

Interim Salary Schedule Book

Fiscal Year 2024-2025



Mark Vianello
Superintendent of Schools

THE SCHOOL BOARD OF CHARLOTTE COUNTY

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

1.1 Active Job Descriptions:

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

Behavior Specialist	Professional Development Specialist
Career Specialist	School Counselor-Elementary
Childfind Specialist	School Counselor-Middle
Classroom Teacher	School Counselor-High
Curriculum & Instruction Specialist	School Social Worker
Data Specialist	Speech & Language Pathologist
Literacy Instructional Coach	Staffing Specialist-ESE
Exceptional Student Education School-Based Liaison	Teacher of the Gifted-ESE
Homeless Education and Foster Care Liaison	Teacher on Special Assignment (TSA)
JROTC Instructor	Title I Private School Academic Tutor
Lead Teacher	Title I Private School Lead Tutor
Media Specialist-Elementary, Middle, High	Virtual School Franchise Adjunct Teacher
	Virtual School Franchise Teacher
	Visually Impaired Teacher-ESE

Please Note: Additional Board-Approved job descriptions exist within the Instructional bargaining unit, but are currently unallocated. Due to software limitations, the exact job description may be slightly different in electronic records.

1.2 Instructional Performance-Based Salary Schedule

1.2.1 For Instructional Employees Hired on or after July 1, 2014

Index	0	1	2	3	4	5	6	7	8	9
D	\$35.50	\$35.60	\$35.70	\$35.80	\$35.90	\$36.00	\$36.10	\$36.20	\$36.30	\$36.40
E	\$36.50	\$36.60	\$36.70	\$36.80	\$36.90	\$37.00	\$37.10	\$37.20	\$37.30	\$37.40
F	\$37.50	\$37.60	\$37.70	\$37.80	\$37.90	\$38.00	\$38.10	\$38.20	\$38.30	\$38.40
G	\$38.50	\$38.60	\$38.70	\$38.80	\$38.90	\$39.00	\$39.10	\$39.20	\$39.30	\$39.40
H	\$39.50	\$39.60	\$39.70	\$39.80	\$39.90	\$40.00	\$40.10	\$40.20	\$40.30	\$40.40
I	\$40.50	\$40.60	\$40.70	\$40.80	\$40.90	\$41.00	\$41.10	\$41.20	\$41.30	\$41.40
J	\$41.50	\$41.60	\$41.70	\$41.80	\$41.90	\$42.00	\$42.10	\$42.20	\$42.30	\$42.40
K	\$42.50	\$42.60	\$42.70	\$42.80	\$42.90	\$43.00	\$43.10	\$43.20	\$43.30	\$43.40
L	\$43.50	\$43.60	\$43.70	\$43.80	\$43.90	\$44.00	\$44.10	\$44.20	\$44.30	\$44.40
M	\$44.50	\$44.60	\$44.70	\$44.80	\$44.90	\$45.00	\$45.10	\$45.20	\$45.30	\$45.40
N	\$45.50	\$45.60	\$45.70	\$45.80	\$45.90	\$46.00	\$46.10	\$46.20	\$46.30	\$46.40
O	\$46.50	\$46.60	\$46.70	\$46.80	\$46.90	\$47.00	\$47.10	\$47.20	\$47.30	\$47.40
P	\$47.50	\$47.60	\$47.70	\$47.80	\$47.90	\$48.00	\$48.10	\$48.20	\$48.30	\$48.40
Q	\$48.50	\$48.60	\$48.70	\$48.80	\$48.90	\$49.00	\$49.10	\$49.20	\$49.30	\$49.40
R	\$49.50	\$49.60	\$49.70	\$49.80	\$49.90	\$50.00	\$50.10	\$50.20	\$50.30	\$50.40
S	\$50.50	\$50.60	\$50.70	\$50.80	\$50.90	\$51.00	\$51.10	\$51.20	\$51.30	\$51.40

1.2.2 Placement Guide for Instructional Employees Hired on or after October 26, 2020*

Years of Experience	Level and Column	Hourly Rate	Example Annual Salary (Hrly Rate x 8 hrs x 197 cal)
0	D1	\$35.60	\$56,105.60
1	D2	\$35.70	\$56,263.20
2	D3	\$35.80	\$56,420.80
3	D4	\$35.90	\$56,578.40
4	D5	\$36.00	\$56,736.00
5	D6	\$36.10	\$56,893.60
6	D7	\$36.20	\$57,051.20
7	D8	\$36.30	\$57,208.80
8	D9	\$36.40	\$57,366.40
9	E0	\$36.50	\$57,524.00
10	E1	\$36.60	\$57,681.60
11	E2	\$36.70	\$57,839.20
12	E3	\$36.80	\$57,996.80
13	E4	\$36.90	\$58,154.40
14	E5	\$37.00	\$58,312.00
15	E6	\$37.10	\$58,469.60
16	E7	\$37.20	\$58,627.20
17	E8	\$37.30	\$58,784.80
18	E9	\$37.40	\$58,942.40
19	F0	\$37.50	\$59,100.00
20	F1	\$37.60	\$59,257.60
21	F2	\$37.70	\$59,415.20
22	F3	\$37.80	\$59,572.80
23	F4	\$37.90	\$59,730.40
24	F5	\$38.00	\$59,888.00
25	F6	\$38.10	\$60,045.60
26	F7	\$38.20	\$60,203.20
27	F8	\$38.30	\$60,360.80
28	F9	\$38.40	\$60,518.40
29	G0	\$38.50	\$60,676.00
30	G1	\$38.60	\$60,833.60

1.3 Instructional Grandfathered Salary Schedule Performance Pay

	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25	2024-25
	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual
Index	BA	BA	MA	MA	Spec	Spec	Doc	Doc
0	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
1	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
2	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
3	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
4	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
5	36.5130	\$57,544.49	39.2130	\$61,799.69	40.7130	\$64,163.69	41.9130	\$66,054.89
6	36.6102	\$57,697.68	39.3102	\$61,952.88	40.8102	\$64,316.88	42.0102	\$66,208.08
7	37.0591	\$58,405.14	39.7591	\$62,660.34	41.2591	\$65,024.34	42.4591	\$66,915.54
8	37.5142	\$59,122.38	40.2142	\$63,377.58	41.7142	\$65,741.58	42.9142	\$67,632.78
9	37.9756	\$59,849.55	40.6756	\$64,104.75	42.1756	\$66,468.75	43.3756	\$68,359.95
10	38.4434	\$60,586.80	41.1434	\$64,842.00	42.6434	\$67,206.00	43.8434	\$69,097.20
11	38.9177	\$61,334.30	41.6177	\$65,589.50	43.1177	\$67,953.50	44.3177	\$69,844.70
12	39.3985	\$62,092.04	42.0985	\$66,347.24	43.5985	\$68,711.24	44.7985	\$70,602.44
13	39.8860	\$62,860.34	42.5860	\$67,115.54	44.0860	\$69,479.54	45.2860	\$71,370.74
14	40.3803	\$63,639.35	43.0803	\$67,894.55	44.5803	\$70,258.55	45.7803	\$72,149.75
15	40.8814	\$64,429.09	43.5814	\$68,684.29	45.0814	\$71,048.29	46.2814	\$72,939.49
16	41.3894	\$65,229.69	44.0894	\$69,484.89	45.5894	\$71,848.89	46.7894	\$73,740.09
17	41.9045	\$66,041.49	44.6045	\$70,296.69	46.1045	\$72,660.69	47.3045	\$74,551.89
18	42.4267	\$66,864.48	45.1267	\$71,119.68	46.6267	\$73,483.68	47.8267	\$75,374.88
19	42.9561	\$67,698.81	45.6561	\$71,954.01	47.1561	\$74,318.01	48.3561	\$76,209.21
20	43.4929	\$68,544.81	46.1929	\$72,800.01	47.6929	\$75,164.01	48.8929	\$77,055.21
21	44.0371	\$69,402.47	46.7371	\$73,657.67	48.2371	\$76,021.67	49.4371	\$77,912.87
22	44.5888	\$70,271.95	47.2888	\$74,527.15	48.7888	\$76,891.15	49.9888	\$78,782.35
23	45.1482	\$71,153.56	47.8482	\$75,408.76	49.3482	\$77,772.76	50.5482	\$79,663.96
24	45.7153	\$72,047.31	48.4153	\$76,302.51	49.9153	\$78,666.51	51.1153	\$80,557.71
25	46.2903	\$72,953.51	48.9903	\$77,208.71	50.4903	\$79,572.71	51.6903	\$81,463.91
26	46.8733	\$73,872.32	49.5733	\$78,127.52	51.0733	\$80,491.52	52.2733	\$82,382.72
27	47.4643	\$74,803.74	50.1643	\$79,058.94	51.6643	\$81,422.94	52.8643	\$83,314.14
28	48.0635	\$75,748.08	50.7635	\$80,003.28	52.2635	\$82,367.28	53.4635	\$84,258.48
29	48.6710	\$76,705.50	51.3710	\$80,960.70	52.8710	\$83,324.70	54.0710	\$85,215.90
30	48.8934	\$77,056.00	51.5934	\$81,311.20	53.0934	\$83,675.20	54.2934	\$85,566.40
31	49.1168	\$77,408.08	51.8168	\$81,663.28	53.3168	\$84,027.28	54.5168	\$85,918.48

