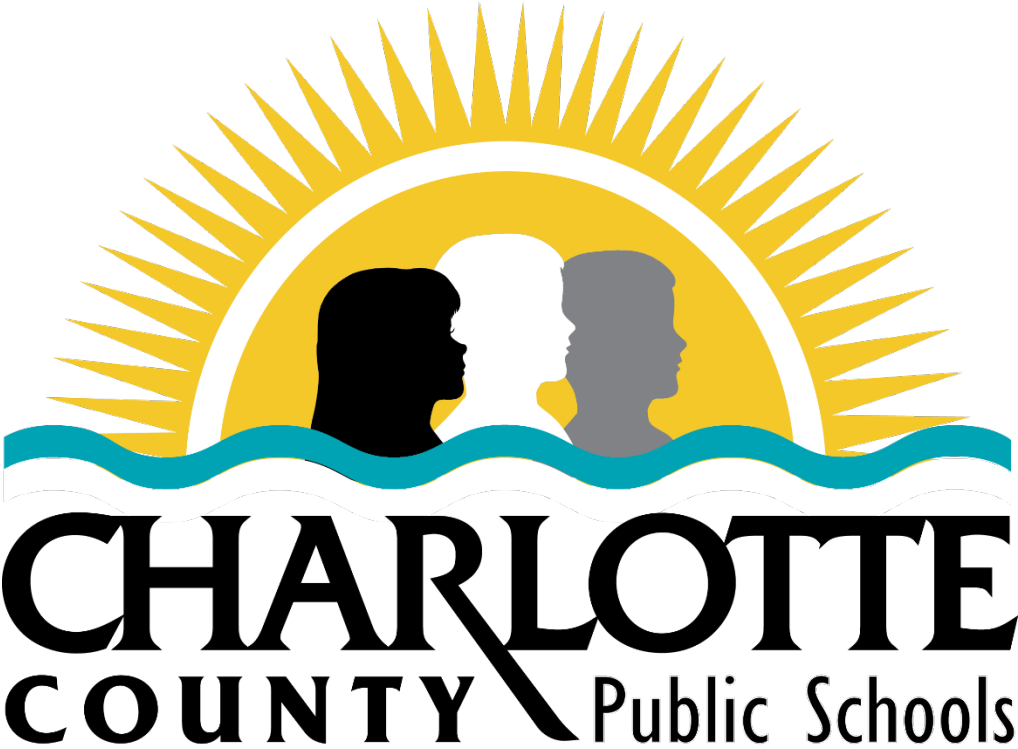


# Interim Salary Schedule Book

Fiscal Year 2020-2021



Steve Dionisio  
Superintendent of Schools

THE SCHOOL BOARD OF CHARLOTTE COUNTY

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This report has been prepared by the Charlotte County Public School System. It is available on the district's website: [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net).

9Prepared by: Patrick Keegan May 20, 2020

Revised and Board approved June 9, 2020

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The District also ensures equal access for Boy Scouts of America and other identified patriotic youth groups, as required by 34 C.F.R. §108.9 (Boy Scouts Act). The Equity Officers for the District are Adrienne McElroy (Director of Human Resources), available at (941) 255-0808 Ext 3090, and Patrick Keegan (Assistant Superintendent for Human Resources and Employee Relations), available at (941) 255-0808 Ext 3122. (School Board Policy 2260)

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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	Homeless Youth and Family Liaison
Athletic Director	Job Placement Specialist
Career Specialist	Lead Teacher
Behavior Analyst	Liaison Teacher- ESE
Classroom Teacher	Literacy Coach – Elementary
Curriculum & Instruction Coach	Literacy Coach – Secondary
Curriculum & Instruction Specialist	Math Coach – Elementary
Curriculum & Instruction Teacher	Math Coach – Secondary
Data Specialist	Media Specialist
Dean of Students	Occupational Specialist
District Literacy Coach – Elementary	Pre-K Staffing Specialist- ESE
District Literacy Coach – Secondary	Professional Development Specialist- TSA
District Math Coach - Elementary	Reading and Math Coach
District Math Coach - Secondary	Reading Coach
Child Development- TSA	Reading Specialist- ESE
Child Development Resource Teacher	School Social Worker
Child Family Services Resource Teacher	School Social Worker – SEA Program
Early Literacy Interventionist (Reading Recovery Teacher)	Speech & Language Pathologist
Elementary Prevention Teacher	Speech & Language Staffing Specialist- ESE
Florida Virtual Teacher	Staffing Specialist- ESE
Florida Virtual Adjunct	Teacher of the Gifted- ESE
Guidance Counselor- Elementary	Technology Teacher
Guidance Counselor- Middle	Title I Evaluator
Guidance Counselor- High	Title I Resource & Family Liaison- TSA
	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

