

**Hillsborough Classroom  
Teachers Association  
and  
School Board of  
Hillsborough County  
Contract**

**HILLSBOROUGH CLASSROOM TEACHERS ASSOCIATION  
and  
SCHOOL BOARD OF HILLSBOROUGH COUNTY  
CONTRACT**

**WHEREAS**, both of the parties to this Agreement are desirous of reaching an amicable understanding with respect to the employer-employee relationship which exists between them and to enter into an agreement covering wages, hours, and terms and conditions of employment; and

**WHEREAS**, it is intended that the following Agreement shall be an implementation of the provisions of FS 447, consistent with the constitutional authority and responsibility of the School Board of Hillsborough County and the statutes of the State of Florida and the amendments thereto and insofar as applicable, the Administrative rules of the Department of Education 6A and amendments thereof,

**NOW THEREFORE**, it is mutually agreed as follows:

**1            NEGOTIATIONS PROCEDURE**

1.1            Parties To The Agreement

1.1.1          This agreement is made and entered into pursuant to the provisions of negotiation statutes governing public school teachers, FS 447, by and between the School Board of Hillsborough County herein referred to as the Board, and the Hillsborough Classroom Teachers Association, herein referred to as the Association.

1.1.2          The School Board/Association contract shall be the document, which governs wages and hours, terms and conditions of employment for employees in the unit. Any policy, procedure, guideline or administrative directive in conflict with said contract shall be considered null and void. Faculty handbooks, county-wide publications and other guides shall conform to the provisions of the contract.

1.2            Responsibilities Of The Parties

1.2.1          Upon conclusion of negotiations, the respective parties shall

implement the ratification process as outlined under the applicable provisions of PERC Rule Chapter 38D-20.

1.2.2 In the event of a declaration of impasse, all applicable provisions of FS 447 and PERC Rule Chapter 38D-19 shall be implemented.

1.3 Recognition

1.3.1 The School Board of Hillsborough County (hereinafter referred to as the Board) hereby recognizes the Hillsborough Classroom Teachers Association (hereinafter referred to as the Association) and agrees that the Association shall be the exclusive bargaining agent for classroom teachers, guidance counselors, pupil personnel (exceptional child, social workers), curriculum coordinators, team leaders, department heads, vocational teachers, occupational specialists, media specialists, teachers of the homebound, teachers of the migrants, case workers, diagnosticians, psychologists, ROTC instructors, hereafter referred to as teachers.

1.3.2 The appropriateness of any new class or division of employees belonging to the bargaining unit shall be determined jointly by the Board and the Association. If agreement is not possible, the matter shall be referred to the Public Employees Relations Commission.

1.4 Exclusivity

1.4.1 Organization rights pursuant to the provisions of Chapter 447.09 are granted to the certified exclusive bargaining agent, the Hillsborough Classroom Teachers Association, and such rights shall not be granted to any other association, union or employee organization.

**2 WORK YEAR AND HOURS**

2.1 Work Year

2.1.1 The work year shall be 201 days for ten month teachers, 206 days for ten and one-half month teachers, 216 days for eleven

month teachers, and 253 days for twelve month teachers as determined by the School Board Calendar.

- 2.1.2 Teachers assigned to new positions during the regular school year may be required to attend additional inservice orientation sessions. Sessions shall be conducted within the regular workday.
- 2.1.3 Teachers shall not be required to attend any meetings away from the school center on the teacher workday as designated by the official school calendar. This day is specifically set aside to enable teachers to work on classroom duties.
- 2.1.4 New or vacant positions contracted for eleven or twelve months shall be advertised on the district's web site.
- 2.1.5 Teachers shall be afforded professional discretion regarding the use of professional days. Each teacher shall have the option to select from in-service meetings within his/her present area of assignment/certification.
- 2.1.6 School Social Workers and Student Services Personnel shall be provided specialized in-service training on designated professional planning days.
- 2.1.7 In addition to regular Pre-K training and in-service, Pre-K teachers shall be afforded the same opportunities as regular classroom teachers to attend in-service training on professional study days.
- 2.1.8 Teachers shall be granted the right to utilize flexible working hours on non-student days, other than professional planning days, with the approval of the site administrator.
- 2.1.9 The District shall establish three (3) early release days. These days will be assigned to the last day of the first nine weeks, the last day of the third nine weeks, and the last day of the school year. Early release days shall be designated as teacher work time. This will establish a work period at the end of every nine weeks. There already exists a full work day at the

end of the first semester (second nine weeks). The scheduling of early release days may be changed upon consultation agreement between the School District of Hillsborough County and the Hillsborough Classroom Teachers Association.

## 2.2 Vacations For Twelve-Month Teachers

2.2.1 All twelve-month teachers with up to five years continuous service will be entitled to thirteen days annual vacation; teachers with five to ten years continuous service shall be eligible for 16.25 days vacation annually; teachers who have ten or more years of continuous service shall be eligible for 19.5 days vacation annually. Vacation leave is cumulative, not to exceed eighty (80) days. Accrued vacation will be paid out at the time of termination in accordance with normal payroll schedules and subject to the payout limitations under state statutes.

2.2.2 Employee vacation requests shall be granted whenever possible. Vacations shall normally be taken during the summer months and on non-student days during the regular school year.

## 2.3 Holidays

2.3.1 The school holidays and the school year shall be determined by the Board when it adopts the annual school calendar and shall be named in the calendar. If emergency holidays are granted, the time missed must be made up by reduction of time designated as “vacation” on the annual calendar.

2.3.2 The Board shall grant to all teachers working less than twelve months six paid holidays each school year.

2.3.3 Teachers must be working or be on paid leave or illness beyond accrued sick leave for less than thirty (30) working days to receive paid holidays. Teachers cannot begin employment nor return from extended leave on a paid holiday. If teachers resign (except for retirement) on a non-work day, the effective date of resignation will be at the end of their last

work day.