The Grandfathered Salary Schedule includes a ten cent (\$0.10) per hour performance incentive based on receiving an “Effective” or “Highly Effective” evaluation for the 2022-2023 school year. Instructional employees who remain on the grandfathered salary schedule and failed to earn either an “Effective” or “Highly Effective” evaluation for 2022-2023 shall have their hourly rate reduced by ten cents (\$0.10).

1.4 Instructional Longevity Pay- Grandfathered Salary Schedule

Longevity pay is to be paid to current full-time employees in a lump sum prior to the end of the fiscal year. All teachers on the grandfathered salary schedule who were previously eligible for longevity pay will receive the same payment again if they remain eligible at the time of payment. 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. Employees on the grandfathered salary schedule are not eligible to move up in longevity tiers, nor will the longevity amounts be indexed to the starting salary. Payments for grandfathered employees who previously qualified will be made in accordance with the table below from the 2021-2022 Salary Schedule. Employees not eligible for a paycheck at the time of payment will not receive the longevity payment for that year.

Years of Service	Amount
9 or fewer	\$0
10 - 14	\$1,443
15 - 19	\$2,885
20 - 24	\$4,327
25 - 29	\$5,769
30 or more	\$7,211

1.5 Instructional Longevity Pay- Performance Salary Schedule

Longevity pay is to be paid to current full-time employees in a lump sum prior to the end of the fiscal year. 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. Employees not eligible for a paycheck at the time of payment will not receive the longevity payment for that year.

Years of Service	% Starting Salary	Amount
4 or fewer	0%	\$0
5-9	2%	\$1123
10 - 14	4%	\$2245
15 - 19	7%	\$3928
20 - 24	10%	\$5611
25 - 29	13%	\$7294
30 or more	16%	\$8977

“Years of Service” includes years of service to Charlotte County Public Schools completed prior to the end of 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.

1.6 Instructional Differentiated Pay

1.6.1 *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
Master's	\$2.70
Specialist	\$4.20
Doctorate	\$5.40

In accordance with the collectively bargained contract and state statute, Employees who attend a certified, state-recognized, accredited college or university for the purpose of achieving an advanced degree in the employee's field of certification or that directly relates to the employee's instructional responsibilities shall, at the option of the Superintendent, be compensated as follows:

- Upon completion of one-half of the course requirements and the submission of acceptable proof of such completion, a total sum of \$500.00 will be paid to the employee.

1.6.2 *Statutory Differentiated Pay Plan*

In accordance with Florida Statute 1012.22 (1) (c) (4), 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.

1.6.2.1 Highest Direct Certified Federal Assistance Rate

A specific supplement will be paid to teachers assigned to the six schools with the highest Direct-Certified Federal Assistance Rates determined annually, in April, for the following fall semester. The specific compensation amounts and eligible teaching assignments will be determined annually between the District and the CFEA. The supplement amount is a Group 6 supplement (See 1.6.3). The Direct-Certified Federal Assistance Rate for November will be utilized for school identification for the second semester of the 2023-2024 school year.

1.6.2.2 Self-Contained/Dedicated ESE Unit Assignments

A specific supplement will be paid to teachers assigned to teach in self-contained ESE classrooms (CD, EBD, INOD, Pre-K ESE). Employees who teach in departmentalized structures will not be eligible for this supplement. The specific compensation amounts and eligible teaching assignments will be determined annually between the District and the CFEA. The supplement amount is a Group 6 supplement (See 1.6.3). The supplement will be paid at the end of each semester during which the employee spent at least fifty-one percent (51%) of the workdays teaching within the self-contained ESE units in that semester.

1.6.2.3 Additional Rate for ESE Certification

A specific supplemental hourly rate will be paid to teachers earn and maintain ESE Certification through the Florida Department of Education. The value of this additional hourly rate will be \$1.00 per hour. The increase will only be applied during pay periods in which the employee holds and maintains the certification. Should an employee remove the certification from his/her certificate, that employee will cease to earn the additional hourly rate.

1.6.2.4 Additional Rate for Reading Endorsement/Certification

A specific supplemental hourly rate will be paid to teachers earn and maintain a Reading Endorsement or Reading Certification through the Florida Department of Education. The value of this additional hourly rate will be \$1.00 per hour. The increase will only be applied during pay periods in which the employee holds and maintains the endorsement or certification. Should an employee remove the certification from his/her certificate, that employee will cease to earn the additional hourly rate.

1.6.2.5 Additional Rate for Specialty Licensure Supplement

A specific supplemental hourly rate will be paid to teachers earn and maintain the following Specialty Licensure: Behavior Specialist (BCBA, BCaBA), Social Worker (LCSW), Speech Language Pathologist (ASHA or DOE Certification), Counselor (LMHC). The value of this additional hourly rate will be \$1.00 per hour. The increase will only be applied during pay periods in which the employee holds and maintains the endorsement or certification. Should an employee fail to maintain the licensure, that employee will cease to earn the additional hourly rate.

1.6.2.6 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 shall be \$0.

1.6.2.7 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 shall be \$0.

1.6.2.8 Secondary Teachers Teaching During Planning

Teachers who teach during their planning period shall be paid an additional hourly rate of \$5.10 during any pay period in which the teacher teaches during their planning period.

1.6.2.9 Additional Academic/Extra-Curricular Responsibilities

Supplements for designated additional academic or extra-curricular 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. All supplements must be advertised to all site-based staff in the bargaining unit annually. When a supervisor is unable to identify a qualified candidate for an allocated supplement from within the bargaining unit, and that supervisor believes that the supplemental role is necessary, he/she may select an employee from outside of the bargaining unit to fulfill that supplemental role with the preapproval from the HR Director.

1.6.3 *Indexed Supplemental Rates*

The supplements described in this provision are indexed to the step zero starting pay on the Performance Pay Schedule (Bachelor's degree).