	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Step	BA	BA	MA	Masters	Spec	Specialist	Doc	Doctorate
0	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
1	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
2	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
3	31.1001	\$45,483.90	33.6876	\$49,268.12	35.1453	\$51,400.00	36.3115	\$53,105.57
4	31.5308	\$46,113.80	34.1183	\$49,898.01	35.5760	\$52,029.90	36.7422	\$53,735.47
5	31.9675	\$46,752.47	34.5550	\$50,536.69	36.0127	\$52,668.57	37.1789	\$54,374.14
6	32.4102	\$47,399.92	34.9977	\$51,184.14	36.4554	\$53,316.02	37.6216	\$55,021.59
7	32.8591	\$48,056.43	35.4466	\$51,840.65	36.9043	\$53,972.54	38.0705	\$55,678.11
8	33.3142	\$48,722.02	35.9017	\$52,506.24	37.3594	\$54,638.12	38.5256	\$56,343.69
9	33.7756	\$49,396.82	36.3631	\$53,181.03	37.8208	\$55,312.92	38.9870	\$57,018.49
10	34.2434	\$50,080.97	36.8309	\$53,865.19	38.2886	\$55,997.08	39.4548	\$57,702.65
11	34.7177	\$50,774.64	37.3052	\$54,558.86	38.7629	\$56,690.74	39.9291	\$58,396.31
12	35.1985	\$51,477.81	37.7860	\$55,262.03	39.2437	\$57,393.91	40.4099	\$59,099.48
13	35.6860	\$52,190.78	38.2735	\$55,974.99	39.7312	\$58,106.88	40.8974	\$59,812.45
14	36.1803	\$52,913.69	38.7678	\$56,697.91	40.2255	\$58,829.79	41.3917	\$60,535.36
15	36.6814	\$53,646.55	39.2689	\$57,430.77	40.7266	\$59,562.65	41.8928	\$61,268.22
16	37.1894	\$54,389.50	39.7769	\$58,173.72	41.2346	\$60,305.60	42.4008	\$62,011.17
17	37.7045	\$55,142.83	40.2920	\$58,927.05	41.7497	\$61,058.94	42.9159	\$62,764.50
18	38.2267	\$55,906.55	40.8142	\$59,690.77	42.2719	\$61,822.65	43.4381	\$63,528.22
19	38.7561	\$56,680.80	41.3436	\$60,465.02	42.8013	\$62,596.90	43.9675	\$64,302.47
20	39.2929	\$57,465.87	41.8804	\$61,250.09	43.3381	\$63,381.97	44.5043	\$65,087.54
21	39.8371	\$58,261.76	42.4246	\$62,045.98	43.8823	\$64,177.86	45.0485	\$65,883.43
22	40.3888	\$59,068.62	42.9763	\$62,852.84	44.4340	\$64,984.73	45.6002	\$66,690.29
23	40.9482	\$59,886.74	43.5357	\$63,670.96	44.9934	\$65,802.85	46.1596	\$67,508.42
24	41.5153	\$60,716.13	44.1028	\$64,500.35	45.5605	\$66,632.23	46.7267	\$68,337.80
25	42.0903	\$61,557.06	44.6778	\$65,341.28	46.1355	\$67,473.17	47.3017	\$69,178.74
26	42.6733	\$62,409.70	45.2608	\$66,193.92	46.7185	\$68,325.81	47.8847	\$70,031.37
27	43.2643	\$63,274.04	45.8518	\$67,058.26	47.3095	\$69,190.14	48.4757	\$70,895.71
28	43.8635	\$64,150.37	46.4510	\$67,934.59	47.9087	\$70,066.47	49.0749	\$71,772.04
29	44.4710	\$65,038.84	47.0585	\$68,823.06	48.5162	\$70,954.94	49.6824	\$72,660.51

