 CEU - \$3,600	120% of 3 CEU - \$1,800
5 CEUs	140% of 3 CEU - \$4,200	140% of CEU - \$2,400

A redesigned course is a course that has already been taught or developed and is being reconfigured to meet the CASE/CAPE format. A course redesign must be approved by the design sub-committee.

CAPE and CASE course instructors shall be paid \$700 per CEU per course.

3.5.2 CAPE Program Participation and Eligibility

Administrators may participate in the CAPE Program and are eligible to earn the annual CAPE Tier supplements of \$1000 per tier, provided that the employees earn and/or instruct at least six (6) CAPE credits every five-year period. Employees who choose to fulfill this requirement through CAPE instruction may not receive the instructor pay for any credits used to satisfy this eligibility requirement.

Administrators who earned CAPE credits or tiers as teachers may transfer these credits or tiers when they moving into the administrative employee unit.

3.5.3 Bonuses

Best and Brightest bonus awards shall be paid as per State Statute. Funds that are state-earmarked for Performance Pay shall be paid as per State Statute. School Recognition Awards, also known as A-Plus Awards, shall be paid as per Local School Advisory Councils in accordance with State Statutes.

3.5.4 Summer Program Administrators

The salary for administrators who work summer programs shall be calculated by using the hourly rate of the administrator for the school year immediately preceding the summer program, but no less than the starting step for the position in which the summer administrator is working. Experience credit will not be granted for previous summer experience.

3.6 Administrative Salary Provisions

3.6.1 Cell Phone Supplement

In accordance with 1011.09, Florida Statutes, the School Board specifically approves a supplement of \$25.00 to be included in paychecks one time per month for selected district employees who are required by their positions to be available by cell phone outside the normal duty time. In the event of a disaster where there is a substantial increase in cell phone minutes used, the monthly supplement will be adjusted accordingly.

3.6.2 Senior Management Class

District-level administrators who report directly to the Superintendent shall participate in the Senior Management Service Class of the Florida Retirement System (FRS). This list of administrators includes the following: Assistant Superintendents, Chief Officers, and Executive Directors.

3.6.3 Application of Salary Schedule to all Administrators

Administrative employees not identified in the Salary Schedule document shall be subject to comparable salary guidelines, incentives, and contracts as those administrative employees who are so identified herein.

3.6.4 Discontinuation of Furlough Days

The District will not assign mandatory furlough days to administrative employees for the 2019-2020 school year.

3.6.5 Service Credit

Any employee who works one (1) day more than fifty percent (50%) of a designated work year shall receive credit for a full year of experience.

3.6.6 Sick Leave

Sick Leave shall be awarded annually according to assigned work calendars and the number of contracted work days within a year. The number of days awarded is shown in the following chart:

Contracted Work Days per Year	Number of Sick Days Accrued
Fewer than 194	9 Days
194 or More, but Fewer than 215	10 Days
215 or More, but Fewer than 242	11 Days
242 or More	12 Days

3.6.7 Paid Personal Leave

Administrative Employees may be allowed six (6) personal days each year to be charged against their sick leave balance. Such leave shall be non-accumulative and requests for such leave must be submitted to the principal, immediate supervisor, or superintendent at least two (2) working days before the leave begins. Administrative Employees may reserve one (1) personal leave day to be used for emergency reasons, subject to approval of the superintendent.

3.6.8 Paid Holidays

Paid Holidays shall be awarded annually according to assigned work calendars and the number of contracted work days within a year. The number of Paid Holidays awarded is shown in the following chart:

Contracted Work Days per Year	Number of Paid Holidays
Fewer than 177	0 Holidays
177 or More, but Fewer than 224	4 Holidays
224 or More, but Fewer than 244	5 Holidays
245 or More	6 Holidays

3.6.9 Terminal Pay upon Separation from the District

In accordance with Florida Statute 1012.61, an Administrative Employee shall receive terminal pay for accumulated sick leave upon separation due to retirement through the Florida Retirements System (FRS) or Social Security or to the employee’s beneficiary if service is terminated due to death of the employee. Sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned. The District participates in a Special Pay Plan for the payment of Terminal Pay. The rate of terminal pay shall be as follows:

Years of Service	Percentage of Daily Rate to be Paid
During the First three Years	35%
During the Second Three Years (4-6)	40%
During the Third Three Years (7-9)	45%
During the Fourth Three Years (10-12)	50%
During and after the thirteenth year	100%