Group	Index %	Annual Rate	Extended Season Rate	Supplement Names
1	12.50%	\$7,013	\$351	HS School Band Director, HS Head Football Coach- Fall
2	10%	\$5,611	\$281	HS Drama Director, HS Head Baseball Coach, HS Head Basketball Coach, HS Head Soccer Coach, HS Head Softball Coach, HS Head Volleyball Coach, HS Head Wrestling Coach, HS NJROTC, HS Head Track Coach
3	8.33%	\$4,674	\$234	HS Assistant Athletic Director, HS Head Swimming Coach, HS Head Weightlifting Coach, HS Beach Volleyball, HS Flag Football, HS Student Government Advisor
4	6.67%	\$3,742	\$187	HS Assistant Band Director, HS Assistant Baseball Coach, HS Assistant Basketball Coach, HS Assistant Football Coach, HS Assistant Soccer Coach, HS Assistant Softball Coach, HS Assistant Swimming Coach, HS Assistant Track Coach, HS Assistant Volleyball Coach, HS Assistant Wrestling Coach, HS Assistant Weightlifting Coach, MS Athletic Director, MS Band Director, HS Choral Director, HS Athletic Discretionary, HS Flag/Color Guard, HS Head Cheerleading Coach- Basketball, HS Head Cheerleading Coach- Football, HS Head Cross Country Coach, HS Head Golf Coach, HS Head Tennis Coach, HS Senior Class Sponsor, HS TV Production, HS Yearbook, Competitive Cheer Coach
5	6.25%	\$3,507	\$175	Aquatic Program Leader, HS Business Manager, Department Chair/Program Planner (10 or more total members)
6	3.75%	\$2,104	\$105	HS Assistant Cheerleading Coach- Basketball, HS Assistant Cheerleading Coach- Football, HS Assistant Drama Director, MS Choral Director, ES Choral Director, Credit Retrieval Coach (per 16-week session), MS Drama Director, Junior Class Sponsor, Model United Nations Sponsor, MS TV Production, ES TV Production, MS Yearbook, ES Yearbook, Department Chair/Program Planner (6 to 9 total members), Future Teachers of America Sponsor

7	2.92%	\$1,638	\$82	MS Basketball Head Coach, HS Mock Trial, Newspaper, Sophomore Class Sponsor, HS Spring Football Head Coach, MS Student Government, HS Student Recognition Clubs, HS Vocational Clubs, MS Volleyball Head Coach, Web Page Manager, MS Wrestling Head Coach, MS Soccer Coach, Department Chair/Program Planner (2 to 5 total members), ELL (more than 50 students)
8	2%	\$1,122	\$56	HS Academic Clubs, MS Academic Club, HS Academic Teams, MS Academic Team, MS Assistant Basketball Coach, HS Assistant Spring Football Coach, MS Assistant Volleyball Coach, MS Assistant Wrestling Coach, HS Dance Line, Dual Enrollment (per semester), ELL (more than 25 students), Freshman Class Sponsor, History Fair Coordinator, Middle School Intramural Coach, National Honor Society, Newsletter, Peer Teacher*, School PBIS Coordinator, Science Fair Coordinator, Service Clubs, Skills USA, Technology Facilitator, ES Safety Patrol Coordinator, District Capacity Coach (Check and Connect), District Capacity Coach (SIM), Social Media Facilitator, Peer NCI Mentor
9	1%	\$561	\$28	MS Track Coach, Check and Connect Mentor, Credit Retrieval, ELL (less than 25 students), Interest/Hobby Club, School Wellness Champion, License Mentor, Curriculum Mentor, SIMs Coordinator (1 per implementing school)

* Teachers working under a Veteran-pathway certification qualify for a peer teacher for two years.

1.6.4 Bonuses

Funds that are state-earmarked for Performance Pay shall be paid as per State Statute. Teacher Lead Money 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. Funds that are transmitted from FLDOE to the District as a pass-through to teachers will be distributed according to provided guidelines (i.e. Civics Seal of Excellence or Computer Science Certification).

1.6.5 Military Science Instructors

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

1.7 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.

1.7.1 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 first pay check after returning from leave.

1.7.2 Use of Hourly Rate

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

1.7.3 Experience Credit

Upon written verification, up to thirty (30) years of prior teaching or related experience shall be credited to new hires at a value of one (1) salary schedule increment per year of verified service. Written verification of such experience must be received within sixty (60) days after employment. Verification received after sixty (60) days will not be considered for pay purposes for that school year but will in no way preclude its use in subsequent years. No past experience will be awarded to teachers receiving retirement benefits through the Florida Retirement System (FRS).

1.7.4 Overtime Pay Exemption

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

1.7.5 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.

1.7.6 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 at the end of the fiscal year.

1.7.7 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 twenty-five dollars (\$25) per hour.

1.7.8 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-bargained contract for instructional employees.

1.8 Instructional Workdays and Work Calendars

All instructional employees shall be assigned to work eight (8) hours per day and a 196-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
205	ESE Liaison, Social Worker
215	School Counselor- Elementary, School Counselor- Middle, School Counselor- High, Career Specialist (CTC only)
221	Curriculum and Instruction Specialist, Professional Development Specialist, Staffing Specialist- ESE, JROTC Instructor (JROTC)

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

2.1 Classified Job Descriptions

2.1.1 Active Job Descriptions:

Accounting Assistant	Food Service Assistant Manager
Administrative Assistant	Groundskeeper
Assistant Foreman, Warehouse	Human Resources Assistant
Audio Visual Technician	HVAC Mechanic
Baker	Job Coach (ESE)
Bindery Technician	Locksmith
Bookkeeper	Mechanic
Bus Attendant	Mechanic Helper
Bus Driver	Offset Press Worker
Bus Driver (Operations)	Paraprofessional
Carpenter	Paraprofessional ISS
Computer Operator	Payroll Clerk
Cook	Plumber
Custodial Crew Leader I, II	Property Control Assistant
Custodial Crew Leader III	Purchasing Agent/Buyer (Certified)
Custodian	Purchasing Agent/Buyer (General)
Data Management Technician	Records Retention Assistant
Early Childhood Assistant	Routing Technician
Early Childhood Caregiver	School Nurse
Early Childhood Nutrition Assistant	Technology Support Technician
Early Childhood Teacher	Title I Achievement and Family Associate
Electrician	Title II ELL, Immigrant Achievement and Parent Liaison
Employee Benefits Assistant	Warehouse Worker
Family Advocate	
Food Service Assistant	

Please Note: Additional Board-Approved job descriptions exist within the Classified (Support) bargaining unit, but are currently unallocated. 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 1

The following Job Descriptions are assigned to paygrade 1:

Bindery Technician
Bus Attendant
Custodian
Food Service Assistant

2.2.2 Paygrade 2

The following Job Descriptions are assigned to paygrade 2:

Baker

Cook

Early Childhood Assistant

Early Childhood Caregiver

Early Childhood Nutrition Assistant

Mechanic Helper

Offset Press Worker

2.2.3 Paygrade 3

The following Job Descriptions are assigned to paygrade 3:

Administrative Assistant

Custodial Crew Leader I, II

Groundskeeper

Job Coach (ESE)

Paraprofessional

Paraprofessional (ISS)

Property Control Assistant

Records Retention Assistant

Title I: Achievement and Family Associate

Title III: ELL, Immigrant Achievement and Parent Liaison

Warehouse Worker

2.2.4 Paygrade 4

The following Job Descriptions are assigned to paygrade 4:

Assistant Foreman, Warehouse

Bus Driver

Bus Driver (Operations)

Custodial Crew Leader III

2.2.5 Paygrade 5

The following Job Descriptions are assigned to paygrade 5:

Accounting Assistant

Bookkeeper

Computer Operator

Data Management Technician

Early Childhood Teacher

Employee Benefits Assistant
Family Advocate
Food Service Assistant Manager
Human Resources Assistant
Payroll Clerk
Purchasing Agent/Buyer (General)
Routing Technician

2.2.6 Paygrade 6

The following Job Descriptions are assigned to paygrade 6:

Audio Visual Technician
Carpenter
Electrician
HVAC Mechanic
Locksmith
Mechanic
Plumber
Purchasing Agent/Buyer (Certified)
School Nurse
Technology Support Technician

