

For Ratification

**Addendum to the
Master Contract**

between

School Board of Okaloosa County

and

**Okaloosa Education
Staff Professionals**

Agreement reached at the table August 15, 2025

Article 3.E

- E. Negotiating sessions will be scheduled after employee duty hours in order not to conflict with employees' assigned duties. ~~In extraordinary circumstances, b~~By mutual agreement of Chief Negotiators of both parties, negotiations may be conducted during employees' duty hours. When negotiations are mutually scheduled during regular working hours, official leave with pay shall be granted for the Association bargaining team.

Article 4.B.5

5. ~~The Association president or his designee shall be granted release time to attend to Association business. The annual release time may not exceed 15% of the Association President's scheduled workdays based on the respective payroll calendar. The Association president shall use the OCSD substitute system to register the days and arrange for a substitute for said position, if applicable. The OCSD TDE form shall be completed and forwarded to the Assistant Superintendent of Human Resources. Additional days may be granted by the School Board based on the School District Superintendent's recommendation. The application to request additional days shall be submitted to the Chief Negotiator or the Superintendent's designee. OESP shall reimburse the School District at actual cost for all leave.~~ The Association president or his designee shall be granted release time up to twenty (20) days per school year to attend to Association business. However, of these twenty (20) days, not more than eleven (11) may be used by any one (1) individual. Additional days may be granted by the Board. Application for additional days will be made to the Chief Negotiator or the Superintendent's designee. The Association shall reimburse the District substitute cost for the use of these days.

Article 7.A.1

1. Any employee who is assigned twenty (20) or more work hours per week shall be defined as full-time. If, however, an employee's hours are reduced from twenty (20) or more to less than twenty (20), through the implementation of Article 8 Section C of this agreement, said employee shall have the right to maintain full-time status. ~~The aforementioned notwithstanding, in the event the employee's full-time status is based on the combination of two or more part-time positions ("stacked positions"), the elimination of one of those positions will not satisfy full-time requirements as described above if:~~
 - the employee has been offered a similar alternative full-time position and declined, or
 - the employee has been unsuccessful in obtaining sufficient hours to meet full-time status on their own within twelve (12) months.

Article 7.E.3

3. Telephones shall be made available for use by all employees. ~~Employees that do not have direct access to a district provided communication device may choose to use their personal device for communication purposes for work related communication that does not interrupt their job duties, during work hours.~~

Article 7.F.25

25. Drivers will be given two (2) hours of additional pay to review FTE paperwork for each FTE period.

Article 7.F.26

26. Each bus exterior shall be washed once per month during months when the bus is in operation. Employees who wash buses will receive a stipend of thirty-five dollars (\$35) per bus, per month, for completing this task. Drivers and then transportation assistants will be given priority to their assigned bus for washing purposes. All other buses will be divided equitably between those interested in washing the bus.

Article 7.I.6 (Change title of Article 7, Letter “I” to “Additional Working Conditions for Assistants, Clerks Bookkeepers, and Secretaries”)

6. Any para assigned to an EBD (behavior support) self-contained classroom will receive the EBD stipend.

Article 7.I.7

7. Bookkeepers shall not be permanently assigned before or after school duties that fall outside the scope of their primary job responsibilities during the school day.

Article 7. (insert new letter K) Additional Working Conditions for Language Interpreters

1. Interpreters may choose to work the three (3) workdays prior to pre-planning and/or perform interpreting services during the summer at the Principal's discretion. These days may be flexed to any end-of-quarter teacher workday or end-of-year teacher workday, except for the day immediately following the last day for students.

Article 7.~~K~~L.1.

1. New employees are classified as any person entering the School District for the first time or who have resigned and returned. New employees shall be considered probationary for the first six (6) months during which time employees may be terminated without cause. At the request of their supervisor, probationary employees who are placed on a success plan may have their probationary period extended an additional 6 months with the approval of the Assistant Superintendent of Human Resources and the OESP President. The employee will receive written communication about performance every ten weeks during their extended probationary period. Summer weeks not worked by nine- or ten-month employees will be excluded from the six (6) After an employee has been employed by the employer for more than six (6), termination shall be for just cause.
 - a. If someone is hired in a position not in the approved staffing pattern and that position is less than six months, they should be given that information at the time the job is offered and will not be renewed for the following school year unless that position is re-allocated.

However, **if the position is not re-allocated but** the employee is rehired into a position at the same worksite in the approved staffing pattern the following year with no break in service, the probationary period will follow the language in the above paragraph.

Article 7. M. Job Upgrades

Employees covered under this Bargaining Agreement have the right to seek and be fairly considered for a job upgrade when their regular and ongoing duties align with those of a higher pay grade. This process is designed to recognize and compensate employees for the work they are already performing and to ensure their contributions are valued appropriately.

1. Employees may initiate a request for a position upgrade by submitting a written request to their Director or Supervisor by February 1 of each year. The request must include:
 - The current job description and a list of current duties
 - The proposed job description and list of duties
 - A written justification clearly showing that the employee's regular duties substantively reflect the responsibilities of a higher classification

The Director/Supervisor must respond in writing and forward both the request and their disposition to the Assistant Superintendent of Human Resources and to the Association. A lack of administrative response shall not prevent the request from moving forward in the process.

