

**For Ratification**

# **Master Contract**

**between**

**School Board of Okaloosa County**

**and**

**Okaloosa Education Staff  
Professionals**

**Agreement reached at the table on June 19, 2024**

## **Article 7 (C) and new (2)**

### **C. Tools, Equipment, and Supplies**

1. The Board agrees to furnish and maintain all required common-use tools, equipment, and supplies.
2. Employees will not be charged for replacing identification badges that are accidentally damaged while performing job duties or due to normal wear and tear.

## **Article 7 (E) new (16)**

Any incident in which an educational staff professional has been harmed by a student while performing their duties will be reported to the principal. The principal will investigate the incident and discuss the findings with the employee and, if appropriate, report it to the District.

## **Article 7 (F) (6)**

Discipline forms shall be furnished to the bus driver and shall be used to report ~~unruly students~~ **student discipline issues**. A copy of this form will be given to ~~the Director of~~ **Transportation Leadership**, two (2) copies to the Principal and a copy shall be retained by the driver. **School representatives will communicate with drivers regarding disposition of all written discipline referrals within 5-10 school days.**

## **Article 7 (I) (3)**

In the event a substitute teacher cannot be found for a teacher the District may then ask a paraprofessional, if they wish to be considered as a substitute teacher. The paraprofessional who volunteers or is used during an emergency or after all other viable options have been exhausted will be paid ~~\$7.75~~ **\$8.00** per hour in addition to their regular salary. **If the ESP should work as a long-term substitute in the same classroom for twenty (20) consecutive days, the hourly rate in addition to salary will be retroactively increased to \$8.50. Should the ESP work in an extended substitute capacity in the same classroom for sixty (60) consecutive days, the hourly rate in addition to salary will be retroactively increased to \$9.50.** The above provisions shall also apply to Media Assistants if they serve as the classroom substitute. Paraprofessionals that are assigned full-time to a classroom may be considered to substitute should the teacher be out. In that event, the District will make every effort to find a substitute for the paraprofessional position. When an Educational Staff Professional is pulled to substitute, he or she will, after having worked at least 15 minutes, receive one (1) hour minimum pay. The ESP will then be paid ~~\$7.75~~ **\$8.00** per hour in addition to his or her regular salary, payable in 15-minute increments. An ESP working in this capacity in excess of 5 hours, will be credited at 7.5 hours. ESPs will be expected to fulfill their regular duties during non-student contact time unless otherwise directed by the principal.

### **Article 8 (C) (1)**

In the event of reduction of hours and the Board determines that the same number of hands are needed for a given period of time, at a given job site, other employees' work hours will be reduced based on continuous service within job title at South, Central and North sites. Prior to submitting a recommendation to the School Board regarding reduction in hours, the ~~Department Head or Principal~~ **Human Resources Department** shall discuss the recommendation with the Association President or designee.

### **Article 11 (A) (1) (a)**

Full-time employees and regular part-time employees shall earn sick leave at the rate of one (1) day per month for each month of employment, accrued at the rate of one (1) day per monthly pay period. There is no limit to the number of days sick leave that can be accumulated. Sick leave shall be taken in ~~hourly~~ **fifteen-minute** increments.

### **Article 11 (A) (7) (d)**

Employees who are parents or guardians of children attending a public school may have up to ~~one-half (1/2)~~ **one (1) day** TDE per year to attend their children's school events or parent conferences. Absences must be coordinated with the employee's principal or supervisor to ensure that work duties can be covered. The employee will submit proof of attendance at the activity or conference just as for any other TDE. Such leave shall not be for taking field trips with their child or attending field days.

### **Article 11 (A) (12) (b)**

Employee will be credited with the paid bereavement leave on a fiscal year basis. Bereavement leave must be taken within two (2) weeks of the loss, or burial, **or service** and is not cumulative. 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 13 (B) (6)**

An employee who would be eligible to retire under an existing state retirement system and has been credited with ~~fifteen (15)~~ **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 ~~or~~ (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.

### **Salary Improvements**

- Step plus new Step at top of each PG
- .25% General Improvement
- ESP Substitute Supplement Improvements – See Article 7 (I) (3) above
- \$1.50 supplement for self-contained VE, CBS, PreKD
- Transportation Employees will receive \$15 per day on any day in which the employee is assigned additional routes or partial routes during the normal workday.