3.6.10 Vacation Leave

Administrative Employees who are assigned to a contract length of 244 days or more, shall earn twelve (12) hours of vacation leave per month, or fourteen (14) hours of vacation leave per month if the employee has ten (10) or more years of service to the District. Administrative Employees who are assigned to a contract of more than 240 days, but fewer than 244 days, shall earn eight (8) hours of vacation leave per month, or ten (10) hours of vacation leave per month if the employee has ten (10) or more years of service to the District. A person newly employed in the District must be employed for at least six (6) months before using any vacation leave. Regular full-time employees transferring into a job which earned vacation leave, but who has been employed for longer than six (6) months, may use vacation leave as soon as it is earned. The beginning date of continuous and creditable service shall be used to determine the rate of vacation time earned. A day of vacation leave is not earned until the last day of the first complete calendar month worked. Vacation time cannot be used prior to being earned. All vacation leave must be approved in advance. Vacation leave can be used when the leave will not disrupt the operation of the department or school of the employee. If an employee is not able to use all accumulated vacation leave, unused vacation leave accrue up to the amount allowed by the Florida Retirement System. If an employee reaches the allowable limit for vacation leave accrual (500 hours), excess hours of accrual will be credited to the employee’s sick leave balance. Employees may receive pay for accumulated vacation leave at termination of employment or entry into DROP (Deferred Retirement Option Program) if the employee requests such payment in writing.

3.7 Administrative Work Calendars

All Administrative employees shall work a 251-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
220	Assistant Principal- Elementary, Assistant Principal- Charlotte Harbor Center, Assistant Principal- The Academy, Director- Student Intervention Services & Drop-Out Prevention, Supervisor of Health Services
229	Assistant Principal- Middle, Assistant Principal- High, Principal- Elementary, Principal- Middle

Section 4: Confidential/Professional Unit Salary Schedule (Unit 4)

4.1 Confidential/Professional Job Descriptions

Accountant	Manager- Performing Arts Theater
Assistant Operations Manager	Manager- Plant Operations
Building Official	Manager- Pre-K Programs
Community Relations Officer	Manager- Purchasing
Computer Analyst	Manager- Routing & Scheduling
Computer Programmer	Manager- School Meals Program
Digital Curricular Resource Analyst	Manager- Tech & Data for Food & Nutrition Services
Disabilities Service Specialist	Manager- Teen Parent Program
Education Services Specialist	Manager- Transportation Operations
Executive Secretary I	Manager- Transportation Service
Executive Secretary II (School Board)	Network Analyst
Executive Secretary II (Superintendent)	Occupational Therapist (Certified)
Family Service Specialist	Occupational Therapist Assistant (Certified)
Fiscal Specialist	Personnel Analyst
Food Service Manager I- (Elementary, Centers)	Physical Therapist
Food Service Manager II- (Middle)	Program Facilitator- Title I
Food Service Manager III- (High)	Program Manager- Executive Director of CLEF
Foreman- Audio Visual	Program Manager- Nursing (CTC)
Foreman- Print Shop	Program Manager- Title I (Private Schools)
Foreman- Warehouse	Program Manager- Wellness
Grant Writer	Programmer/Analyst
Health Service Specialist	Psychometrician
Homeless Youth and Family Liaison	Risk Management Analyst
Investigator	Safety & Training Coordinator
Manager- Adult & Community Education/Community Liaison	School Psychologist
Manager- Charlotte Virtual School & Home School	School Psychologist Intern
Manager- Children's Services	Secretary- Confidential (District)
Manager- Construction	Secretary- Confidential (Security)
Manager- District Computer Systems	Secretary- Principal's (Elementary, CHC, Academy)
Manager- Early Childhood Programs	Secretary- Principal's (High School, CTC)
Manager- Early Intervention Case	Secretary- Principal's (Middle)
Manager- Energy Educator	Senior Accountant
Manager- Employee Relationships	Senior Programmer I
Manager- Food Service Operations	Senior Programmer II
Manager- Human Resources & Employee Benefits	Specialist- Certification
Manager- Maintenance	Specialist- Construction
Manager- Payroll	Specialist- Facilities
	Specialist- Food Service

Specialist- Inservice
Specialist- Personnel
Specialist- Plant Operations
Specialist- Purchasing
Specialist- Purchasing (Food Service)
Specialist- Systems Support

Specialist- Webpage Design & Records
Management
Supervisor- Employee Wellness, Health
Services, & Safety Education
Test Center Facilitator
Transportation Area Manager

Please Note: Due to software limitations, the exact job description may be slightly different in electronic records.