## 2.4 Duty Hours

- 2.4.1 The duty day for teachers shall be seven hours and thirty-five minutes, except for those positions contracted for an eight hour duty day as agreed to by the Board and the Association.

The normal hourly duty day for seven hours and thirty-five minute teachers shall be followed during pre-planning, post-planning and teacher workday. On the fall Professional Study Day and conference nights, the length of day for seven hour and thirty-five minute teachers shall be six hours, including one hour for lunch.

On election days in Hillsborough County, no faculty or other school related meetings shall be held beyond the normal workday.

Schools shall not schedule conference nights or open house on the second Thursday of any month except in a case of emergency. The exception must be approved by the Assistant Superintendent for Administration.

- 2.4.2 Compensation on the basic salary schedule shall be based on seven hours and thirty-five minutes of scheduled time. The Association and Board agree to develop criteria for the payment of supplemental salaries for teachers over and above the amount reflected in the contracted, basic salary schedule.
- 2.4.3 Teaching time in secondary schools shall be a maximum of 300 minutes per day. This should include classes in not more than two subject areas nor more than three teacher preparations except in cases where unusual circumstances require exception. Such exceptions must be approved by the appropriate assistant superintendent after the Association has been advised of the unusual circumstance.
- 2.4.4 An accounting procedure related to teachers reporting for work shall be developed and implemented by Department Heads and Team Leaders working in conjunction with their

teachers. Such procedure shall be submitted to the building administrator for approval prior to implementation.

2.5 Teaching An Additional Period For Compensation

2.5.1 Current teachers may be employed, on a voluntary basis, to teach an additional period when the need exists.

2.5.2 When the need exists teachers presently employed full-time may be employed for an additional period provided that their regular day is extended by the equivalent of one period.

2.5.3 Each school shall secure a list of all teachers in the school who desire to teach an extra paid period.

2.5.4 When a department needs an additional class taught, certified teachers outside of the department may teach the additional class only if no one in the department is available.

2.5.5 Teachers teaching an additional period shall be compensated for an extra hour per day based on their regular hourly rate.

2.5.6 Teachers teaching an additional period shall receive pay while on professional duty elsewhere.

2.6 Length Of Day For Supplemented Teachers

2.6.1 Supplemented teachers, including Patrol Sponsor, as identified in the Hillsborough County Salary Schedule Supplement List, are to be on duty for eight hours daily, including lunch. Excluded from the eight-hour schedule are club sponsors (not Patrol Sponsor), Music Directors, and Middle and Elementary School Team Leaders.

2.6.2 District Administrative Resource Teachers are to be on duty for eight hours and forty-five minutes daily, including lunch. School-based Administrative Resource Teachers are to be on duty eight hours, including lunch.

2.6.3 Department heads shall be limited to one all day out of school group meeting per month except in cases of emergency.

## 2.7 Planning And Lunch Periods

- 2.7.1 Teachers shall have planning time during which they will not be responsible for students, attendance at faculty meetings, or be assigned to other duties except for emergencies. The school office shall maintain a duty roster available for teacher examination, to ascertain the equity of emergency assignments.
- 2.7.2 Secondary teachers (6-12) shall have a scheduled planning period of at least one full period during one-half the school year. During the other half, their planning period may be shortened to forty-five consecutive minutes in order to complete duty assignments, as may be necessary to ensure student safety. Such duty assignments shall be posted. (Exceptions may be necessary during lunch period supervision if other alternatives have been exhausted).
- 2.7.3 Secondary teachers in schools with seven student instructional periods shall have a scheduled planning period of at least one full period per day.
- Planning time for Middle school teachers, working on teams, shall normally be scheduled to accommodate team planning.
- 2.7.4 Elementary teachers shall be provided with a weekly minimum of two and one-half hours of planning time within the student day (equivalent to thirty minutes per day). Elementary teachers' planning time shall take place before or after the student day and during the day when students are with special services teachers.
- 2.7.5 Whenever possible, elementary teachers shall not be required to teach more than three hours without a break.
- 2.7.6 It is normal for teachers to be in their work area during their planning period. However, they shall not be restricted to their room or work area during the entire planning period.
- 2.7.7 Each teacher shall be provided a minimum of thirty minutes



for a duty-free lunch period.

2.7.8 In addition to the time specified for planning and lunch, Department Heads shall be provided with a minimum of one full period per day of non-student contact time.

2.7.9 Secondary homeroom assignments shall be distributed fairly.

2.7.10 Teachers shall not be assigned office duties except as voluntary duty or in case of emergency.

## 2.8 Schedule Notification

2.8.1 Teachers shall be notified of their tentative program schedule, including planning period (senior high), or grade level assignment for the ensuing year prior to the initial spring transfer period. In addition, they will be notified of any changes in their tentative program, schedule, or grade level assignment for the ensuing year, including the schools to which they will be assigned, as soon as practicable. No teacher shall be transferred from a non-classroom position requiring specific certification or license to a classroom without the consent of the teacher.

2.8.2 Teacher schedules shall be made without regard to age, race, creed, color, national origin, gender, marital status, or membership in any teacher organization. Qualifications and experience levels of teachers will be given consideration in terms of school, schedule, program, or grade level assignment.

Normally, no more than four (4) consecutive classes shall be assigned to special services teachers.

2.8.3 A faculty shall be given at least three days' notice before a change is made in a school's class or bell schedule except in emergency cases.