2.3 Classified Salary Schedule

Index	10	11	12	13	14	15	16	17	18	19
b	\$17.00	\$17.10	\$17.20	\$17.30	\$17.40	\$17.50	\$17.60	\$17.70	\$17.80	\$17.90
c	\$18.00	\$18.10	\$18.20	\$18.30	\$18.40	\$18.50	\$18.60	\$18.70	\$18.80	\$18.90
d	\$19.00	\$19.10	\$19.20	\$19.30	\$19.40	\$19.50	\$19.60	\$19.70	\$19.80	\$19.90
e	\$20.00	\$20.10	\$20.20	\$20.30	\$20.40	\$20.50	\$20.60	\$20.70	\$20.80	\$20.90
f	\$21.00	\$21.10	\$21.20	\$21.30	\$21.40	\$21.50	\$21.60	\$21.70	\$21.80	\$21.90
g	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90
h	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40	\$23.50	\$23.60	\$23.70	\$23.80	\$23.90
i	\$24.00	\$24.10	\$24.20	\$24.30	\$24.40	\$24.50	\$24.60	\$24.70	\$24.80	\$24.90
j	\$25.00	\$25.10	\$25.20	\$25.30	\$25.40	\$25.50	\$25.60	\$25.70	\$25.80	\$25.90
k	\$26.00	\$26.10	\$26.20	\$26.30	\$26.40	\$26.50	\$26.60	\$26.70	\$26.80	\$26.90
l	\$27.00	\$27.10	\$27.20	\$27.30	\$27.40	\$27.50	\$27.60	\$27.70	\$27.80	\$27.90
m	\$28.00	\$28.10	\$28.20	\$28.30	\$28.40	\$28.50	\$28.60	\$28.70	\$28.80	\$28.90
n	\$29.00	\$29.10	\$29.20	\$29.30	\$29.40	\$29.50	\$29.60	\$29.70	\$29.80	\$29.90
o	\$30.00	\$30.10	\$30.20	\$30.30	\$30.40	\$30.50	\$30.60	\$30.70	\$30.80	\$30.90
p	\$31.00	\$31.10	\$31.20	\$31.30	\$31.40	\$31.50	\$31.60	\$31.70	\$31.80	\$31.90
q	\$32.00	\$32.10	\$32.20	\$32.30	\$32.40	\$32.50	\$32.60	\$32.70	\$32.80	\$32.90
r	\$33.00	\$33.10	\$33.20	\$33.30	\$33.40	\$33.50	\$33.60	\$33.70	\$33.80	\$33.90
s	\$34.00	\$34.10	\$34.20	\$34.30	\$34.40	\$34.50	\$34.60	\$34.70	\$34.80	\$34.90
t	\$35.00	\$35.10	\$35.20	\$35.30	\$35.40	\$35.50	\$35.60	\$35.70	\$35.80	\$35.90
u	\$36.00	\$36.10	\$36.20	\$36.30	\$36.40	\$36.50	\$36.60	\$36.70	\$36.80	\$36.90
v	\$37.00	\$37.10	\$37.20	\$37.30	\$37.40	\$37.50	\$37.60	\$37.70	\$37.80	\$37.90
w	\$38.00	\$38.10	\$38.20	\$38.30	\$38.40	\$38.50	\$38.60	\$38.70	\$38.80	\$38.90
x	\$39.00	\$39.10	\$39.20	\$39.30	\$39.40	\$39.50	\$39.60	\$39.70	\$39.80	\$39.90
y	\$40.00	\$40.10	\$40.20	\$40.30	\$40.40	\$40.50	\$40.60	\$40.70	\$40.80	\$40.90
z	\$41.00	\$41.10	\$41.20	\$41.30	\$41.40	\$41.50	\$41.60	\$41.70	\$41.80	\$41.90

Below is the beginning hourly rate of pay for each paygrade:

Paygrade 1	Paygrade 2	Paygrade 3	Paygrade 4	Paygrade 5	Paygrade 6
\$17.50	\$18.00	\$18.50	\$19.70	\$21.80	\$25.30

Annual salary would be calculated by multiplying the hourly rate x the hours per day x calendar days per year.

2.4 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
4 or fewer	\$0.00
5-9	\$0.20

10 - 14	\$0.50
15 - 19	\$0.70
20 - 24	\$1.00
25 - 29	\$1.30
30 or more	\$1.60

“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.

2.5 Classified Differentiated Pay

2.5.1 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.

2.5.2 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.

2.5.3 College Degrees not Required by Job Description

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

2.5.4 Additional Academic Responsibilities

In situations when a supervisor determines that an allocated supplemental academic responsibility (described in provision 1.6.3) is necessary for the operation of the school, and that supervisor has been unable to identify a qualified candidate for an allocated supplement from within the Instructional bargaining unit (Unit 1), that supervisor may select an employee from the Classified bargaining unit (Unit 2), provided that all of the following criteria have been met:

1. The supervisor has provided timely notice of the available supplement to all members of the instructional bargaining unit, and no such employees apply for the position.
2. The supervisor received approval from the Director of Human Resources prior to the selection of the Classified employee for the supplemental position.

3. In compliance with the Fair Labor Standards, the maximum hours worked for a supplement awarded to a Classified (Support) employee are in the table below (A weekly time card may be required by the supervisor).

Supplement Group	Annual Amount	Maximum Hours per Year
1	\$7,013	300
2	\$5,611	240
3	\$4,674	200
4	\$3,742	160
5	\$3,507	225
6	\$2,104	90
7	\$1,638	70
8	\$1,122	48
9	\$561	24

2.6 Classified Salary Provisions

2.6.1 Fee Waivers

Classified Applicants shall, upon becoming eligible for hire, have their mandatory drug test and fingerprinting fees waived.

2.6.2 Serving as a Substitutes Outside Job Description

Paraprofessionals and Early Childhood Assistants substituting (assuming teaching responsibilities) as teacher or Early Childhood Teachers will receive a supplement rate of five dollars (\$5.00) per hour. Payment for this additional hourly rate shall follow the standard convention of rounding the time to the nearest-higher fifteen-minute increment.

2.6.3 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.

2.6.4 Bus Drivers' Extra Pay Provisions

Transportation employees who perform extra work (off calendar) other than their regularly assigned duties as a Bus Driver, or Bus Attendant shall be paid at Paygrade 1. Any full-time transportation employees who perform extra work (off calendar) other than their regularly assigned duties during the summer will be paid at Paygrade 1.

2.6.5 Bus Driver Trainer Certification

Designated Bus Driver Trainers for the calendar year shall be paid at a supplemental rate of fifty cents (\$0.50) per hour for all paid work hours.

2.6.6 Early Childhood Mentor

Designated Head Start (2) and Early Childhood (2) mentors for the calendar year shall be paid at a supplemental rate of fifty cents (\$0.50) per hour for all paid work hours.

2.6.7 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.

2.6.8 Director-Assigned Higher Classification

If an employee is temporarily assigned to a higher-paying job classification, that employee shall be paid at the higher rate for hours worked in that job classification. This assignment must be approved by the director of the department prior to any such work occurring. Employees cannot be assigned to job descriptions outside of the bargaining unit by use of this provision.

2.6.9 Mandatory Subject of Bargaining

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

2.6.10 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.

2.6.11 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.

2.6.12 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.

2.6.13 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.

2.6.14 Promotion Salary Placements

When an employee is promoted within the Classified Bargaining 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.

2.6.15 Demotion Salary Placements

When an employee transfers to a job at a lower paygrade within in the Classified Bargaining 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% decrease to the hourly amount of that currently hourly rate.
3. Locate the step closest to (but not less than) the calculated hourly rate in the new salary column as defined by the new job description.

2.6.16 Extra Pay for Work Outside Job Description

When an employee performs extra work outside his/her normal contract time and outside his/her job description, the following practice will be followed:

1. Determine the employee's current hourly rate for the current position.
2. Subtract the starting pay rate for the current position from the employee's current hourly rate.
3. Add this difference to the starting hourly rate for the position in which the employee will be performing the extra work.