2. All requests submitted by the deadline will be reviewed by the Educational Support Professionals Salary Upgrade Committee, which must meet no later than February 28. The Committee will be composed of:
 - a. Assistant Superintendent of Human Resources
 - b. The employee's Director, Supervisor, or designee
 - c. OESP Chief Negotiator
 - d. OESP President or designee
 - e. An administrative designee to document the meeting and outcomes (non-voting)

The committee shall evaluate each request based on the employee's demonstrated duties, not solely on their current job title or assigned classification. Each employee shall have the right to fully present their case during the meeting, including documentation and witness statements if applicable.

Decisions of the committee shall be made by majority vote and shall not be unreasonably withheld. Within fifteen (15) workdays of the committee meeting, all upgrade requests receiving majority approval must be forwarded to the Superintendent for Board consideration. The Superintendent shall not alter or delay recommendations approved by the committee without cause. All recommendations, including any denied or altered by the Superintendent, must be shared in writing with the employee and the Association.

If a request is not approved, the employee shall retain the right to resubmit a request in subsequent years. A resubmission is allowed when the employee has experienced a significant

and documented change in duties or workload. All resubmissions shall be reviewed and considered under the same process, standards, and protections as initial requests.

No employee shall face retaliation or negative consequences for requesting an upgrade.

Article 11.A.2.a.

- a. An employee in the National Guard or active reserve who participates in required military training shall be entitled up to ~~seventeen (17)~~ thirty (30) days paid leave annually. Such leave may be used only for the purpose of participating in required annual military training.

Article 11.A.12.b.

- b. Employees will be credited with paid bereavement leave on a fiscal year basis. Bereavement leave must be taken within two (2) weeks of a loss, burial, or service. **Such leave does not have to be consecutive.** Employees will not be paid bereavement for days not scheduled to work. Employees are required to attach a copy of the obituary or other satisfactory document to the leave request form.

Article 11.D. Sick Leave Buy Back

D. The district will encourage and reward education staff professionals, who are ineligible for annual leave, who display exemplary attendance in missing three (3) days or less of sick leave during the designated school year with the ability to buy back sick leave.

Eligibility criteria for participation:

1. Must have been employed with the school district a minimum of twelve (12) years.
2. Employee must have been employed for the full contract year and be absent three (3) or fewer days for the respective school year.
3. To receive payment for requested sick leave, the employee must be actively employed at the time of the leave payment.
4. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section.
5. An employee participating in the Sick Leave Buyback program may be eligible for continued participation in the District Sick Leave Pool, provided all other requirements are met. Sick days that have been liquidated, because of buyback, will be deducted from the maximum number of days that an employee may claim as part of the Sick Leave Bank, in accordance with applicable procedure.

Parameters for Payment:

1. Eligible employees who wish to apply for sick leave buyback must indicate the number of days that they would like to liquidate by their last contract day.

2. The payment of this incentive shall be distributed no later than October 31st at a rate of seventy-five (75) percent of the employee's base rate of pay multiplied by their contracted hours for each respective day requested. Should FICA and Retirement costs increase, the employee rate percentage will be adjusted accordingly.

3. Exempt absences that do not affect incentive eligibility:

- a. Temporary Duty Elsewhere
- b. Jury Duty
- c. Bereavement Leave
- d. Worker's Compensation Leave
- e. Administrative Leave

(Add parenthesis under Terminal Pay section that says, "See also Article 11.D. *Sick Leave Buy Back*")

Article 13.B.6

6. An employee who would be eligible to retire under an existing state retirement system and has been credited with twenty (20) years of experience earned in Okaloosa County School System shall have ten (10%) percent of the employee's annual salary, excluding supplements, paid upon the submission of their resignation provided that the employee completes the necessary procedures through the Human Resources Department. The retirement incentive will not be paid to any employee who: (a) fails to submit a request within one (1) calendar year after the date of separation (b) continues employment beyond June 30 of the year after the employee reaches first eligibility for normal retirement benefits, or (c) is terminated for cause or resigns in lieu of termination. It shall be the responsibility of each employee to determine the employee's eligibility for normal retirement and to meet the requirements set forth in this provision. Employees who are members of the FRS Investment Plan will be held to the same normal retirement eligibility requirements as the FRS Pension Plan members. **This benefit will expire July 1, 2026.**

Article 13.B.11.

11. Employees that proctor or administer state assessments (**those listed on the Payroll Department Website's "Special Payroll Items" section**) will be paid \$5 per hour in addition to their normal wage. ~~Support professionals will not be required to administer MAP without a teacher present.~~ Proctoring should be rotated equally among all qualified support staff that do not require coverage.

Article 13.C.9.

9. The Board provided health, indemnity; dental and life insurance program will be reviewed prior to October 1st of each year by the Benefits Oversight Group. Members of this group (Chief Negotiator for the Board, District Finance Officer, Chief Negotiator for the Association, and the Association President **or designee**) will review any proposed changes to the above-named insurance plans (benefits or premiums). Changes to any of the above-named plans will be negotiated at the table.

Financial Elements:

- Salary Improvement: 1.5%
- Bookkeeper stipends increased to:
 - Elementary \$300
 - Middle \$425
 - High \$650
- Transportation employees will receive ~~\$15 per day~~ (\$15 for one shift, \$25 for 2 shifts) on any day in which the employee is assigned an additional route or routes, or partial routes during the normal workday.
- School level clerks deleted from salary schedule.
- Add Specialist Degrees to Advanced Degree supplement (\$239)