### 1.3 Instructional Grandfathered Salary Schedule

	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20	2019-20
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Step	BA	BA	MA	Masters	Spec	Specialist	Doc	Doctorate
0	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
1	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
2	30.9279	\$45,232.05	33.5154	\$49,016.27	34.9731	\$51,148.16	36.1393	\$52,853.73
3	31.1001	\$45,483.90	33.6876	\$49,268.12	35.1453	\$51,400.00	36.3115	\$53,105.57
4	31.5308	\$46,113.80	34.1183	\$49,898.01	35.5760	\$52,029.90	36.7422	\$53,735.47
5	31.9675	\$46,752.47	34.5550	\$50,536.69	36.0127	\$52,668.57	37.1789	\$54,374.14
6	32.4102	\$47,399.92	34.9977	\$51,184.14	36.4554	\$53,316.02	37.6216	\$55,021.59
7	32.8591	\$48,056.43	35.4466	\$51,840.65	36.9043	\$53,972.54	38.0705	\$55,678.11
8	33.3142	\$48,722.02	35.9017	\$52,506.24	37.3594	\$54,638.12	38.5256	\$56,343.69
9	33.7756	\$49,396.82	36.3631	\$53,181.03	37.8208	\$55,312.92	38.9870	\$57,018.49
10	34.2434	\$50,080.97	36.8309	\$53,865.19	38.2886	\$55,997.08	39.4548	\$57,702.65
11	34.7177	\$50,774.64	37.3052	\$54,558.86	38.7629	\$56,690.74	39.9291	\$58,396.31
12	35.1985	\$51,477.81	37.7860	\$55,262.03	39.2437	\$57,393.91	40.4099	\$59,099.48
13	35.6860	\$52,190.78	38.2735	\$55,974.99	39.7312	\$58,106.88	40.8974	\$59,812.45
14	36.1803	\$52,913.69	38.7678	\$56,697.91	40.2255	\$58,829.79	41.3917	\$60,535.36
15	36.6814	\$53,646.55	39.2689	\$57,430.77	40.7266	\$59,562.65	41.8928	\$61,268.22
16	37.1894	\$54,389.50	39.7769	\$58,173.72	41.2346	\$60,305.60	42.4008	\$62,011.17
17	37.7045	\$55,142.83	40.2920	\$58,927.05	41.7497	\$61,058.94	42.9159	\$62,764.50
18	38.2267	\$55,906.55	40.8142	\$59,690.77	42.2719	\$61,822.65	43.4381	\$63,528.22
19	38.7561	\$56,680.80	41.3436	\$60,465.02	42.8013	\$62,596.90	43.9675	\$64,302.47
20	39.2929	\$57,465.87	41.8804	\$61,250.09	43.3381	\$63,381.97	44.5043	\$65,087.54
21	39.8371	\$58,261.76	42.4246	\$62,045.98	43.8823	\$64,177.86	45.0485	\$65,883.43
22	40.3888	\$59,068.62	42.9763	\$62,852.84	44.4340	\$64,984.73	45.6002	\$66,690.29
23	40.9482	\$59,886.74	43.5357	\$63,670.96	44.9934	\$65,802.85	46.1596	\$67,508.42
24	41.5153	\$60,716.13	44.1028	\$64,500.35	45.5605	\$66,632.23	46.7267	\$68,337.80
25	42.0903	\$61,557.06	44.6778	\$65,341.28	46.1355	\$67,473.17	47.3017	\$69,178.74
26	42.6733	\$62,409.70	45.2608	\$66,193.92	46.7185	\$68,325.81	47.8847	\$70,031.37
27	43.2643	\$63,274.04	45.8518	\$67,058.26	47.3095	\$69,190.14	48.4757	\$70,895.71
28	43.8635	\$64,150.37	46.4510	\$67,934.59	47.9087	\$70,066.47	49.0749	\$71,772.04
29	44.4710	\$65,038.84	47.0585	\$68,823.06	48.5162	\$70,954.94	49.6824	\$72,660.51