2.6.17 T.E.A.C.H. Bonus

Early Childhood employees who earn their A.S. degree in Early Childhood Education will be awarded a one-time \$250 bonus.

2.7 Classified Work Calendars

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

2.8 Classified Overtime

Members of the classified unit will be paid overtime according to the Fair Labor Standards Act except as provided in the collective bargaining agreement provision 20.6.4. This provision allows hours worked in excess of forty (40) per week will be paid at one and one-half time the employee's hourly rate. Paid holidays, unpaid holidays (when holiday occurs in the work week), duty leave, judicial leave, and assigned flex days will be counted as time worked for the purpose of computing overtime pay. In addition to receiving double time for hours worked over sixty (60) in a work week or on a paid holiday, hours worked on designated unpaid holidays shall be paid as double time.

2.9 Paraprofessionals assigned to CHC

A specific supplemental hourly rate will be paid to paraprofessionals assigned to Charlotte Harbor Center. The value of this additional hourly rate will be \$1.00 per hour. The increase will only be applied during pay periods in which the employee is working at Charlotte Harbor Center. Should an employee transfer away from Charlotte Harbor Center, that employee will cease to earn the additional hourly rate.

Section 3: Administrative Unit Salary Schedule (Unit 3)

3.1 Administrative Job Descriptions

3.1.1 Active Job Descriptions:

Assistant Director-Charlotte Technical College	Coordinator of Social Work and Mental Health Services
Assistant Director-Exceptional Student Education	Coordinator of State & Federal Programs
Assistant Principal	Director of Career, Technical Education, & Career Readiness
Assistant Superintendent for District Operations	Director of Charlotte Technical College
Assistant Superintendent for Human Resources & Labor Relations	Director of K-12 Curriculum
Assistant Superintendent for Learning	Director of Elementary Teaching and Learning
Assistant Superintendent for School Support	Director of Secondary Teaching and Learning
Chief Financial Officer	Director of Exceptional Student Education
Chief Technology Officer	Director of Finance
Coordinator of Community Engagement and Communications	Director of Food and Nutrition Services
Coordinator of Construction	Director of Human Resources
Coordinator of District Health Services	Director of Maintenance & Operations
Coordinator of District Security and Emergency Management	Director of Management Information Services
Coordinator of Maintenance	Director of Procurement Services
Coordinator of Pre-K Center-District-Wide Pre-K Programs	Director of Professional Development
Coordinator of Psychological and Mental Health Services	Director of School Support
	Director of Secondary Teaching and Learning
	Director of Transportation Operations
	Principal (Elementary and Middle)
	Principal (High)
	Superintendent of Schools

Please Note: Additional Board-Approved job descriptions exist within the Administrative Employee unit, but are currently unallocated. 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

Assistant Directors (CTC, ESE)

3.2.2 Paygrade A2

The following Job Description is assigned to paygrade A2:

Coordinators (All)

Principal (Elementary and Middle)

3.2.3 Paygrade A3

The following Job Descriptions are assigned to paygrade A3:

Principals (High)

Directors (All)

3.2.4 Paygrade A4

The following Job Descriptions are assigned to paygrade A4:

Assistant Superintendents (All)

Chief Financial Officer

Chief Technology Officer

3.3 Administrative Salary Schedule- Hourly Rates

Index	0	1	2	3	4	5	6	7	8	9
c	\$49.00	\$49.10	\$49.20	\$49.30	\$49.40	\$49.50	\$49.60	\$49.70	\$49.80	\$49.90
d	\$50.00	\$50.10	\$50.20	\$50.30	\$50.40	\$50.50	\$50.60	\$50.70	\$50.80	\$50.90
e	\$51.00	\$51.10	\$51.20	\$51.30	\$51.40	\$51.50	\$51.60	\$51.70	\$51.80	\$51.90
f	\$52.00	\$52.10	\$52.20	\$52.30	\$52.40	\$52.50	\$52.60	\$52.70	\$52.80	\$52.90
g	\$53.00	\$53.10	\$53.20	\$53.30	\$53.40	\$53.50	\$53.60	\$53.70	\$53.80	\$53.90
h	\$54.00	\$54.10	\$54.20	\$54.30	\$54.40	\$54.50	\$54.60	\$54.70	\$54.80	\$54.90
i	\$55.00	\$55.10	\$55.20	\$55.30	\$55.40	\$55.50	\$55.60	\$55.70	\$55.80	\$55.90
j	\$56.00	\$56.10	\$56.20	\$56.30	\$56.40	\$56.50	\$56.60	\$56.70	\$56.80	\$56.90
k	\$57.00	\$57.10	\$57.20	\$57.30	\$57.40	\$57.50	\$57.60	\$57.70	\$57.80	\$57.90
l	\$58.00	\$58.10	\$58.20	\$58.30	\$58.40	\$58.50	\$58.60	\$58.70	\$58.80	\$58.90
m	\$59.00	\$59.10	\$59.20	\$59.30	\$59.40	\$59.50	\$59.60	\$59.70	\$59.80	\$59.90
n	\$60.00	\$60.10	\$60.20	\$60.30	\$60.40	\$60.50	\$60.60	\$60.70	\$60.80	\$60.90
o	\$61.00	\$61.10	\$61.20	\$61.30	\$61.40	\$61.50	\$61.60	\$61.70	\$61.80	\$61.90
p	\$62.00	\$62.10	\$62.20	\$62.30	\$62.40	\$62.50	\$62.60	\$62.70	\$62.80	\$62.90
q	\$63.00	\$63.10	\$63.20	\$63.30	\$63.40	\$63.50	\$63.60	\$63.70	\$63.80	\$63.90
r	\$64.00	\$64.10	\$64.20	\$64.30	\$64.40	\$64.50	\$64.60	\$64.70	\$64.80	\$64.90
s	\$65.00	\$65.10	\$65.20	\$65.30	\$65.40	\$65.50	\$65.60	\$65.70	\$65.80	\$65.90
t	\$66.00	\$66.10	\$66.20	\$66.30	\$66.40	\$66.50	\$66.60	\$66.70	\$66.80	\$66.90
u	\$67.00	\$67.10	\$67.20	\$67.30	\$67.40	\$67.50	\$67.60	\$67.70	\$67.80	\$67.90
v	\$68.00	\$68.10	\$68.20	\$68.30	\$68.40	\$68.50	\$68.60	\$68.70	\$68.80	\$68.90

w	\$69.00	\$69.10	\$69.20	\$69.30	\$69.40	\$69.50	\$69.60	\$69.70	\$69.80	\$69.90
x	\$70.00	\$70.10	\$70.20	\$70.30	\$70.40	\$70.50	\$70.60	\$70.70	\$70.80	\$70.90
y	\$71.00	\$71.10	\$71.20	\$71.30	\$71.40	\$71.50	\$71.60	\$71.70	\$71.80	\$71.90
z	\$72.00	\$72.10	\$72.20	\$72.30	\$72.40	\$72.50	\$72.60	\$72.70	\$72.80	\$72.90
aa	\$73.00	\$73.10	\$73.20	\$73.30	\$73.40	\$73.50	\$73.60	\$73.70	\$73.80	\$73.90
ab	\$74.00	\$74.10	\$74.20	\$74.30	\$74.40	\$74.50	\$74.60	\$74.70	\$74.80	\$74.90
ac	\$75.00	\$75.10	\$75.20	\$75.30	\$75.40	\$75.50	\$75.60	\$75.70	\$75.80	\$75.90
ad	\$76.00	\$76.10	\$76.20	\$76.30	\$76.40	\$76.50	\$76.60	\$76.70	\$76.80	\$76.90
ae	\$77.00	\$77.10	\$77.20	\$77.30	\$77.40	\$77.50	\$77.60	\$77.70	\$77.80	\$77.90

Below is the beginning rate of pay for each paygrade:

	Paygrade A1	Paygrade A2	Paygrade A3	Paygrade A4
Hourly Rate	\$51.20	\$56.60	\$62.00	\$69.50
Example Annual (Hrly rate x 8hr x 252 cal)	\$103,219.20*	\$114,105.60*	\$124,992.00*	\$140,112.00*

*Annual amount may vary depending on calendar days per year

3.4 Administrative Longevity Pay

Longevity pay is to be paid to current full-time employees in a lump sum prior to the end of the fiscal year. 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. Employees not eligible for a paycheck at the time of payment will not receive the longevity payment for that year.