## 2.9 Student Services

2.9.1 Student Services personnel shall normally be assigned to no more than three school sites.

- 2.9.2 Student Services personnel shall not be subject to quotas regarding assessments or reports.
- 2.9.3 Student Services personnel shall be offered extended year and day contracts and supplemented services contracts appropriate to the district needs prior to the district contracting out.
- 2.10 Schedules For Multi-School Teachers And Certificated Support Personnel
- 2.10.1 In arranging schedules for personnel who are assigned to more than one school, an effort shall be made to limit the amount of interschool travel. Such personnel shall be notified of any change in their schedules by June 1st of each year. Any exception to this must be approved by the appropriate Assistant Superintendent. Personnel shall have their schedules arranged so that on paydays they are assigned to their respective home schools.
- 2.10.2 Teachers with multi-school assignments shall be assigned extra duties as would be appropriate to any other faculty member on a pro-rata basis.
- 2.10.3 A multi-school teacher or certificated support personnel's geographical area of assignment shall be considered permanent for a school year. Personnel may be transferred administratively as contained in Section 11.3. If a program is to be increased or decreased during the year, geographical area changes may be made.
- 2.10.4 When a teaching vacancy exists for a cluster assignment, personnel within the department may apply for a transfer to such vacancy.
- 2.11 Job Sharing
- 2.11.1 Purpose Of The Program

The Hillsborough County Job Sharing Program is intended to

assist in recruiting and maintaining qualified teachers in the district.

#### 2.11.2 Eligibility Criteria

- A. A teacher returning from maternity, adoption, family care, or medical leave.
- B. A teacher anticipating retirement within one year of the year for which he/she applies for consideration for this program.
- C. A teacher seeking certification in a critical shortage area.
- D. A retiree from Hillsborough County Schools who has satisfied the statutory time limitations necessary for full employment.
- E. A teacher desiring a temporary half-time position for maternity, adoption, family care, personal, or medical reasons.

#### 2.11.3 Conditions of Employment for Job Sharing Candidates

The conditions of employment for participation in the Job Sharing Program shall be as follows:

- A. The period of assignment shall be half of the scheduled hours per day for an aggregate of half of the work week. Any deviation from this schedule must be approved in advance by the Division of Human Resources.
- B. The schedule of duties and assignment shall be made at the building level by the principal, consistent with the certification and experience of the teacher.
- C. A job sharing participant shall be eligible to teach a minimum of 3 hours or three (3) periods of instruction.
- D. The teacher must be fully certificated to teach in the area in which he/she is to be considered for placement.

- E. A candidate must indicate his/her interest in participation in the program by July 15 of the fiscal year for consideration. Application shall be made on forms available through the Division of Human Resources.
- F. A teacher may participate in the Job Sharing Program upon recommendation of the principal. The teacher must reapply and be approved by the Board each year.
- G. Teachers on job share will not be granted long-term leaves, except for unforeseen medical emergencies.
- H. Job share teachers would substitute for absent partner when possible and receive a half day of substitute pay for the additional service.
- I. The job sharing applicants are responsible for finding their own partners. If either partner leaves the job share, then the job share is dissolved and the remaining partner must assume full responsibility of that position.
- J. In the event of retirement or death of a job share participant, the terminal pay shall be computed as a full share equivalent.
- K. The school that loses a job share partner will hold that teacher's position for two years. At the inception of a third year of job share, that partner shall be placed in the district level pool for placement upon return to full-time.

#### 2.11.4 Computation of Salary for Job Sharing Participants

The period of service for purposes of this program shall be 201 days. Payment and benefits for this period of employment shall be computed as follows:

- A. Payment shall equal 50 percent of the individual's salary based on degree and experience for 190 days and 100 percent of the individual's salary for 11 non-pupil days.

- B. In addition to the above salary amounts, the teacher shall also receive:
1. Sick leave computed at the rate of one-half day per month for each month worked.
  2. Five (5) half-days of personal leave charged to accumulated sick leave per year.
- C. One job share teacher may elect Board-provided single employee coverage, subject to the Board's cap on contributions, while the other job share teacher must elect to forego Board-provided single employee medical coverage. (Note: An employee who is not eligible for Board-provided single employee medical coverage is also not eligible for dependent medical coverage.) Applicants may choose to split the cost of the Board-sponsored single employee premium. If this option is elected, the premium for each job share teacher shall be one-half of the job share teacher's single employee medical coverage. This option may not be changed during the school year.
- D. Non-optional employee benefits (Social Security, Medicare, Retirement, workers' compensation, unemployment compensation and life insurance) shall be based upon the reduced salary. Negotiated time off benefits (sick leave, vacation, paid holidays) will accrue on a pro rata (50 percent) basis, based upon the reduced salary.
- E. Assignments will constitute, for salary purposes, more than one-half of the school year thus entitling the teacher to one year of service on the salary schedule (it should be noted that years of service in this program shall not satisfy the three year requirements for tenure).

#### 2.11.5 Notification of Applicants

Upon receipt of the names of those selected, each teacher will be assigned and given a notice of employment outlining the period of service and the salary as defined above.

2.12 School Choice

2.12.1 Teachers shall be permitted to enroll or transfer their children, or children for whom they are legally responsible, in a school of their choice, space permitting. This will not exempt them from existing eligibility requirements. Teachers may enroll their children in the school in which they teach in any program which does not require special application process. Teachers' children will be given priority status for all programs in the teacher's school that do require a special application process.

2.13 Dress Code

2.13.1 The School Board and the Association agree that although there is no official dress code for teachers, teachers are to be professional in their dress and personal grooming.

**3 TEACHER RIGHTS AND RESPONSIBILITIES**

3.1 Accountability

3.1.1 School Improvement Plan waivers shall be considered part and parcel to the collective bargaining agreement.

3.1.2 Faculties shall be afforded maximum flexibility for purposes of implementation.

3.1.3 All SAC waiver proposals at a site shall be approved by secret ballot vote and monitored by a CTA Association Representative.

3.2 Lesson Plans

3.2.1 The principal or his designee may request teachers to submit a copy of their lesson plans or outlines used for the teaching week at the end of the last day of that teaching week. The principal may request the copies at the end of a particular unit. Teachers shall use the county elementary lesson plan or secondary lesson plan outline format. The teacher's plans are to be used as a guide in order to fulfill the county's

instructional objectives and to assist the teacher in conducting a planned instructional program. Current lesson plans shall be available in the classroom for inspection at all times. Teachers shall not be routinely required to submit a copy of their lesson plans or outlines to the site administrator.

