

## **AESOP - Base**

In the event of conflict(s) with School Board Policy, ratified agreement provision(s) shall prevail.

### **Schedules / Groups Included Under AESOP**

**Bargaining Group: AESOP - Assoc of Educational Secretaries & Office Professionals**

**Current Contract Period: January 1, 2009 - December 31, 2011**

**Current Covered Employees: Approximately 2300**

Employees on duty day schedule of 187 days or less annually receive 22 payroll payments.

Employees on duty day schedule of 190 days or more annually receive 26 payroll payments.

### **Entry Level Pay & Break in Service**

With the exception of Emergency Communication Operators (ECOs - job code #33260), entry pay for new hire employees with no previous District experience is step 1. (ECOs enter on step 6.) Employees who resign in good standing and are rehired within eighteen (18) months in a position in the same grade as the one previously held may be rehired either at their former rate, grade and step, or the new minimum, whichever is greater. A rehired employee that has greater than eighteen (18) months separation from the District shall be treated as a new employee.

### **Probationary Period**

According to District policy, all newly hired or rehired employees, excluding employees on recall status, shall be subject to a probationary period of ninety (90) work days. During this period an employee may be discharged without recourse.

### **Promotions / Reassignments**

The probationary period shall be 90 work days when an employee is promoted to a higher classification. The District will provide written feedback to the employee regarding their conduct/performance during the promotional probationary period. At any time during the promotional probation period, either the District or the employee can cancel the promotion for any or no reason. The decision not to continue an employee in the promoted position and/or the written feedback shall not be the subject of a grievance procedure. In the event the promoted employee does not continue in the higher classification for 90 work days, she/he shall be given a position at the same level and with the same benefits s/he received prior to the promotion. When promoted to a higher level position, employee shall receive a 5% hourly rate increase rounded up to the nearest step, or the minimum rate of the new pay range, whichever is greater. Hourly rate remains the same when transferring to a different position under the same job title.

# **AESOP - Base**

## **Voluntary Transfer to a Lower Level Position**

If an employee has been promoted to a higher level or job classification and has been in the position for less than one full year of duty days and requests and is reassigned to the previous position or level held, s/he will be returned to the previous annual salary plus any raises that occurred in the interim.

If an employee requests to transfer to a lower level position and s/he has not been assigned in the higher level position for at least 12 months, the employee's salary shall be reduced by five percent (5%), and placed up to the nearest step in the lower level position's pay level.

If after the 5% reduction, the employee's salary is not within the minimum to maximum of the lower level salary range, the employee's salary shall be reduced to the pay level's maximum.

## **Involuntary Reassignment to Lower Level Position**

If an employee's reassignment to a lower level position is due to excess, reorganization or other imposed change, their salary/hourly rate shall remain unchanged for the remainder of the fiscal year.

In the new fiscal year, if the employee's salary is not within the pay range of the lower level position, their salary/hourly rate will be reduced to the range maximum of the lower level position. If the employee's salary is within range, their rate shall remain unchanged until such time that the employee voluntarily transfers to a different position.

## **Maximum Step Rule**

Through collective bargaining, AESOP and the District may agree upon granting of step increases. Only employees with satisfactory performance are eligible for step increases provided they are not already at or over the maximum step of the pay scale. Any employee that is at or beyond the maximum step of the pay scale shall have their salary frozen and red-lined. Employees will not be granted any type of increase that causes their salaries to be outside their positions' pay scales. Increases are collectively bargained and mutually agreed upon by the District and bargaining unit.

## **Summer School (Special Session)**

Non-12 month employees that work during the summer break shall receive the same rate of regular pay that they were receiving immediately preceding the summer assignment (provided the employee was working in the same job title or-job class series at that time).

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## Annual Leave

### 12 Month Employees Only

Less than 5 years, annual leave shall accrue at the rate of 1 day per month (total 12)  
5 years < 10 years, annual leave accrues at the rate of 1.25 days per month (total 15)  
With 10 years or more, annual leave accrues at the rate of 1.5 days per month (total 18)

Annual leave is maintained on an hourly basis and can be used in 1 hour increments.  
Maximum accrual for annual leave is capped at 62.5 days as of June 30 of each fiscal year.  
At the end of the fiscal year, any accrued and unused annual leave in excess of the 62.5 day maximum shall be forfeited.

## Sick Leave

Both full- and part-time employees are granted 4 days at the beginning of their contract year.  
*Example: Employee on a 6 hour workday granted 24 hours (6 hours x 4 days = 24)*

An employee earns 1 day at the end of the month, provided they worked 11 days in that month.  
Sick leave is cumulative from year to year with no limit / maximum cap on amount of accrual.  
There will be a 4 month span at which accruals will temporarily cease due to the initial credit of given for 4 days at the beginning of the contract year. For employees working summer school (also referred to as 'special session', employees shall earn sick leave equal to their assigned duty day hours. The District may require from an employee a doctor's statement to verify illness.

Employees that experience a change in duty days basis will have their sick leave converted.  
Leave balance for part-time is converted to full-time, e.g., 2 part-days = 1 full day sick leave.  
Leave balance for full-time is converted to part-time, e.g., 1 full day sick leave = 2 part-days.

Sick leave is maintained on an hourly basis and is charged in no less the 1 hour increments.

Credit for Out-of-County Sick Leave - employees may transfer their accrued sick leave time from their previous Florida Retirement System (FRS) employer(s), provided that at least 1/2 of their cumulative leave be established as a District employee.

## Personal Leave

Allowable 6 days per year, charged to sick leave, provided that such leave is not cumulative.

- a. Except in extenuating circumstances, should request Personal Leave 24 hours in advance.
- b. Personal leave shall not be approved for any day immediately before or after a holiday, except for emergencies, bereavement, religious day, or to attend immediate family member's graduation.