4.2 Confidential/Professional Job Descriptions by Paygrade

4.2.1 Paygrade A

The following Job Description is assigned to paygrade A:

Secretary- Principal's (Elementary, CHC, Academy)
Test Center Facilitator

4.2.2 Paygrade B

The following Job Description is assigned to paygrade B:

Secretary- Principal's (Middle)

4.2.3 Paygrade C

The following Job Descriptions are assigned to paygrade C:

Manager- School Meals Program
Manager- Tech & Data for Food & Nutrition Services
Secretary- Confidential (District)

4.2.4 Paygrade D

The following Job Descriptions are assigned to paygrade D:

Food Service Manager I- (Elementary, Centers)
Secretary- Confidential (Security)
Secretary- Principal's (High School, CTC)

4.2.5 Paygrade E

The following Job Descriptions are assigned to paygrade E:

Executive Secretary I
Food Service Manager II- (Middle)

4.2.6 Paygrade F

The following Job Descriptions are assigned to paygrade F:

Food Service Manager III- (High)
Manager- Routing & Scheduling
Safety & Training Coordinator

4.2.7 Paygrade G

The following Job Descriptions are assigned to paygrade G:

Accountant
Specialist- Systems Support
Transportation Area Manager

4.2.8 Paygrade H

The following Job Descriptions are assigned to paygrade H:

Assistant Operations Manager
Executive Secretary II (School Board)
Executive Secretary II (Superintendent)
Personnel Analyst
Risk Management Analyst
Specialist- Webpage Design & Records Management

4.2.9 Paygrade I

The following Job Descriptions are assigned to paygrade I:

Foreman- Audio Visual
Foreman- Print Shop
Foreman- Warehouse

4.2.10 Paygrade J

The following Job Descriptions are assigned to paygrade J:

Computer Analyst
Disabilities Service Specialist
Education Services Specialist
Family Service Specialist
Fiscal Specialist
Health Service Specialist
Homeless Youth and Family Liaison
Investigator
Manager- Early Intervention Case
Manager- Transportation Operations
Manager- Transportation Service
Program Manager- Executive Director of CLEF
Senior Programmer I
Specialist- Certification

Specialist- Construction
Specialist- Facilities
Specialist- Inservice
Specialist- Personnel
Specialist- Plant Operations
Specialist- Purchasing
Specialist- Purchasing (Food Service)

4.2.11 Paygrade K

The following Job Description is assigned to paygrade K:

Building Official
Senior Accountant
Specialist- Food Service

4.2.12 Paygrade L

The following Job Descriptions are assigned to paygrade L:

Network Analyst
Occupational Therapist Assistant (Certified)
Programmer- Analyst
Senior Programmer II

4.2.13 Paygrade M

The following Job Descriptions are assigned to paygrade M:

Grant Writer
Manager- Children's Services
Manager- Early Childhood Programs
Manager- Payroll
Manager- Plant Operations
Manager- Pre-K Programs
Manager- Purchasing
Manager- Teen Parent Program
Program Manager- Nursing (CTC)
Program Manager- Wellness

4.2.14 Paygrade N

The following Job Descriptions are assigned to paygrade N:

Community Relations Officer
Computer Analyst
Computer Programmer
Manager- Adult & Community Education/Community Liaison
Manager- Construction

Manager- Energy Educator
Manager- Employee Relationships
Manager- Food Service Operations
Manager- Human Resources & Employee Benefits
Manager- Maintenance
Manager- Performing Arts Theater
Program Facilitator- Title I
Program Manager- Title I (Private Schools)
Psychometrician

4.2.15 Paygrade O

The following Job Descriptions are assigned to paygrade O:

Manager- Charlotte Virtual School & Home School
Manager- District Computer Systems
Occupational Therapist (Certified)
Physical Therapist
Supervisor- Employee Wellness, Health Services, & Safety Education

4.2.16 Paygrade P

The following Job Description is assigned to paygrade P:

School Psychologist

4.3 Confidential/Professional Salary Schedule- Hourly Rates

Step	A	B	C	D	E	F	G	H
1	\$16.27	\$17.09	\$17.95	\$18.84	\$19.78	\$20.77	\$21.80	\$22.90
2	\$16.27	\$17.09	\$17.95	\$18.84	\$19.78	\$20.77	\$21.80	\$22.90
3	\$16.67	\$17.51	\$18.39	\$19.30	\$20.28	\$21.28	\$22.34	\$23.47
4	\$17.09	\$17.95	\$18.85	\$19.79	\$20.79	\$21.81	\$22.91	\$24.05
5	\$17.51	\$18.39	\$19.31	\$20.29	\$21.31	\$22.36	\$23.48	\$24.66
6	\$17.95	\$18.85	\$19.80	\$20.80	\$21.84	\$22.92	\$24.06	\$25.27
7	\$18.39	\$19.31	\$20.30	\$21.32	\$22.39	\$23.49	\$24.67	\$25.91
8	\$18.85	\$19.80	\$20.81	\$21.85	\$22.95	\$24.07	\$25.28	\$26.55
9	\$19.31	\$20.30	\$21.33	\$22.40	\$23.52	\$24.68	\$25.92	\$27.22
10	\$19.80	\$20.81	\$21.86	\$22.96	\$24.10	\$25.29	\$26.56	\$27.90
11	\$20.30	\$21.33	\$22.41	\$23.53	\$24.71	\$25.93	\$27.23	\$28.60
12	\$20.81	\$21.86	\$22.97	\$24.13	\$25.32	\$26.57	\$27.91	\$29.31
13	\$21.33	\$22.41	\$23.54	\$24.73	\$25.96	\$27.24	\$28.61	\$30.04
14	\$21.86	\$22.97	\$24.14	\$25.34	\$26.61	\$27.92	\$29.32	\$30.79
15	\$22.41	\$23.54	\$24.74	\$25.98	\$27.27	\$28.62	\$30.05	\$31.57
16	\$22.97	\$24.14	\$25.36	\$26.63	\$27.95	\$29.34	\$30.80	\$32.35
17	\$23.54	\$24.74	\$25.99	\$27.30	\$28.65	\$30.07	\$31.58	\$33.16
18	\$24.14	\$25.36	\$26.64	\$27.97	\$29.37	\$30.82	\$32.36	\$33.98
19	\$24.74	\$25.99	\$27.31	\$28.67	\$30.10	\$31.60	\$33.17	\$34.83
20	\$25.36	\$26.64	\$27.98	\$29.39	\$30.86	\$32.39	\$33.99	\$35.70

Confidential/Professional Salary Schedule continued:

Step	I	J	K	L	M	N	O	P
1	\$24.04	\$25.25	\$26.51	\$27.84	\$29.22	\$30.69	\$32.22	\$33.56
2	\$24.04	\$25.25	\$26.51	\$27.84	\$29.22	\$30.69	\$32.22	\$34.40
3	\$24.65	\$25.89	\$27.18	\$28.54	\$29.96	\$31.45	\$33.03	\$35.26
4	\$25.26	\$26.53	\$27.86	\$29.25	\$30.71	\$32.23	\$33.86	\$36.14
5	\$25.90	\$27.20	\$28.56	\$29.98	\$31.47	\$33.04	\$34.70	\$37.04
6	\$26.54	\$27.88	\$29.27	\$30.73	\$32.26	\$33.87	\$35.57	\$37.98
7	\$27.21	\$28.58	\$30.00	\$31.49	\$33.06	\$34.72	\$36.46	\$38.93
8	\$27.89	\$29.29	\$30.75	\$32.28	\$33.89	\$35.58	\$37.38	\$39.90
9	\$28.59	\$30.02	\$31.52	\$33.08	\$34.74	\$36.47	\$38.31	\$40.89
10	\$29.30	\$30.77	\$32.31	\$33.91	\$35.61	\$37.39	\$39.26	\$41.91
11	\$30.03	\$31.55	\$33.11	\$34.76	\$36.50	\$38.32	\$40.25	\$42.96
12	\$30.78	\$32.33	\$33.94	\$35.63	\$37.41	\$39.27	\$41.26	\$44.03
13	\$31.56	\$33.14	\$34.79	\$36.52	\$38.34	\$40.26	\$42.28	\$45.13
14	\$32.34	\$33.96	\$35.66	\$37.43	\$39.29	\$41.27	\$43.34	\$46.26
15	\$33.15	\$34.81	\$36.55	\$38.36	\$40.28	\$42.29	\$44.42	\$47.42
16	\$33.97	\$35.68	\$37.46	\$39.32	\$41.29	\$43.35	\$45.54	\$48.61
17	\$34.82	\$36.57	\$38.39	\$40.30	\$42.32	\$44.44	\$46.67	\$49.82
18	\$35.69	\$37.48	\$39.36	\$41.31	\$43.38	\$45.55	\$47.84	\$51.07
19	\$36.58	\$38.41	\$40.34	\$42.34	\$44.46	\$46.68	\$49.04	\$52.34
20	\$37.49	\$39.38	\$41.35	\$43.40	\$45.57	\$47.85	\$50.27	\$53.65