- 3.2.2 In the event a teacher is absent, it shall be the teacher's responsibility to have lesson plans at the school prior to the start of the pupil day to cover the period of absence not to exceed the balance of the week in which the absence occurred.
- 3.2.3 If the principal or his designee, through documented classroom observation, determines that a teacher is having difficulty with classroom instruction or is not meeting instructional objectives, the principal, as part of a professional improvement program, shall hold a conference with the teacher having difficulty. The principal, as part of this professional improvement program, may require lesson plans to be turned in at the start of each week during this period by written memo stating deficiencies and suggestions for improvement.
- 3.2.4 Unit members assigned to assist in the development of Individual Educational Plans (IEP's) shall be released from other non-classroom assignments for that purpose.
- 3.2.5 Unit members whose duties would be impacted by an Individual Educational Plan shall be provided with opportunity to serve on the team responsible for developing, reviewing, and/or revising such program.
- 3.3 Parent Conference Day
  - 3.3.1 Parent conferences shall be scheduled after school and at night. This time shall not exceed five hours and shall be in lieu of work time on the scheduled parent conference day. The school parent conference day will be a paid holiday if parent conferences are held as scheduled in this item.
  - 3.3.2 If a teacher cannot comply with the afternoon or evening schedule for parent conferences, the teacher shall inform the

administrator, and notify the parents of his/her students. The teacher and the administrator will attempt to identify an alternative time for the scheduling of these conferences which is mutually agreeable to both parties. In the event a mutually agreeable time is not available, the teacher shall report to work on the day that is designated as parent conference day on the Payroll Schedule.

3.4 Duties For Student Safety

3.4.1 The principal or his designee may assign duties necessary for the safety of students, within or beyond the workday. These duties shall be distributed equitably and posted.

3.4.2 Direction of vehicular traffic shall be voluntary.

3.5 Compensatory Time

3.5.1 Administrators shall grant compensatory time for duties assigned beyond the normal work day, and the compensatory time need not be used immediately. Teachers shall notify the site office in advance of utilization of said compensatory time. However, such compensatory time shall not encroach upon instructional time. When the request for utilization interferes or conflicts with a planned activity, the administrator shall have the right of approval.

3.5.2 Teachers shall be provided with compensatory time when assigned, during their planning period, to cover another teacher's class. Compensatory time shall be taken as described in Section 3.5.1.

3.5.3 Accumulated compensatory time shall carry over from year to year at the school where earned.

3.6 Voluntary Activities

3.6.1 Activities beyond the workday such as club sponsorships, private parent organization meetings, dances, and athletic events shall be voluntary on the part of the teacher.



- 3.6.2 Faculty attendance at each school's annual open house is voluntary, however the parties recognize the importance of this activity to the school community. Therefore, teachers who attend open house will be granted two hours of compensatory time.
- 3.6.3 Committee assignments should be equitably distributed and whenever possible, committee meetings should occur on regularly assigned meeting dates.
- 3.7 Faculty Meetings And Professional Development
- 3.7.1 Faculty meetings and inservice education programs shall be no longer than a total of fifty (50) minutes per week beyond the normal workday, except for school accreditation. No more than one faculty meeting per week shall occur on time beyond the normal workday.
- 3.7.2 Except for Tuesdays, all elementary teachers shall have a scheduled block of at least 35 minutes planning period per day before or after the student day. Tuesdays may be used for necessary school related meetings, including but not limited to, principal called faculty, building committee, and grade level meetings. In addition to the Tuesday meetings, the principal shall have the right to call one additional faculty / grade level meeting per month for any given teacher.
- 3.7.3 Teachers shall normally be provided with a minimum of one workday advance notice for all after school meetings provided for in Section 3.7.1.
- 3.7.4 A teacher shall be exempt from inservice participation if he/she is able to show proof of recent satisfactory training in the area the inservice is to cover.
- 3.7.5 If the principal or his designee, through documented classroom observations, determines that a teacher is having difficulty with classroom instruction or management, an individual teacher may be required to participate in an inservice program not conducted for the general faculty.

- 3.7.6 Afternoon faculty and inservice meetings shall begin within ten (10) minutes after student dismissal.
- 3.7.7 Half-day teachers and teachers whose normal workday ends before the majority of the faculty shall not be routinely required to stay or return after their regular workday for faculty meetings.
- 3.7.8 Teachers shall not be required to attend meetings away from the school center during pre- and post-planning with the exception of the designated Professional Study Day which occurs during pre-planning. These days are specifically set aside to enable teachers to work on classroom duties and functions. Teachers shall be notified two days in advance of any tentatively scheduled in-school meetings. Such meetings shall be kept to a minimum.
- 3.7.9 There shall be a written evaluation of all workshops and/or inservice programs at the end of such programs by teachers attending. A summary of such evaluation shall be forwarded to the appropriate General Director and available to the Association.
- 3.7.10 Staff at MSC schools shall be offered inservice opportunities equivalent to those offered to staff on traditional calendars including the summer inservice institutes.
- 3.7.11 Nonviolent crisis intervention (all teachers) and aggression control techniques (E.S.E. teachers) training shall be made available to all teachers. Attendance shall be voluntary.
- 3.8 Supplementary Materials
- 3.8.1 Teachers shall have the right to exercise their professional option in the utilization of Board approved materials available within their respective disciplines to supplement state and county adopted texts and programs.
- 3.8.2 Teachers are to adhere to curriculum guidelines and the county copyright policy in utilizing all support AV materials.

3.9 Special Service Classes

3.9.1 The regular teacher at the elementary level will not be required to remain with the students during the instructional time provided by the special service teacher.