## 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%	\$6,784.81	HS- Athletic Directors
1	10.00%	\$4,523.21	HS- Head Coaches: Basketball, Baseball, Football- Fall, Softball, Wrestling; Band Director; CPAC Manager
2	8.33%	\$3,767.83	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%	\$3,016.98	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%	\$2,827.00	HS- Assistant Coaches: Baseball, Basketball, Football- Fall, Soccer, Swimming, Track, Volleyball, Wrestling, Discretionary
5	5.83%	\$2,637.03	HS- Business Manager
6	3.75%	\$1,696.20	HS- Assistant Coaches: Cheerleading- Basketball, Cheerleading- Football; Junior Class Sponsor; Assistant Drama, Model UN; MS- Band Director; ES- Interest/Hobby Group
7	2.92%	\$1,320.78	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%	\$1,130.80	HS- Head Coach: Football- Spring
9	1.83%	\$827.75	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%	\$565.40	HS- Assistant Coach: Football Spring; HS/MS/ES- Science Fair, History Fair
11	0.98%	\$443.27	MS- Head Coach: Track; HS/MS/ES- Interest/Hobby Clubs
12	0.63%	\$284.96	MS- Assistant Coach: Track

1.5.5 *Non-Indexed Supplemental Pay Rates*

Supplement Name	Rate
Aquatic Program Leader	\$2,385
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	\$300
Technology Facilitator	\$915
Tournament/Event Manager (per FHSAA event)	FHSAA Rate
Vocational Industrial Clubs of America (Skills USA)	\$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 1<sup>st</sup> 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 in-service 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  
Lunchroom - Physical Activity Monitor

### 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

2.28%	Increase for 2019-20								
		<b>Head Start/Early Head Start Pay Scales</b>							
		H1	H2	H3	H4	H5		G1	G2
		2019-20	2019-20	2019-20	2019-20	2019-20		2019-20	2019-20
	A	11.98	12.53	11.95	13.97	17.21	A	13.45	14.16
	B	12.14	12.70	12.26	14.32	17.64	B	13.79	14.53
	C	12.31	12.87	12.57	14.69	18.07	C	14.13	14.91
	D	12.48	13.05	12.90	15.05	18.53	D	14.51	15.28
	E	12.65	13.23	13.21	15.43	18.90	E	14.88	15.67
	F	12.83	13.42	13.54	15.80	19.35	F	15.23	16.06
	G	13.01	13.60	13.88	16.20	19.85	G	15.63	16.45
	H	13.19	13.79	14.24	16.62	20.34	H	16.00	16.87
	I	13.37	13.98	14.59	17.04	20.86	I	16.41	17.30
	J	13.55	14.18	14.95	17.45	21.38	J	16.83	17.72
	K	13.74	14.37	15.33	17.89	21.92	K	17.26	18.18
	L	13.93	14.57	15.71	18.34	22.47	L	17.67	18.63
	M	14.13	14.77	16.10	18.79	23.03	M	18.13	19.10
	N	14.32	14.98	16.52	19.27	23.59	N	18.58	19.58
	O	14.52	15.19	16.93	19.75	24.20	O	19.04	20.06
	P	14.72	15.40	17.34	20.24	24.80	P	19.53	20.57
	Q						Q	20.02	21.08
	R						R	20.53	21.60
	S						S	21.03	22.15
	T						T	21.56	22.68
	U						U	22.10	23.26
	V						V	22.64	23.84
	W						W	23.21	24.43

## 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.

### *2.7.13 Promotional Salary Placements*

When an employee is promoted within the Classified Unit, the following practice will be followed:

1. Determine the employee's current hourly rate for the position he/she is vacating
2. Apply a 5% increase to the hourly amount of that current hourly rate
3. Locate the step closest to (but not less than) the calculated hourly rate in the new salary column as defined by new job description

## **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 Finance
Assistant Director – Exceptional Student Education	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

*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 Director – Exceptional Student Education  
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

### *3.2.8 Paygrade A8*

The following Job Descriptions are assigned to paygrade A8:

Principal- High & Academy  
Director of Charlotte Technical College

*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 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.