4.4 Confidential/Professional Longevity Pay

Longevity pay is to be paid to current full-time employees as an hourly supplemental rate according to the following chart:

Years of Service	Hourly Supplement by Paygrade			
	A-B	C-D	E-L	M-P
9 or Fewer	\$0.00	\$0.00	\$0.00	\$0.00
10-14	\$0.32	\$0.40	\$0.46	\$0.56
15-19	\$0.53	\$0.61	\$0.67	\$0.77
20-24	\$0.80	\$0.80	\$0.80	\$1.06
25-29	\$1.06	\$1.06	\$1.06	\$1.33
30+	\$1.33	\$1.33	\$1.33	\$1.59

“Years of Service” includes years of service to Charlotte County Public Schools completed prior to the fiscal year in which the longevity hourly rate is to be paid. An employee must work at least one (1) more day than fifty percent (50%) of the assigned work calendar within a school year to be credited for a year of service for longevity purposes.

4.5 Confidential/Professional Differentiated Pay

4.5.1 CAPE and CASE Course Design and Instructor Supplemental Rates

The supplement rates for CAPE and CASE course design are described in the following chart:

Course Length	New Course Design	Course Redesign
1 CEU	60% of 3 CEU - \$1,800	60% of 3 CEU - \$900
2 CEUs	80% of 3 CEU - \$2,400	80% of 3 CEU - \$1,200
3 CEUs	\$3,000	\$1,500
4 CEUs	120% of 3 CEU - \$3,600	120% of 3 CEU - \$1,800
5 CEUs	140% of 3 CEU - \$4,200	140% of CEU - \$2,400

A redesigned course is a course that has already been taught or developed and is being reconfigured to meet the CASE/CAPE format. A course redesign must be approved by the design sub-committee.

CAPE and CASE course instructors shall be paid \$700 per CEU per course.

4.5.2 CASE Program Participation, Eligibility, and Supplemental Rates

CASE courses are included in the overall in-service program of CCPS and allow employees to earn in-service credit toward additional compensation. A tier of CASE training consists of three hundred (300) hours of training divided into twenty-hour units (CEUs). Employees must pay tuition of twenty-five dollars (\$25) per CEU. Upon completion of one full tier of training, an employee shall be paid, immediately, the first \$350 stipend. No more than one immediate one-time tier-completion bonus shall be paid in a single school year. In the month of October in each subsequent year in which the employee

remains employed with CCPS, the employee will be paid an annual \$350 CASE Stipend, per completed tier, up to a maximum of four (4) tiers.

4.5.3 School Recognition Awards

School Recognition Awards, also known as A-Plus Awards, shall be paid as per Local School Advisory Councils in accordance with State Statutes.

4.5.4 College Degrees not Required by Job Description

Employees with a four-year (Bachelors) degree from an accredited college shall receive a supplemental rate of one dollar (\$1.00) per hour. Employees with a four-year (Bachelors) degree from an accredited college working in a job description that requires a two-year (Associates) degree shall receive a supplemental rate of fifty cents (\$0.50) per hour. Employees with sixty (60) credit hours or a two-year (Associates) degree from an accredited college shall receive a supplemental rate of fifty cents (\$0.50) per hour. Employees assigned to paygrades "M" through "P" are not eligible for this degree-based supplemental pay.

4.6 Confidential/Professional Salary Provisions

4.6.1 In-Service-Based Incentive Pay

All courses or in-service must be approved through the District Human Resources office, based on recommendations by a committee composed of CCSPA and administrators. Courses and in-service attended during the workday must also be pre-approved by the supervisor. Thirty (30) clock-hours of job-related coursework or in-service will qualify. Official verification of successful completion must be provided. Coursework/in-service funded by the District will be considered if all other conditions are met. Once Level I has been achieved, the hourly supplement will remain a permanent part of the hourly salary. Employees currently qualifying for incentive pay will receive twelve cents (\$0.12) per hour in addition to their step placement. Incentive will be paid upon completion of the course.