3.10 Student Direction And Evaluation

3.10.1 Teachers will have the specific responsibility to direct and evaluate the learning experience of students according to county prescribed courses of study. Teachers shall not be required to administer make-up work for credit for students who have unexcused absences.

3.11 Privacy Of Discussion

3.11.1 When individual problems occur between administrators and teachers, discussions relating to these problems shall be dealt with in private.

Teachers shall not be publicly reprimanded.

3.12 School Property

3.12.1 Teachers shall be accountable, but not financially responsible for school property lost, stolen or damaged on school premises when school policy and procedures have been followed.

3.13 Report Cards And Student Records

3.13.1 Teachers shall be required to issue grades to students who enter after the start of a grading period according to the following procedures:

A. A student entering a school with transfer grades shall have the transfer grades averaged with work completed in the class to arrive at a report card grade.

B. A student arriving at a school without transfer grades

shall have the grading procedures specified at the entry interview. These procedures shall be forwarded in writing to the receiving teachers with the student's schedule.

3.13.2 Elementary teachers shall not be required to review or check student cumulative folders of students for which the teacher will have no instructional responsibility.

### 3.14 Grading Materials

3.14.1 Teachers shall be given all automated grading materials prior to the morning of the day the grading period ends. Teachers shall be given at least four (4) full workdays to complete the automated grading materials after the day the grading period ends. Grades, report cards and/or data processing materials shall be submitted to their school office on the morning of the fifth workday. Grades, report cards and/or data processing materials for the final grading period shall be submitted by noon on the last workday for teachers.

3.14.2 Teachers may be required to provide parents with interim grades (progress reports) or scholarship warnings according to specific SAC waivers or county procedures.

### 3.15 Student Schedule Changes

3.15.1 Schedule changes for students shall not be routinely approved. All recommended schedule changes shall be reviewed by the affected teacher(s), counselor(s), and administrator to determine the validity of such proposed changes.

### 3.16 Student Placement

3.16.1 The referring teacher shall be invited to participate in any conference involving a change in elementary student placement within the school. Normally, such conferences shall be scheduled to begin within the teacher workday.

3.16.2 Least Restrictive Environment (LRE) students shall be equitably distributed whenever possible.

- 3.16.3 Advanced notification shall take place prior to implementation of a least restrictive environment program. Appropriate in-service training shall begin as soon as possible.
- 3.16.4 Teacher input shall be considered prior to an administrative decision to retain or not retain a student.
- 3.16.5 New students enrolling in a school shall normally be assigned to the teacher(s) with the lowest student class load.
- 3.16.6 The District shall not assign an individual with exceptional needs to an exceptional education class until previous placement has been verified.
- 3.17 Field Trips
- 3.17.1 All field trips must be approved by the building principal prior to any arrangements being made.
- 3.17.2 In order to keep maximum supervision and instruction in the schools, only the sponsoring teacher(s) whose class is attending a field trip may accompany his/her students. Teachers unrelated to the field trip shall not go along on said trip as chaperons, and the sponsoring teacher is responsible for making arrangements for necessary chaperons among parents of the students who are involved on a one adult to fifteen students ratio. Classes missed by the sponsoring teacher(s) will be assigned by the administrative staff to other teachers with three days' advance notice.
- 3.17.3 Transportation and entrance fees will be collected and receipted by the teacher scheduling the field trip.
- 3.17.4 Substitutes shall be provided for teacher sponsors who take field trips of a day or more duration when the field trips are on the school system approved list or are a scheduled activity by Florida High School Activities Association.
- 3.17.5 An approved field trip list will be maintained by the appropriate General Director of Instruction.

3.17.6 Teachers shall be granted compensatory time when duty-free lunch is missed because of a district or school required field trip.

3.18 Collection Of Money

3.18.1 Teachers shall not be required to promote, merchandise or collect money for any activity which is profit motivated on behalf of the school. Teachers shall collect fee money during school opening registration and field trips as mentioned in 3.17.3.

3.18.2 Teachers shall not be required to collect lunchroom money.

3.18.3 Contributions to any charity, project or function shall be voluntary. Solicitation activities shall be kept to a minimum.

3.19 Student Interns And Observers

3.19.1 Interns shall be assigned within the General Administrative Areas of the county to approximate the proportion that exists between the numbers of teachers in those areas.

3.19.2 Student interns shall be assigned to non-probationary teachers except for special programs approved in advance by the appropriate Assistant Superintendent. A copy of the form submitted requesting exceptions shall be filed with the appropriate Assistant Superintendent and be available to the Association.

3.19.3 Assignment of pre-teacher students to directing teachers shall be conducted in a fair and equitable manner which is mutually satisfactory to the principal and to the directing teacher.

3.19.4 In working with pre-teacher students, it is understood by the school system and the teaching profession that the rights of the system and the teachers shall be considered in the placement of such students for the purpose of interning or observing.

3.20 Teacher Aides

3.20.1 Teacher aides will be under the direction of the principal or his/her designee. Aides assigned to teachers are to be utilized and supervised by the teacher to whom the aide is assigned. Aides are not to be routinely used to perform services for the school's administrative office.

3.20.2 Substitute aides shall be provided when the aide under contract is absent in the early childhood program provided federal funds are available.

3.20.3 When a kindergarten aide is absent, the administrator shall institute an emergency plan to assist the kindergarten teacher, in carrying out the curriculum, providing for the safety of students and providing the teacher with planning and lunch time as specified in Section 2.7.

3.20.4 Anytime an aide is reassigned to duties other than the supervising teacher, said teacher shall be informed of the reassignment, length of time and reason.

3.21 Athletic Pep Rallies

3.21.1 Athletic pep rallies in secondary schools shall be held at the end of the student day. (Participation in state playoffs may be an exception.)

3.22 Student Health Exams

3.22.1 Teachers shall not be required to weigh or measure children, give eye examinations or perform any other student health checks or exams.