Years of Service	% Starting Salary	Amount
4 or fewer	0%	\$0
5-9	2%	\$1123
10 - 14	4%	\$2245
15 - 19	7%	\$3928
20 - 24	10%	\$5611
25 - 29	13%	\$7294
30 or more	16%	\$8977

“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 Bonuses

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.

3.5.2 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 Financial Officer, Chief Technology Officer.

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
230	11 Days
252	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
230	6 Holidays
252	7 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 252 days, 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. 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 accrues 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 Promotion Salary Placements

When an employee is promoted within the Administrative Employee 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.

3.6.12 Demotion Salary Placements

When an employee transfers to a job at a lower paygrade within the Administrative Employee 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% decrease to the hourly amount of that currently hourly rate.
3. Locate the step closest to (but not less than) the calculated hourly rate in the new salary column as defined by the new job description.

3.6.13 Initial Hire Salary Placements

The superintendent may, upon consideration of previous experience and/or exceptional qualifications, authorize an additional hourly rate for new hires not to exceed 5% of the starting pay.

3.7 Administrative Work Calendars

All Administrative employees shall work a 252-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
230	Assistant Principal

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

4.1 Confidential/Professional Job Descriptions

4.1.1 Active Job Descriptions:

Accountant
Accountant, Senior
Analyst, Data
Analyst, Payroll
Analyst, Personnel
Analyst, Risk Management
Analyst, Routing and Scheduling
Analyst, Safety and Training
Analyst, Technology
Athletic Director
Dean of Students
Analyst, District Assessment
Executive Secretary I
Executive Secretary II
Food & Nutrition Services Manager
Foreman, Audio Visual
Foreman, Print Shop
Foreman, Warehouse
Manager, Communications
Manager, Construction
Manager, Data Systems
Manager, Federal Programs Operations
Manager, Food and Nutrition Services Operation
Manager, Human Resources & Employee Benefits
Manager, Information Technology Support
Manager, Network Systems
Manager, Payroll
Manager, Performing Arts
Manager, Plant Operations
Manager, Procurement Services
Manager, Risk
Occupational Therapist
Physical Therapist
Program Manager, Adult and IET Education
Program Manager, Charlotte Virtual School
Program Manager, Early Childhood
Program Manager, EMS/Firefighter
Program Manager, Executive Director of CLEF
Program Manager, Families in Transition (FIT)
Program Manager, Nursing
Psychometrician
School Meals Manager

School Psychologist
School Psychologist Intern
School Security Guard
Secretary, Confidential
Specialist, Aviation Maintenance Technician School
Specialist, Construction
Specialist, Data
Specialist, Early Childhood Educational Services
Specialist, Early Childhood Family and Health Services
Specialist, Early Childhood Fiscal
Specialist, Early Childhood Mental Health
Specialist, Facilities
Specialist, Financial Aid
Specialist, Food and Nutrition Services
Specialist, Information & Technology Security
Specialist, Investigations
Specialist, Network
Specialist, Plant Operations
Specialist, Procurement (Central Services)
Specialist, Purchasing (Food Service)
Specialist, Recruitment
Technology and Data Services for Food and Nutrition Services Manager
Testing Center Facilitator
Transportation Area Manager
Transportation Fleet Services Manager
Transportation Operations Manager

Please Note: Additional Board-Approved job descriptions exist within the Confidential/Professional Employee unit, but are currently unallocated. Due to software limitations, the exact job description may be slightly different in electronic records.

4.2 Confidential Job Descriptions by Paygrade

4.2.1 Paygrade A

The following Job Description is assigned to paygrade A:

School Security Guard
Testing Center Facilitator
School Psychologist Intern

4.2.2 Paygrade B

The following Job Description is assigned to paygrade B:

Food and Nutrition Services Manager
School Meals Manager
Secretary, Confidential
Technology & Data Services for Food & Nutrition Services Manager

4.2.3 *Paygrade C*

The following Job Descriptions are assigned to paygrade C:

Analyst, Data

Analyst, Payroll

Analyst, Personnel

Analyst, Risk Management

Analyst, Routing & Scheduling

Analyst, Safety & Training

Analyst, Technology

Analyst, District Assessment

Executive Secretary I (Senior Staff, District-level)

Foreman, Audio Visual

Foreman, Print Shop

Foreman, Warehouse

Transportation Area Manager

4.2.4 *Paygrade D*

The following Job Descriptions are assigned to paygrade D:

Accountant

Executive Secretary II (Superintendent & Board)

Specialist, Aviation Maintenance Technician School

Specialist, Construction

Specialist, Data

Specialist, Early Childhood Educational Services

Specialist, Early Childhood Family and Health services

Specialist, Early Childhood Fiscal

Specialist, Early Childhood Mental Health

Specialist, Facilities

Specialist, Financial Aid

Specialist, Food & Nutrition Services

Specialist, Information & Technology Security

Specialist, Investigations

Specialist, Network

Specialist, Plant Operations

Specialist, Procurement (Central Services)

Specialist, Purchasing (Food Service)

Specialist, Recruitment

Transportation Fleet Services Manager

Transportation Operations Manager

4.3 Professional Job Descriptions by Paygrade

4.3.1 *Paygrade E*

The following Job Descriptions are assigned to paygrade E:

Accountant, Senior

Athletic Director

Dean of Students

Manager, Communications

Manager, Construction

Manager, Data Systems

Manager, Federal Programs Operations

Manager, Food and Nutrition Services Operation

Manager, Human Resources and Employee Benefits

Manager, Information Technology Support

Manager, Network Systems

Manager, Payroll

Manager, Performing Arts

Manager, Plant Operations

Manager, Procurement Services

Manager, Risk

Occupational Therapist

Physical Therapist

Program Manager, Adult and IET Education

Program Manager, Charlotte Virtual School

Program Manager, Early Childhood

Program Manager, EMS/Firefighter

Program Manager, Families in Transition (FIT)

Program Manager, Nursing

Psychometrician

4.3.2 *Paygrade F*

The following Job Descriptions are assigned to paygrade F:

School Psychologist

4.4 Confidential/Professional Salary Schedule- Hourly Rates

Index	0	1	2	3	4	5	6	7	8	9
b	\$22.00	\$22.10	\$22.20	\$22.30	\$22.40	\$22.50	\$22.60	\$22.70	\$22.80	\$22.90
c	\$23.00	\$23.10	\$23.20	\$23.30	\$23.40	\$23.50	\$23.60	\$23.70	\$23.80	\$23.90
d	\$24.00	\$24.10	\$24.20	\$24.30	\$24.40	\$24.50	\$24.60	\$24.70	\$24.80	\$24.90
e	\$25.00	\$25.10	\$25.20	\$25.30	\$25.40	\$25.50	\$25.60	\$25.70	\$25.80	\$25.90
f	\$26.00	\$26.10	\$26.20	\$26.30	\$26.40	\$26.50	\$26.60	\$26.70	\$26.80	\$26.90
g	\$27.00	\$27.10	\$27.20	\$27.30	\$27.40	\$27.50	\$27.60	\$27.70	\$27.80	\$27.90
h	\$28.00	\$28.10	\$28.20	\$28.30	\$28.40	\$28.50	\$28.60	\$28.70	\$28.80	\$28.90
i	\$29.00	\$29.10	\$29.20	\$29.30	\$29.40	\$29.50	\$29.60	\$29.70	\$29.80	\$29.90
j	\$30.00	\$30.10	\$30.20	\$30.30	\$30.40	\$30.50	\$30.60	\$30.70	\$30.80	\$30.90
k	\$31.00	\$31.10	\$31.20	\$31.30	\$31.40	\$31.50	\$31.60	\$31.70	\$31.80	\$31.90
l	\$32.00	\$32.10	\$32.20	\$32.30	\$32.40	\$32.50	\$32.60	\$32.70	\$32.80	\$32.90
m	\$33.00	\$33.10	\$33.20	\$33.30	\$33.40	\$33.50	\$33.60	\$33.70	\$33.80	\$33.90
n	\$34.00	\$34.10	\$34.20	\$34.30	\$34.40	\$34.50	\$34.60	\$34.70	\$34.80	\$34.90
o	\$35.00	\$35.10	\$35.20	\$35.30	\$35.40	\$35.50	\$35.60	\$35.70	\$35.80	\$35.90
p	\$36.00	\$36.10	\$36.20	\$36.30	\$36.40	\$36.50	\$36.60	\$36.70	\$36.80	\$36.90
q	\$37.00	\$37.10	\$37.20	\$37.30	\$37.40	\$37.50	\$37.60	\$37.70	\$37.80	\$37.90
r	\$38.00	\$38.10	\$38.20	\$38.30	\$38.40	\$38.50	\$38.60	\$38.70	\$38.80	\$38.90
s	\$39.00	\$39.10	\$39.20	\$39.30	\$39.40	\$39.50	\$39.60	\$39.70	\$39.80	\$39.90
t	\$40.00	\$40.10	\$40.20	\$40.30	\$40.40	\$40.50	\$40.60	\$40.70	\$40.80	\$40.90
u	\$41.00	\$41.10	\$41.20	\$41.30	\$41.40	\$41.50	\$41.60	\$41.70	\$41.80	\$41.90
v	\$42.00	\$42.10	\$42.20	\$42.30	\$42.40	\$42.50	\$42.60	\$42.70	\$42.80	\$42.90
w	\$43.00	\$43.10	\$43.20	\$43.30	\$43.40	\$43.50	\$43.60	\$43.70	\$43.80	\$43.90
x	\$44.00	\$44.10	\$44.20	\$44.30	\$44.40	\$44.50	\$44.60	\$44.70	\$44.80	\$44.90
y	\$45.00	\$45.10	\$45.20	\$45.30	\$45.40	\$45.50	\$45.60	\$45.70	\$45.80	\$45.90
z	\$46.00	\$46.10	\$46.20	\$46.30	\$46.40	\$46.50	\$46.60	\$46.70	\$46.80	\$46.90
aa	\$47.00	\$47.10	\$47.20	\$47.30	\$47.40	\$47.50	\$47.60	\$47.70	\$47.80	\$47.90
ab	\$48.00	\$48.10	\$48.20	\$48.30	\$48.40	\$48.50	\$48.60	\$48.70	\$48.80	\$48.90
ac	\$49.00	\$49.10	\$49.20	\$49.30	\$49.40	\$49.50	\$49.60	\$49.70	\$49.80	\$49.90
ad	\$50.00	\$50.10	\$50.20	\$50.30	\$50.40	\$50.50	\$50.60	\$50.70	\$50.80	\$50.90
ae	\$51.00	\$51.10	\$51.20	\$51.30	\$51.40	\$51.50	\$51.60	\$51.70	\$51.80	\$51.90
af	\$52.00	\$52.10	\$52.20	\$52.30	\$52.40	\$52.50	\$52.60	\$52.70	\$52.80	\$52.90
ag	\$53.00	\$53.10	\$53.20	\$53.30	\$53.40	\$53.50	\$53.60	\$53.70	\$53.80	\$53.90
ah	\$54.00	\$54.10	\$54.20	\$54.30	\$54.40	\$54.50	\$54.60	\$54.70	\$54.80	\$54.90
ai	\$55.00	\$55.10	\$55.20	\$55.30	\$55.40	\$55.50	\$55.60	\$55.70	\$55.80	\$55.90
aj	\$56.00	\$56.10	\$56.20	\$56.30	\$56.40	\$56.50	\$56.60	\$56.70	\$56.80	\$56.90
ak	\$57.00	\$57.10	\$57.20	\$57.30	\$57.40	\$57.50	\$57.60	\$57.70	\$57.80	\$57.90
al	\$58.00	\$58.10	\$58.20	\$58.30	\$58.40	\$58.50	\$58.60	\$58.70	\$58.80	\$58.90
am	\$59.00	\$59.10	\$59.20	\$59.30	\$59.40	\$59.50	\$59.60	\$59.70	\$59.80	\$59.90
an	\$60.00	\$60.10	\$60.20	\$60.30	\$60.40	\$60.50	\$60.60	\$60.70	\$60.80	\$60.90
ao	\$61.00	\$61.10	\$61.20	\$61.30	\$61.40	\$61.50	\$61.60	\$61.70	\$61.80	\$61.90

ap	\$62.00	\$62.10	\$62.20	\$62.30	\$62.40	\$62.50	\$62.60	\$62.70	\$62.80	\$62.90
aq	\$63.00	\$63.10	\$63.20	\$63.30	\$63.40	\$63.50	\$63.60	\$63.70	\$63.80	\$63.90
ar	\$64.00	\$64.10	\$64.20	\$64.30	\$64.40	\$64.50	\$64.60	\$64.70	\$64.80	\$64.90
as	\$65.00	\$65.10	\$65.20	\$65.30	\$65.40	\$65.50	\$65.60	\$65.70	\$65.80	\$65.90
at	\$66.00	\$66.10	\$66.20	\$66.30	\$66.40	\$66.50	\$66.60	\$66.70	\$66.80	\$66.90

Below is the beginning rate of pay for each paygrade:

	Paygrade A	Paygrade B	Paygrade C	Paygrade D	Paygrade E	Paygrade F
Hourly	\$22.80	\$25.80	\$29.40	\$33.40	\$38.10	\$41.70
Example Annual (Hrly rate x 8hr x 252 cal)	\$45,964.80*	\$52,012.80*	\$59,270.40*	\$67,334.40*	\$76,809.60*	\$84,067.20*

*Annual amount may vary depending on the hours per day and calendar days per year

4.5 Confidential Longevity Pay (paygrades A thru D)

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
4 or Fewer	\$0.00
5-9	\$0.40
10-14	\$0.70
15-19	\$0.90
20-24	\$1.20
25-29	\$1.50
30+	\$1.70

“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.

4.6 Professional Longevity Pay (paygrades E & F)

Longevity pay is to be paid to current full-time employees in a lump sum prior to the end of the fiscal year. 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. Employees not eligible for a paycheck at the time of payment will not receive the longevity payment for that year.

Years of Service	% Starting Salary	Amount
4 or fewer	0%	\$0
5-9	2%	\$1123

10 - 14	4%	\$2245
15 - 19	7%	\$3928
20 - 24	10%	\$5611
25 - 29	13%	\$7294
30 or more	16%	\$8977

“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.

4.7 Confidential/Professional Differentiated Pay

4.7.1 *Psychologist Intern Supplement*

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

4.7.2 *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.

4.7.3 *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.

4.7.4 *Degrees not Required by Job Description*

Employees who have earned a degree that is not required by job description (or the equivalent thereof) shall have their base rate increased in accordance with the table below:

Degree	Hourly Supplement*
Associate's	\$0.50
Bachelor's	\$1.00
Master's	\$1.20
Specialist	\$2.50
Doctorate	\$3.50

*Future increases to this table will not impact employees already receiving degree supplements.

4.7.5 Additional Academic Responsibilities

In situations when a supervisor determines that an allocated supplemental academic responsibility (described in provision 1.6.3) is necessary for the operation of the school, and that supervisor has been unable to identify a qualified candidate for an allocated supplement from within the Instructional bargaining unit (Unit 1), that supervisor may select an employee from the Confidential/Professional bargaining unit (Unit 4), provided that all of the following criteria have been met:

1. The supervisor has provided timely notice of the available supplement to all members of the instructional bargaining unit, and no such employees apply for the position.
2. The supervisor notified the Director of Human Resources prior to the selection of the Confidential/Professional employee for the supplemental position.

