

NBU - Base

Schedules / Groups Included Under NBU

NBU - Non-Bargaining Unit	}	P	Principals
		I	Assistant Principals
		S	Staff
		M	Miscellaneous
		C	Confidential

Entry Level Pay (P,I)

Principals and Assistant Principals are credited for years of experience as a Principal or Assistant Principal inside or outside of the District, with granting of 1 step for each year of nearly identical experience.

Assistant Principals ascending to the rank of Principal begin on step 1. Experience as an Assistant Principal is not credited for purposes of calculating Principal salaries. Teachers ascending to the rank of Assistant Principal also begin on step 1. Experience teaching or working in Central or Area office administration positions is not credited for purposes of placing employees on the District's Administrator salary schedule.

Entry Level Pay (S,M,C)

Advanced Appointments

New employees hired from outside of the District are generally hired on the first step of the pay level to which their job is assigned. Advanced appointment to a higher step within range is possible, however, if the candidate's background, credentials and experience substantially exceed the base requirements of the job's description. Additional criteria include, but are not necessarily limited to:

- > The position is key to the organization and it is in the best interest of the District to fill it quickly with the most qualified candidate.
- > The hiring administrator has encountered difficulty filling the vacancy at the minimum salary for the job.
- > The candidate is fully trained with considerable experience within a comparable agency, thereby minimizing the job's learning curve.
- > The candidate possesses a professional license/certificate directly related to the job.

NBU - Base

- > In approving an Advanced Appointment request, there would be no adverse impact with respect to other employees similarly situated (same job or comparable level job).

The hiring administrator submits a formal request to the Director of Compensation & HR Planning which shall include the following:

- a) Justification to include specific reason(s) for the request.
- b) Copy of the employee's updated resume, including dates and places of employment.
- c) Most recent pay stub from candidate's most recent employer (where possible).
- d) Any other information deemed pertinent and in support of approval for the request.

For purposes of determining an advanced step appointment, the District may offer one (1) step for every two (2) years of identical or nearly identical experience. For previous District experience, where such experience is identical or nearly identical, the District may grant one (1) step for each year of experience.

No employee hired from outside the District may be appointed to a salary rate that exceeds the highest rate appointment of any current employee that is in the same or a comparable level job. Employees that are rehired are not guaranteed their previous pay rate. Salary guidelines will be followed in determining appropriate placement on the pay level to which they return. Exceptions to these guidelines must be made in writing to and authorized by the District Superintendent.

Retirees other than teachers are not eligible for rehire unless they have been retired for at least 1 year. Upon rehire they shall be placed on step 1. New and former employees are not eligible for performance pay during probation period.

Requests for exception must be made in writing to and authorized by the Superintendent.

Probationary Period

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 the District or the employee may cancel the employment relationship for any or no reason.

NBU - Base Promotions (P,I)

Per Florida Statute 1012.321, an employee promoted into a Principal or Asst. Principal position shall be subject to a probationary period of 97 work days.

For Principals that promote out of a Principal position and into a Staff level position, the change in employment status is only considered a promotion if it is up to NBU level 9 or above. For Assistant Principals, it is only a promotion if it is up to NBU level 4 or above. The promotion or reclassification to the higher level position shall result in a minimum of a 5% increase to the employee's annualized base pay, or up to new minimum, whichever is greater. The 5% increase is based on current base salary only, with no adjustments made for differences in duty days between the employee's current position and promotional position. For calculating promotion increases, supplements are not considered part of base pay. Promotion to the higher level position includes a new probationary period of 90 work days.

Promotions (S,M,C)

Promotion or reclassification to a higher level position shall result in a minimum of a 5% increase to the employee's annualized base pay, or up to the new minimum, whichever is greater. Thus, the employee is placed up to the next step resulting in minimum 5% increase. The 5% increase is based on current base salary only, with no adjustments made for differences in duty days between the employee's current position and promotional position. (Promotional increases will only be based on an employee's daily rate when the promotion occurs within the same salary schedule, e.g., going from level S2 to S4 or level M14 to M16.) Promotion to the higher level position includes a new probationary period of 90 work days.

For calculating promotion increases, supplements are not considered part of base pay. This rule includes employees that are moving from a bargaining unit into a non-bargaining (NBU) position. This rule also includes any employees that are moving from an NBU position to another NBU position. When an employee's NBU promotion occurs on July 1st, their salary shall be based on the rate of the new fiscal year.

Involuntary Reassignments (P,I)

When a Principal or Assistant Principal is reassigned to a school that has a lower complexity level, the employee's complexity supplement will be adjusted effective January 1 of the new calendar year (same fiscal year). If reassignment, however, is to a higher level complexity school, then employee's salary adjustment shall be immediate.

NBU - Base

When a Principal or Assistant Principal who holds a multi-year contract is reassigned to a lower level NBU position, the adjustment shall not occur until after completion of the fiscal year. Authorization for their complexity assignment, however, shall be rescinded on the day of the new assignment. Effective July 1 of the subsequent fiscal year, base salary will be adjusted to the appropriate salary schedule and level for the assignment, with placement on the closest to current step that does not result in a salary increase.

If the employee's salary exceeds the maximum for the lower pay level, the salary shall be adjusted down to the maximum for the lower pay level. Base level adjustments for Principals would only apply in the event the Principal is assigned to a NBU position lower than level 8. For Assistant Principals, would only apply for assignments lower than 2.

Involuntary Reassignments (S,M,C)

Confidential employees on multi-year contracts maintain their salary until the expiration of their contract. Upon contract expiration, their pay shall be adjusted to the appropriate schedule, level and step nearest their current pay that does not result in salary increase. If their salary exceeds the maximum of the pay range, their salary shall be adjusted down to the maximum of the appropriate pay level.

When Staff and Miscellaneous employees are reassigned to a position at a lower pay level, their current salary shall remain intact for the remainder of the fiscal year. Then, Effective July 1 of the subsequent fiscal year, their base salary will be adjusted to the appropriate salary schedule and pay level applicable to the new assignment, with placement on the closest to the current step that does not result in a salary increase. If their salary exceeds the maximum of the pay range, their salary shall be adjusted down to the maximum of the appropriate pay level.

Voluntary Reassignments / Transfers (P,I,S,M,C)

When a Principal or Assistant Principal requests a transfer to a school with a different complexity level, the adjustment to their salary shall occur immediately. When a Principal or Assistant Principal requests a transfer back to a Teacher (CTA) position, their years of service as an Administrator DOES NOT COUNT toward their step placement on the CTA schedule. Placement on the CTA schedule will be commensurate with actual years of teaching experience.

When all other NBU staff request a transfer, their current base salary shall be reduced by 5% with placement on the step nearest their current step that does not result in a salary increase, effective on the date of the reassignment. If their salary exceeds the maximum of the pay range, their salary shall be adjusted down to the maximum of the appropriate level. No change in salary shall occur when the change is a lateral assignment.

NBU - Base

Annual Leave

12 Month Employees Only

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

Leave is maintained on an hourly basis and can be used in 1 hour increments.
Maximum accrual is capped at 60 days as of June 30 of each fiscal year.
Requests in excess of 39 hours must be submitted at least 2 weeks in advance.
Accrued unused leave in excess of 60 days as of June 30 shall be forfeited.

Sick Leave

Allowable for personal illness and bereavement of immediate/close family member.

Both full- and part-time employees are granted 4 days at the beginning of the contract year.
Example: Employee on a 6 hour workday is 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 - can transfer sick leave from other FRS agencies, provided that at least 1/2 of the cumulative leave be established at the District.

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.
- c. When misuse of Personal Leave is suspected, the District may investigate / require verification.