4.6.2 Attendance Incentives

Attendance incentives shall be outlined in the negotiated contract. Employees assigned to a twelve (12) month work calendar and work every day of their contract shall receive an annual incentive of two hundred dollars (\$200). Employees assigned to a work calendar of fewer than twelve (12) months shall receive an annual incentive payment of one hundred fifty dollars (\$150) if the employee works an eight-(8) hour day or one hundred twenty-five dollars (\$125) if the employee has a work day of fewer than eight (8) hours. Personal leave periods of two (2) hours or less shall not count against the awarding of this incentive.

4.6.3 Director-Assigned Higher Classification

If an employee is assigned to a higher classification, the employee shall be paid at the higher paygrade. Such assignment must be approved by the director or supervisor.

4.6.4 Recruitment Bonus

Any employee who recruits a regular full-time employee shall be eligible for a one-time bonus of one hundred dollars (\$100), subject to the following provision: recruit must maintain six (6) months of continuous employment. The recipient may not receive the recruitment bonus if he/she participates in

hiring or recruiting as part of his/her job description. Employees assigned to paygrades “M” through “P” are not eligible for this bonus award.

4.6.5 Tuition Reimbursement

Upon approval of the Superintendent or designee, the Board will reimburse each employee the actual amount of tuition paid, not covered by grants/scholarships, and not to exceed the resident tuition rate established by the Florida State Board of Regents for each semester hour taken in an area which may improve his/her overall value to the District. The determination of potential for improving the employee’s overall value to the District is solely at the discretion of the Superintendent or designee. An employee must receive a grade of “C” or better to qualify. Employees assigned to paygrades “M” through “P” are not eligible for Tuition Reimbursement.

4.6.6 Service Credit

Any employee who works one (1) day more than fifty percent (50%) of a designated work year shall receive credit for a full year of experience.

4.6.7 Sick Leave

Sick Leave shall be awarded annually according to assigned work calendars and the number of contracted work days within a year. The number of days awarded is shown in the following chart:

Contracted Work Days per Year	Number of Sick Days Accrued
Fewer than 194	9 Days
194 or More, but Fewer than 215	10 Days
215 or More, but Fewer than 242	11 Days
242 or More	12 Days

4.6.8 Paid Personal Leave

Confidential/Professional Employees may be allowed six (6) personal days each year to be charged against their sick leave balance. Such leave shall be non-accumulative and requests for such leave must be submitted to the principal, immediate supervisor, or superintendent at least two (2) working days before the leave begins. Confidential/Professional Employees may reserve one (1) personal leave day to be used for emergency reasons, subject to approval of the superintendent.

4.6.9 Paid Holidays

Paid Holidays shall be awarded annually according to assigned work calendars and the number of contracted work days within a year. The number of Paid Holidays awarded is shown in the following chart:

Contracted Work Days per Year	Number of Paid Holidays
Fewer than 177	0 Holidays
177 or More, but Fewer than 224	4 Holidays
224 or More, but Fewer than 244	5 Holidays
245 or More	6 Holidays

4.6.10 Terminal Pay upon Separation from the District

A Confidential/Professional Employee shall receive terminal pay for accumulated sick leave upon separation due to retirement through the Florida Retirements System (FRS) or Social Security or to the employee's beneficiary if service is terminated due to death of the employee. Sick leave accrued after June 30, 2004, shall be compensated at no more than the daily rate of pay applicable at the time the sick leave was earned. The District participates in a Special Pay Plan for the payment of Terminal Pay. The rate of terminal pay shall be as follows:

Years of Service	Percentage of Daily Rate to be Paid
During the First three Years	35%
During the Second Three Years (4-6)	40%
During the Third Three Years (7-9)	45%
During the Fourth Three Years (10-12)	50%
During and after the thirteenth year	100%

4.6.11 Vacation Leave

Confidential/Professional Employees who are assigned to a contract length of 244 days or more, shall earn twelve (12) hours of vacation leave per month, or fourteen (14) hours of vacation leave per month if the employee has ten (10) or more years of service to the District. Confidential/Professional Employees who are assigned to a contract of more than 240 days, but fewer than 244 days, shall earn eight (8) hours of vacation leave per month, or ten (10) hours of vacation leave per month if the employee has ten (10) or more years of service to the District. A person newly employed in the District must be employed for at least six (6) months before using any vacation leave. Regular full-time employees transferring into a job which earned vacation leave, but who has been employed for longer than six (6) months, may use vacation leave as soon as it is earned. The beginning date of continuous

and creditable service shall be used to determine the rate of vacation time earned. A day of vacation leave is not earned until the last day of the first complete calendar month worked. Vacation time cannot be used prior to being earned. All vacation leave must be approved in advance. Vacation leave can be used when the leave will not disrupt the operation of the department or school of the employee. If an employee is not able to use all accumulated vacation leave, unused vacation leave accrue up to the amount allowed by the Florida Retirement System. If an employee reaches the allowable limit for vacation leave accrual (500 hours), excess hours of accrual will be credited to the employee's sick leave balance. Employees may receive pay for accumulated vacation leave at termination of employment or entry into DROP (Deferred Retirement Option Program) if the employee requests such payment in writing.