4.8 Confidential/Professional Salary Provisions

4.8.1 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. Directors may not assign Unit 4 personnel to positions within the Classified/Support Bargaining Unit (Unit 2).

4.8.2 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 "E" and "F" are not eligible for Tuition Reimbursement.

4.8.3 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.

4.8.4 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
194 or More, but Fewer than 215	10 Days
215 or More, but Fewer than 242	11 Days
242 or More	12 Days

4.8.5 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.

4.8.6 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
194 or More, but Fewer than 226	5 Holidays
227 or More, but Fewer than 246	6 Holidays
247 or More	7 Holidays

4.8.7 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. 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%

4.8.8 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 accrues 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.

4.8.9 Overtime Pay Exemption

Confidential and Professional positions in paygrade C through F are considered exempt from the overtime provisions of the Fair Labor Standards Act.

4.8.10 Promotion Salary Placements

When an employee is promoted within the Confidential/Professional Employee 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, per starting paygrade (column) change to the employee's 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.

4.8.11 Demotion Salary Placements

When an employee transfers to a job at a lower paygrade within the Confidential/Professional Employee 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% decrease, per starting paygrade (column) change to the employee's 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.

4.8.12 Initial Hire Salary Placements-New Hire

The superintendent may, upon consideration of previous experience and/or exceptional qualifications, authorize an additional hourly rate for new hires not to exceed 5% of the starting pay.

4.8.13 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.

4.9 Confidential/Professional Work Calendars

All Confidential/Professional employees shall work a 252-day calendar unless otherwise described in the following chart:

Calendar Length	Job Descriptions
197	Dean of Students, Food and Nutrition Services Managers, Occupational Therapist, Physical Therapist
205	School Psychologists
215	Testing Center Facilitator
221	Early Childhood Specialists; Manager, Performing Arts Center
230	Athletic Director

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
Classroom Teacher-K-12	CCPS Substitute Teacher Certification	\$22.00
Adult Education Teacher	CCPS Substitute Teacher Certification	\$25.00
Classroom Teacher- K-12- Long-Term	CCPS Substitute Teacher Certification, STAR	\$26.00
Temporary Classroom Teacher-K-12	Florida Statement of Eligibility, Temporary or Professional Teaching Certification	\$34.00
Adjunct Instructor- CTC	As per Program Requirements	\$35.60

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

Substitute Employees working in Classified Bargaining Unit (Unit 2) positions shall be paid as follows:

Paygrade 1	Paygrade 2	Paygrade 3	Paygrade 4	Paygrade 5	Paygrade 6
\$17.00	\$17.00	\$17.00	\$17.00	\$18.00	\$22.00

5.2.1 Fee Waivers

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 forty-two dollars (\$51.20) per hour for such work.

5.4 Substitute Categories and Pay Rates for Confidential/Professional Positions

Confidential/Professional Substitutes will be paid the starting rate for the associated position as follows:

A	B	C	D	E	F
\$22.00	\$24.90	\$28.40	\$32.30	\$36.90	\$40.40

5.5 Substitute Categories and Pay Rates for Miscellaneous Positions

Category	Hourly Rate
After School Enrichment Instructor	\$15.00
Athletic Event Supporter	\$15.00

Lighting/Sound Technician	\$15.00
Senior Lighting/Sound Technician	\$25.00
Student Worker	\$15.00
Temporary Laborer	\$15.00
Translator	\$15.00
Work Study Participant	\$15.00

5.6 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.

5.7 Compensation for Substitute Training

Upon verification of completion of the designated substitute training program, qualifying substitute teachers may receive a stipend payment of \$175.00. Requests for payment must be timely submitted.

Section 6: Miscellaneous Salary Provisions

6.1 TPG Cultural Exchange Program

The District will employ teachers in conjunction with the signed agreement with TPG Cultural Exchange Program. These J1 Visa teachers will be paid in accordance with that agreement.

Section 7: Pay Calendars

7.1 Semi-Monthly Pay Calendar

SEMI MONTHLY PAYS 2024-2025
CHARLOTTE COUNTY PUBLIC SCHOOLS

PAY PERIOD PAY CODE	PAY DATES	DATES FOR EQUAL PAYS	DATES FOR OVERTIME, LEAVE, & SUBSTITUTE HOURS	Additional Information
2402114	07/22/24	07/01-07/15	7/1/2024 - 7/12/2024	
2402115	08/07/24	07/16-07/31	7/13/2024 - 7/26/2024	
2402116	08/22/24	08/01-08/15	7/27/2024 - 8/9/2024	
2402117	09/06/24	08/16-08/31	8/10/2024 - 8/23/2024	
2402118	09/20/24	09/01 - 09/15	8/24/2024 - 9/13/2024	Three weeks OT, Leave, & Substitute Hrs
2402119	10/07/24	09/16 - 09/30	9/14/2024 - 9/27/2024	
2402120	10/22/24	10/01 - 10/15	9/28/2024 - 10/11/2024	
2402121	11/07/24	10/16 - 10/31	10/12/2024 - 10/25/2024	
2402122	11/22/24	11/01 - 11/15	10/26/2024 - 11/8/2024	
2402123	12/06/24	11/16 - 11/30	11/9/2024 - 11/22/2024	
2402124	12/20/24	12/01 - 12/15	11/23/2024 - 12/13/2024	Winter/Annual Supplement Payment. Three weeks OT, Leave, & Substitute Hrs
2502101	01/07/25	12/16 - 12/31		No leave and OT
2502102	01/22/25	01/01 - 01/15	12/14/2024 - 1/10/2025	Three weeks OT, Leave, & Substitute Hrs
2502103	02/07/25	01/16 - 01/31	1/11/2025 - 1/24/2025	
2502104	02/21/25	02/01 - 02/15	1/25/2025 - 2/7/2025	
2502105	03/07/25	02/16 - 02/28	2/8/2025 - 2/28/2025	
2502106	03/21/25	03/01 - 03/15	3/1/2025 - 3/14/2025	
2502107	04/07/25	03/16 - 03/31	3/15/2025 - 3/28/2025	
2502108	04/22/25	04/01 - 04/15	3/29/2025 - 4/11/2025	
2502109	05/07/25	04/16 - 04/30	4/12/2025 - 4/25/2025	
2502110	05/22/25	05/01 - 05/15	4/26/2025 - 5/9/2025	Spring/Annual Supplement Payment
2502111	06/06/25	05/16 - 05/31	5/10/2025 - 5/30/2025	Longevity. Three weeks OT, Leave, & Substitute Hrs
2502112	06/20/25	06/01 - 06/15	5/31/2025 - 6/13/2025	
2502113	07/07/25	06/16 - 06/30	6/14/2025 - 6/30/2025	
06/06/25 Summer Checks				

7.2 Summer Check Calendar

Paychecks by Calendar 24-25 SY			
Calendars	First check	Last Check	Number of Summer checks paid 6/6/2025
189	8/22/2024	6/6/2025	4
189YRS	7/22/2024	6/6/2025	2
195	8/22/2024	6/6/2025	4
195YRS	7/22/2024	6/6/2025	2
197	8/22/2024	6/6/2025	4
197YRS	7/22/2024	6/6/2025	2
205	8/7/2024	6/20/2025	2
205YRS	7/22/2024	6/20/2025	1
208	8/22/2024	7/7/2025	2
215	8/7/2024	6/20/2025	2
215YRS	7/22/2024	7/7/2025	0
221	8/7/2024	7/7/2025	1
230	7/22/2024	7/7/2025	0
230YRS	7/22/2024	7/7/2025	0
252	7/22/2024	7/7/2025	0