3.23 Acting Principal

3.23.1 If a classroom teacher is placed in charge of a building during the absence of the administrator from the building, the teacher will remain in the classroom unless an emergency requires him to go to the office. The special area teacher will temporarily take the teacher's place in the classroom until the

teacher is able to return if at all possible. However, if the principal is expected to be absent for five days or longer, a substitute shall be hired to teach the classes of the Acting Principal.

3.23.2 It is recommended that when possible a teacher who is requested to substitute for an administrator in his absence hold certification in administration, education leadership, and/or supervision and that the teacher shall have shown an interest and willingness to accept the responsibility.

3.23.3 The acting principal shall have the authority to make decisions in dealing with problems which might occur during the absence of the school administrator.

#### 3.24 Transportation

3.24.1 All personnel who are required to travel in the discharge of their duties, shall be responsible for securing transportation.

3.24.2 Teachers who transport students as an extension of their normal work activities shall, pursuant to accepted Board policy, be covered by the Board's liability insurance policy.

3.24.3 Teachers authorized for reimbursement by the Finance Department for in-county travel as part of their regular duty shall be paid mileage at the rate approved by the School Board.

#### 3.25 Acceptance Of Gifts

3.25.1 Teachers shall not personally profit as a direct result of any company or individual engaged in business with the School Board.

### **4 STUDENT MANAGEMENT AND PROTECTION OF TEACHERS**

#### 4.1 Legal Aid And Liability Insurance

4.1.1 The Board will retain independent legal counsel for any



teacher sued in court wherein such conduct was reasonable in carrying out his duties in accordance with the policy of the Board, the rules and regulations of the State Department of Education, and the laws of the State of Florida.

4.1.2 The Board shall maintain a liability policy for teachers while carrying out their duties and responsibilities with the exclusion of corporal punishment.

#### 4.2 Teacher Physical Assault

4.2.1 Any teacher who has suffered an assault in connection with his/her employment shall immediately make a written report, within seventy-two hours, of the circumstances thereof to his/her administrator in triplicate on the appropriate form. The administrator must verify the facts connected with the assault including names of those involved and submit the original report of assault to the Assistant Superintendent for Administration and send a copy of the report to Risk Management within seventy-two hours of the event being reported. A copy of the assault report shall be retained by the principal, and a copy furnished the individual assaulted.

4.2.2 In addition, a teacher who has suffered an assault may be requested to submit supplemental written reports.

4.2.3 School Security shall investigate any reported teacher assault and make a full report, within three workdays to the Office of Risk Management. Such reports shall be available to the Association and the individual who suffered the assault.

4.2.4 A student accused of assault and/or battery upon a school employee shall be immediately removed from the classroom setting and placed in an alternative school setting pending disposition of the allegation.

4.2.5 Confirmation of assault and/or battery upon a school employee shall result in said student being expelled and placed in an alternative school setting for at least one year.

#### 4.3 Safety Of Students And Teachers

- 4.3.1 Teachers shall not be required to serve as security personnel during a period of civil disobedience, bomb threats, or assaults on students or teachers by trespassers. Teachers will make a reasonable effort to see that their students are protected while under their supervision. A teacher shall perform a visual inspection of his or her classroom for suspicious objects as a result of a bomb threat. Teachers may volunteer to serve on search teams after appropriate training.
- 4.3.2 Each teacher at any school shall assume such authority for the reasonable control of pupils as may be assigned to him/her by the administrator and shall keep good order in the classroom and in other places in which he/she is assigned to be in charge of students.
- 4.3.3 The school administrator shall ensure the safety of the students and faculty.
- 4.3.4 Corporal punishment shall be administered only by the principal of the school or a person within the school designated by the principal (example: Assistant Principal for Student Affairs).
- 4.3.5 A teacher may send a student to the office to maintain effective discipline in the classroom. The teacher shall provide the administration with all necessary information concerning the student's behavior and previous action taken by the teacher. Student referral forms shall include space where a teacher can provide input and/or submit recommendations regarding disciplinary action.
- 4.3.6 The principal or the principal's designee shall consider the recommendation for discipline made by a teacher, or another member of the instructional staff, when making a decision regarding student referral for discipline.
- 4.3.7 Teachers shall normally receive a written report on the county referral form of action taken within three (3) workdays after a student is referred to the administration for disciplinary action. If the report is not issued, the responsible

administrator shall inform the teacher as to the reason(s) why.

- 4.3.8 A teacher may have a student removed from class who has been documented by the teacher to have repeatedly interfered with the teacher's ability to teach, or may immediately remove a student whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively or with the ability of the student's classmates to learn.
- 4.3.9 The principal may not return the student to that teacher's class without the teacher's consent unless the Placement Review Committee determines that such placement is the best or only available alternative.
- 4.3.10 The teacher and the Placement Review Committee must render decisions within five (5) workdays of the removal of the student from the classroom.
- 4.3.11 The Placement Review Committee membership must include at least two teachers selected by the faculty, and one school staff member selected by the principal. The teacher who withheld consent to readmitting the student may not serve on the committee.
- 4.3.12 A continuous record of student discipline cases shall be maintained in a place available for staff use.
- 4.3.13 Teachers shall be informed, when the district is informed, of any student in his/her classroom involved in serious types of offenses. This information is of a confidential nature, protected by State and Federal acts insuring privacy, and shall be used only on a "need to know" basis.

## **5 TECHNOLOGY**

### **5.1 Status**

- 5.1.1 The School Board will provide to the Association information about the Administration's technology strategies and specific technological initiatives.

- 5.1.2 The Association will have the opportunity to provide input during the development of new technologies and application.
- 5.1.3 The District shall provide C.T.A. with a conference on the I.D.E.A.S. system for whatever period of time the District sponsors the I.D.E.A.S. system.
- 5.1.4 The C.T.A. conference shall be specifically designated for Association communications, professional issues, legislative issues, announcements, member inquiries, and other related Association concerns.
- 5.1.5 The C.T.A. shall not utilize its designated window for the purpose of political endorsements or solicitation.