4.6.12 Food Services Job Description Paygrade Changes

Increases in paygrades to Food Services positions shall derive fiscal support from the United States Department of Agriculture Funds, used to underwrite the school nutrition program.

4.7 Confidential/Professional Work Calendars

All Confidential/Professional employees shall work a 251-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
194	Food Service Manager I, Food Service Manager II, Occupational Therapist (Certified), Occupational Therapist Assistant (Certified), Physical Therapist
204	School Psychologist
214	Disabilities Services Specialist, Education Specialist, Family Services Specialist, Test Center Facilitator
224	Manager- Performing Arts Center
229	Principal Secretary- Elementary, Principal Secretary- Middle

Section 5: Substitute Employee Pay Rate Information (Unit 0)

5.1 Substitute Categories and Pay Rates for Instructional Positions

Substitute Employees working in instructional positions shall be assigned rates as follows:

Category	Qualifications	Hourly Rate
Adjunct Instructor- Charlotte Technical College	As per Program Requirements	\$25.00
Classroom Teacher- Adult Education	As per Program Requirements	\$19.00
Classroom Teacher- K - 12	CCPS Substitute Teacher Certification	\$15.00
Classroom Teacher- K - 12- ESE Unit	CCPS Substitute Teacher Certification	\$18.00
Classroom Teacher- K - 12	Florida Temporary or Professional Teaching Certification; Retired CCPS Teacher or Administrator	\$20.00
Classroom Teacher- K - 12- Long-Term Assignment (15+ days)	Sub Certification and Bachelors Degree	\$22.00

5.2 Substitute Categories and Pay Rates for Classified (Support) Positions

Substitute Employees working in classified (support) positions shall be assigned rates as follows:

Category	Job Descriptions Covered	Hourly Rate
Bus Attendant	Bus Attendant	\$10.00
Bus Driver	Bus Driver	\$14.00
Bus Washer	Bus Washer	\$12.00
Clerical	Administrative Assistant I, Administrative Assistant II, Secretary	\$13.00
Custodial/Maintenance	Custodian, Groundskeeper, Mechanic Helper	\$12.00
Early Childhood	Caregiver, Teacher Associate, Teacher Assistant, Break Aide, HOPE Para I	\$13.00
Food Service- General	Food Service Assistant	\$12.00
Food Service- Specific	Baker, Cook, Assistant Food Service Manager	\$13.00
Paraprofessional- General	Paraprofessional I, Paraprofessional II (ELL), Paraprofessional II (Media)	\$12.00
Paraprofessional- Specific	Paraprofessional III, Paraprofessional III (ISS)	\$13.00
School Nurse	School Nurse	\$18.00

5.2.1 Fee Waivers

Bus Driver, Custodial, and Food Service Substitutes shall, upon becoming eligible for hire, have their mandatory drug test and fingerprinting fees waived.

5.2.2 *Bus Driver Substitute Bonus*

Bus Driver Substitutes who work for 90 consecutive work days shall earn a one-time bonus of five hundred dollars (\$500) after completion of the ninetieth (90th) day.

5.3 Substitute Categories and Pay Rates for Administrative Positions

Administrative Substitutes will be paid the rate on the instructional salary schedule for which the individual qualifies. Administrators who serve as Hurricane & Emergency Shelter Administrators shall receive thirty dollars (\$42) per hour for such work.

5.4 Substitute Categories and Pay Rates for Confidential/Professional Positions

Confidential/Professional Substitutes will be paid the rate on the Confidential/Professional salary schedule for which the individual qualifies within that job description.

5.5 Substitute Categories and Pay Rates for Miscellaneous Positions

Category	Hourly Rate
After School Enrichment Instructor	\$15.00
Athletic Even Supporter	\$10.00
Lighting/Sound Technician	\$15.00
Senior Lighting/Sound Technician	\$25.00
Student Worker	\$10.00
Temporary Laborer	\$10.00
Translator	\$15.00
Work Study Participant	\$10.00

5.5.1 *Reimbursement for Coach Certification Tuition*

Charlotte County Public Schools will provide reimbursement to all athletic coaches for the tuition costs associated with the completion of the three (3) online certification/endorsement courses for the athletic coaching certification.