### 3.6.5 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

### 3.6.6 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.

### 3.6.7 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

### 3.6.8 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%

### 3.6.9 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.

### 3.6.10 Overtime Pay Exemption

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

### *3.6.11 Promotional Salary Placements*

When an employee is promoted within the Administrative Unit the following practice will be followed:

1. Determine the employee's current hourly rate for the position he/she is vacating
2. Apply a 5% increase to the hourly amount of that current hourly rate
3. Locate the step closest to (but not less than) the calculated hourly rate in the new salary column as defined by new job description

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

Senior Programmer II	Specialist- Purchasing (Food Service)
Specialist- Certification	Specialist- Systems Support
Specialist- Construction	Specialist- Webpage Design & Records Management
Specialist- Facilities	Supervisor- Employee Wellness, Health Services, & Safety Education
Specialist- Food Service	Test Center Facilitator
Specialist- Inservice	Testing Assistant
Specialist- Personnel	Transportation Area Manager
Specialist- Plant Operations	
Specialist- Purchasing	

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:

Secretary- Confidential (District)  
Testing Assistant

### 4.2.4 Paygrade D

The following Job Descriptions are assigned to paygrade D:

Manager- School Meals Program  
Manager- Tech & Data for Food & Nutrition Services  
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

#### *4.2.11 Paygrade K*

The following Job Description is assigned to paygrade K:

Building Official  
Senior Accountant  
Specialist- Food Service  
Specialist- Purchasing (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:

Aviation Maintenance Technician School/Grant Compliance and Recruitment Manager  
Aviation Maintenance Technician School/Program Manager  
Grant Writer  
Manager- Children's Services  
Manager- Early Childhood Programs  
Manager- Human Resources & Employee Benefits  
Manager- Payroll  
Manager- Plant Operations  
Manager- Pre-K Programs  
Manager- Purchasing  
Manager- Teen Parent Program  
Program Manager – EMS/Firefighter  
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- 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	\$35.57
2	\$24.04	\$25.25	\$26.51	\$27.84	\$29.22	\$30.69	\$32.22	\$36.46
3	\$24.65	\$25.89	\$27.18	\$28.54	\$29.96	\$31.45	\$33.03	\$37.38
4	\$25.26	\$26.53	\$27.86	\$29.25	\$30.71	\$32.23	\$33.86	\$38.31
5	\$25.90	\$27.20	\$28.56	\$29.98	\$31.47	\$33.04	\$34.70	\$39.26
6	\$26.54	\$27.88	\$29.27	\$30.73	\$32.26	\$33.87	\$35.57	\$40.26
7	\$27.21	\$28.58	\$30.00	\$31.49	\$33.06	\$34.72	\$36.46	\$41.27
8	\$27.89	\$29.29	\$30.75	\$32.28	\$33.89	\$35.58	\$37.38	\$42.29
9	\$28.59	\$30.02	\$31.52	\$33.08	\$34.74	\$36.47	\$38.31	\$43.34
10	\$29.30	\$30.77	\$32.31	\$33.91	\$35.61	\$37.39	\$39.26	\$44.42
11	\$30.03	\$31.55	\$33.11	\$34.76	\$36.50	\$38.32	\$40.25	\$45.54
12	\$30.78	\$32.33	\$33.94	\$35.63	\$37.41	\$39.27	\$41.26	\$46.67
13	\$31.56	\$33.14	\$34.79	\$36.52	\$38.34	\$40.26	\$42.28	\$47.84
14	\$32.34	\$33.96	\$35.66	\$37.43	\$39.29	\$41.27	\$43.34	\$49.04
15	\$33.15	\$34.81	\$36.55	\$38.36	\$40.28	\$42.29	\$44.42	\$50.27
16	\$33.97	\$35.68	\$37.46	\$39.32	\$41.29	\$43.35	\$45.54	\$51.53
17	\$34.82	\$36.57	\$38.39	\$40.30	\$42.32	\$44.44	\$46.67	\$52.81
18	\$35.69	\$37.48	\$39.36	\$41.31	\$43.38	\$45.55	\$47.84	\$54.13
19	\$36.58	\$38.41	\$40.34	\$42.34	\$44.46	\$46.68	\$49.04	\$55.48
20	\$37.49	\$39.38	\$41.35	\$43.40	\$45.57	\$47.85	\$50.27	\$56.87