## **6 COMMITTEES**

### **6.1 Forms Management Committee**

- 6.1.1 A county-wide standing committee shall be established to review forms that originate from any office within the school system to be completed by other divisions, other departments, principals, teachers, students or parents. The Association shall name 50 percent of the committee members.
- 6.1.2 The goal of this committee shall be to recommend the reduction of as much paperwork as possible.

### **6.2 Test Committee**

- 6.2.1 A county-wide test writing committee shall be appointed whenever the school system anticipates developing or revising a student test for any specific subject area, program, or grade level.
- 6.2.2 At least fifty percent of each committee shall be classroom teachers appointed by the Association.

### **6.3 Instructional Materials**

- 6.3.1 A county-wide textbook selection committee shall be appointed whenever a textbook adoption is due or contemplated in any specific subject area, program or grade level.
- 6.3.2 A majority of each committee shall be classroom teachers appointed by the Association.
- 6.3.3 The committee shall review all available texts in the specific area in question and submit at least two books for final selection by all involved teachers.
- 6.3.4 These two textbooks shall be available in the appropriate work location in sufficient numbers to allow for teacher review at least three weeks prior to a county-wide vote.
- 6.3.5 Teachers shall select one textbook for county-wide adoption by secret ballot.
- 6.3.6 Department heads or team leaders shall be responsible for tabulating votes at each work location and immediately notifying the chairman of the appropriate county-wide selection committee.
- 6.3.7 This vote shall determine the book to be purchased in any level or subject area until the next review.
- 6.3.8 Individual school or department vote on textbook selection shall be available to the Association on request.
- 6.4 Calendar Committee
- 6.4.1 The Assistant Superintendent for Administration shall appoint a committee annually to prepare school calendars for all school centers to be recommended to the Board. The committee will include four teacher representatives selected by the Association.
- 6.5 Ad Hoc Committees
- 6.5.1 County-wide committees established by the Board or

Administration having a direct impact on teachers shall include teacher representatives appointed by the Association.

6.5.2 A committee consisting of representation from the Association and the Curriculum and Instruction Division will be established to determine best practices for class size and teaching assignments for Elementary P.E., Music and Art. The committee will also determine best practices regarding alternative teaching models and co-teaching models.

6.5.3 The Board and the Association agree to establish a committee to review alternative salary plans for consideration. This committee will report to the Superintendent and the Board on the viability of such plans in lieu of the current step plan.

6.6 Faculty Steering Committee

6.6.1 The faculty at each work location shall elect a faculty steering committee that includes teacher representation elected from each department or grade level, and special services areas. The principal shall have the authority to appoint additional at large members.

6.6.2 The purpose of this committee is to act in an advisory capacity to the building administrator. The committee shall meet on a monthly basis to provide faculty input in developing an administration-faculty team approach to solving problems, making improvements, and arriving at decisions in areas affecting the general faculty and/or student body. Minutes from all Steering Committee meetings shall be published and distributed.

6.6.3 The principal shall, upon request, provide the Steering Committee or any individual faculty or staff member with a printed accounting of the school's internal accounts.

6.6.4 The faculty steering committee, in addition to its general advisory function, shall have the specific responsibilities to assist the building administrator in the following areas:

A. School Budget

The Steering Committee shall assist the principal in preparing and reviewing the school's county budget. This budget shall provide a breakdown of the projected allocation of funds by departments or grade levels for the school and be distributed and discussed with the faculty during pre-planning. Any changes in the budget shall require review of the Steering Committee, and such changes will be distributed to the teachers affected.

B. Faculty Account

Each school shall establish a faculty account for monies generated by the faculty at each school (i.e. vending machine profits, etc.). The funds in this account may be used individually and/or collectively by the school's personnel. Approval of the Steering Committee shall be necessary before these funds are expended.

C. Textbook Utilization

The Steering Committee shall have the responsibility to assist the principal in implementing county guidelines regarding textbook utilization in the school.

D. Forms Review

The Steering Committee shall have the responsibility to review the use of any individual school form.

6.7 Assessment Team

6.7.1 The district shall maintain trained school assessment teams with broad-based teacher representation. The association shall appoint the teacher members.

6.8 School Community Professional Development Committee

6.8.1 The School District shall maintain the Staff Development Advisory Committee for purposes of implementing Florida Statutes 1012.22 (1), 1012.98, 1011.62 (3), and related statutes.

- 6.8.2 Teacher Committee appointees representing regular K-12 grade levels and subject areas shall be appointed by the C.T.A.
- 6.8.3 The term of office for each Teacher Committee member shall be for two years. Committee members may serve two consecutive terms.

## **7 FACILITIES**

### **7.1 Facilities**

- 7.1.1 Each school will have the following facilities:
- A. Space in each adequately furnished classroom in which teachers may store instructional materials and supplies. Itinerant teachers shall be provided space for the storage of their records and materials at each school.
  - B. An individual work space.
  - C. Well-lighted and clean teacher restrooms.
  - D. A workroom for teachers containing equipment and supplies to aid in the preparation of instructional materials.
  - E. A furnished room to be used as a faculty lounge. Such room will be in addition to the aforementioned teacher workroom.
  - F. Telephone service available to teachers to conduct school business which permits privacy of conversation.
  - G. Space in the parking lot at each school will be reserved for teacher parking.
  - H. Every effort should be made to provide Student Services Personnel a private area (sufficient to accommodate individual/group counseling), locked file cabinet and



telephone.

- I. It shall be the District's objective to provide teachers technological tools fundamental to meeting the needs of the classroom.
- J. A teacher required to utilize a classroom assigned to another teacher during a class period shall be given uninterrupted use of that classroom unless prior agreement to allow access is reached.