Section 6: Payroll Calendars

6.1 Bi-Weekly Payroll Calendar

PAY PERIOD		FIRST DAY	LAST DAY	
PAY CODE	PAY DATES	OF PAY PERIOD	OF PAY PERIOD	
1901015	07/24/19	07/01/19	07/14/19	
1901016	08/07/19	07/15/19	07/28/19	
1901017	08/21/19	07/29/19	08/11/19	
1901018	09/04/19	08/12/19	08/25/19	
1901019	09/18/19	08/26/19	09/08/19	
1901020	10/02/19	09/09/19	09/22/19	NON-DEDUCT
1901021	10/16/19	09/23/19	10/06/19	
1901022	10/30/19	10/07/19	10/20/19	
1901023	11/13/19	10/21/19	11/03/19	Supplements
1901024	11/26/19	11/04/19	11/17/19	
1901025	12/11/19	11/18/19	12/01/19	
1901026	12/20/19	12/02/19	12/15/19	
2001001	01/08/20	12/16/19	12/29/19	
2001002	01/22/20	12/30/19	01/12/20	
2001003	02/05/20	01/13/20	01/26/20	
2001004	02/19/20	01/27/20	02/09/20	Supplements
2001005	03/04/20	02/10/20	02/23/20	
2001006	03/13/20	02/24/20	03/08/20	Payroll Early
2001007	04/01/20	03/09/20	03/22/20	
2001008	04/15/20	03/23/20	04/05/20	
2001009	04/29/20	04/06/20	04/19/20	NON-DEDUCT Supplements
2001010	05/13/20	04/20/20	05/03/20	
2001011	05/27/20	05/04/20	05/17/20	
2001012	06/08/20	05/18/20	05/31/20	
2001013	06/24/20	06/01/20	06/14/20	
2001014	06/30/20	06/15/20	06/28/20	
Summer Checks	05/29/20			

6.2 Semi-Monthly Payroll Calendar

PAY PERIOD		DATES FOR	DATES FOR
PAY CODE	PAY DATES	EQUAL PAYS	OVERTIME AND LEAVE
1902114	07/22/19	07/01-07/15/19	07/01 - 07/14/19
1902115	08/07/19	07/16-07/31/19	07/15 - 07/28/19
1902116	08/22/19	08/01-08/15/19	07/29 - 08/11/19
1902117	09/06/19	08/16-08/31/19	08/12 - 8/23/19
1902118	09/20/19	09/01 - 09/15/19	08/24 - 9/15/19*
1902119	10/07/19	09/16 - 09/30/19	9/16 - 9/29/19
1902120	10/22/19	10/01 - 10/15/19	9/30 - 10/13/19
1902121	11/07/19	10/16 - 10/31/19	10/14- 10/27/19
1902122	11/22/19	11/01 - 11/15/19	10/28 - 11/10/19
1902123	12/06/19	11/16 - 11/30/19	11/11 - 11/24/19
1902124	12/20/19	12/01 - 12/15/19	11/25 - 12/8/19
2002101	01/07/20	12/16 - 12/31/19	12/9 - 12/29/19*
2002102	01/22/20	01/01 - 01/15/20	12/30/19 - 1/12/20
2002103	02/07/20	01/16 - 01/31/20	1/13 - 1/26/20
2002104	02/21/20	02/01 - 02/15/20	1/27 - 2/9/20
2002105	03/06/20	02/16 - 02/29/20	2/10 - 3/1/20*
2002106	03/20/20	03/01 - 03/15/20	3/2 - 3/15/20
2002107	04/07/20	03/16 - 03/31/20	3/16 - 3/29/20
2002108	04/22/20	04/01 - 04/15/20	3/30 - 4/12/20
2002109	05/07/20	04/16 - 04/30/20	4/13 - 4/26/20
2002110	05/22/20	05/01 - 05/15/20	4/27 - 5/10/20
2002111	06/05/20	05/16 - 05/31/20	5/11 - 5/24/20
2002112	06/22/20	06/01 - 06/15/20	5/25 - 6/14/20*
2002113	07/07/20	06/16 - 06/30/20	6/15 - 6/30/20

*THREE WEEKS OT AND LV