4.3.1 *Psychologist Intern Salary*

The salary paid to a psychologist intern will be \$19,584 per annum. (\$12 per hour)

#### 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 *Psychologist Intern Supplement*

Psychologists who serve as field supervisors for psychology interns shall be compensated \$850 for a year of such supervision.

##### 4.5.2 *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.

##### 4.5.3 *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.

#### *4.5.4 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.

#### *4.5.5 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.

#### *4.5.6 Graduate Degree Supplements*

For pay grades M-P, employees shall receive an additional sixty cents (\$0.60) per hour for a Specialist Degree or one dollar (\$1.00) per hour for a Doctorate Degree if the degree is not required by job description.

## **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.

## 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

### 4.6.9 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%

### 4.6.10 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.

#### *4.6.11 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.

#### *4.6.12 Overtime Pay Exemption*

Confidential and Professional positions are considered exempt from the overtime provisions of the Fair Labor Standards Act.

#### *4.6.13 Promotional Salary Placements*

When an employee is promoted within the Confidential/Professional Unit the following practice will be followed:

1. Determine the employee's current hourly rate for the position he/she is vacating
2. Apply a 5% increase to the hourly amount of that current hourly rate
3. Locate the step closest to (but not less than) the calculated hourly rate in the new salary column as defined by new job description

#### 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	\$16.00
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 Bachelor's Degree	\$22.00

\*- CCPS does not recognize nor pay a \$1 hourly incentive for "Sub Hub" nor equivalent training.

### 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 (90<sup>th</sup>) 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: Pay Calendars

### 6.1 Bi-Weekly Pay Calendar

PAY PERIOD		FIRST DAY		LAST DAY	
PAY CODE	PAY DATES	OF PAY PERIOD		OF PAY PERIOD	
2001015	07/22/20	07/01/20	---	07/12/20	
2001016	08/05/20	07/13/20	---	07/26/20	
2001017	08/19/20	07/27/20	---	08/09/20	
2001018	09/02/20	08/10/20	---	08/23/19	NON-DEDUCT
2001019	09/16/20	08/24/20	---	09/06/20	
2001020	09/30/20	09/07/20	---	09/20/20	
2001021	10/14/20	09/21/20	---	10/04/20	
2001022	10/28/20	10/05/20	---	10/18/20	
2001023	11/11/20	10/19/20	---	11/01/20	Supplements
2001024	11/24/20	11/02/20	---	11/15/20	
2001025	12/09/20	11/16/20	---	11/29/20	
2001026	12/18/20	11/30/20	---	12/13/20	
2101001	01/06/21	12/14/20	---	12/27/20	
2101002	01/20/21	12/28/20	---	01/10/21	
2101003	02/03/21	01/11/21	---	01/24/21	
2101004	02/17/21	01/25/21	---	02/07/21	Supplements
2101005	03/03/21	02/08/21	---	02/21/21	NON-DEDUCT
2101006	03/12/21	02/22/21	---	03/07/21	
2101007	03/31/21	03/08/21	---	03/21/21	
2101008	04/14/21	03/22/21	---	04/04/21	
2101009	04/28/21	04/05/21	---	04/18/21	
2101010	05/12/21	04/19/21	---	05/02/21	
2101011	05/26/21	05/03/21	---	05/16/21	
2101012	06/07/21	05/17/21	---	05/30/21	
2101013	06/23/21	05/31/21	---	06/13/21	
2101014	06/30/21	06/14/21	---	06/30/20	
Summer Checks	05/27/21				