7.1.2 Consideration shall be given to safety and security of teachers' cars when assigning teacher parking areas.

7.1.3 Teachers shall be provided with dining space and facilities apart from students. In those schools where lack of space prohibits a separate dining room, an area within the student lunchroom will be established by use of available visual barriers, such as bookcases, etc. This will not prevent a teacher from dining with his/her students or at another area (classrooms excluded) in the school if he/she desires to do so.

7.1.4 By the last day of pre-planning, furniture and equipment shall have been placed in the teacher's assigned class or station.

7.1.5 Supplies and their distribution shall be handled through a central location and invoices shall be available to teachers upon request.

7.1.6 A teacher's right to privacy of his/her mail shall be maintained.

7.1.7 Teachers placing a written order or request for supplies, equipment or materials with their principal or immediate supervisor, shall receive a written response to the disposition of the request within two weeks.

Teacher initiated requests for repairs shall be responded to in a timely manner. Work orders not completed within two weeks of the date of origin shall be investigated and responded to by the employee's site manager.

## **8 COMPLAINTS**

### **8.1 Complaints**

8.1.1 Whenever a complaint is registered against a teacher without first going to the teacher involved, it shall be Board policy to notify the teacher immediately of the complaint. The following information shall be provided to the teacher:

- A. Name of complainant
- B. Description of allegation
- C. Remedy requested, if any

The administrator may offer the aggrieved his assistance in arranging a conference at a date and time acceptable to all parties.

8.1.2 If the conference does not resolve the problem, the administrator or his representatives may then become the third party to the conference.

### **8.2 Administrative Review**

8.2.1 The Association may request an administrative review with the appropriate Assistant Superintendent through the General Manager of Employee Relations when the Association has a concern which it feels affects the welfare of the teachers and/or the system; the use of this procedure does not negate the use of other remedies in the contract. The time lines contained in the grievance procedure shall be suspended when administrative review is used to attempt to solve a problem.

### **8.3 Sexual Harassment**

8.3.1 The School Board will not tolerate sexual harassment at any of its sites or activities. Sexual harassment is defined as any physical, verbal and/or graphic sexual advance, request for sexual favors, and other sexually-oriented conduct, which is

offensive or objectionable to the recipient.

- 8.3.2 Personnel, at all levels, are responsible for taking corrective action to prevent harassment at any of the School Board's sites or activities.
- 8.3.3 An individual has the legal right at any time to raise the issue of sexual harassment with appropriate site and/or district personnel without fear of reprisal.
- 8.3.4 Allegations of sexual harassment will be promptly investigated, giving due regard to the need for confidentiality.
- 8.3.5 Information relative to the prevention and correction of sexual harassment will be provided in writing to personnel and students.
- 8.3.6 Proven allegations of sexual harassment can have serious consequences for the party deemed guilty, including but not limited to the following:
  - A. If the party deemed guilty is a student, the range of punishment could include verbal and written reprimand, in-school or out-of-school suspension, change of placement, and/or expulsion.
  - B. If the party deemed guilty is a School Board employee, the range of punishment could include written reprimand, suspension without pay, and/or termination.
  - C. If the party deemed guilty is neither a student nor a School Board employee, appropriate steps will be taken, which could include limiting the access of this party to School Board property and any other action deemed necessary.

## **9 ASSOCIATION RIGHTS**

### **9.1 Exclusivity Of Association Rights**

- 9.1.1 All rights granted in this section (Section 9, Association

Rights) shall apply only to the Hillsborough Classroom Teachers Association as the exclusive bargaining agent for teachers. Any such rights or privileges shall not be granted to any other teacher association, union, group or individual.

9.2 Association Meetings

9.2.1 The Association's building unit shall be permitted the use of school buildings without cost for the purpose of conducting professional meetings. The Association may use school buildings for the purpose of holding professional meetings provided that the Association bears the cost of paying personnel for services rendered.

9.2.2 The Association shall be allowed a maximum of one meeting per month during the workday as long as the meeting does not interfere with student contact time. Double session schools shall be allowed one meeting per session. Such meetings shall not exceed 60 minutes during the workday. The building unit shall be allowed one additional meeting during both pre- and post-planning, neither of which shall exceed 60 minutes. The building representative shall clear the scheduling of such meetings with the building administrator.

9.3 Bulletin Board Space

9.3.1 The Association shall be provided with bulletin board space in each school building for the purpose of posting notices and other related items. Site selection within teacher access areas shall be the prerogative of the Association Representative.

9.4 School Mail

9.4.1 The Association shall be provided with school mail service. The Association will have the right to place Association materials in teachers' mail boxes. Copies of all generally distributed materials placed in teachers' boxes shall normally be furnished to the principal.

9.5 Material Distribution

9.5.1 Authorized representatives of the Association will assume responsibility for posting or distributing material for the Association.

9.6 Association Announcements

9.6.1 The Association senior building representative shall have the right to announce the time, place, and subject of the Association meetings via available media resources and at meetings.

9.7 Education Practices Commission

9.7.1 The Board shall notify the Association when a teacher's name has been submitted to the Education Practices Commission.

9.8 Association Leave

9.8.1 A maximum of two teachers, during any school year, shall be allowed to take one full year of professional leave to work for the Association on a full-time basis. Said leave shall be renewable. Any person who requests a third year of professional leave will be assigned to the county pool for placement. Teachers granted such leave shall remain on the District's payroll. The Association shall reimburse the District for all such payroll costs.

9.9 Payroll Deduction

9.9.1 The Board agrees to deduct from teachers' salaries an amount to cover dues for the Association, as the teachers individually and voluntarily authorize the Board to deduct and to transmit the amount so authorized to the office of the Association. Teachers may individually and voluntarily authorize the Board and the Association to discontinue such deductions with a thirty day notice.

9.9.2 The Board agrees to provide one payroll deduction per teacher per pay period for the Association's economic services program. The Association agrees to bear the cost that the establishment and maintenance of the program would entail.

The Association will make available those same insurance products to any Board employees who request them of the Association.

9.10 Association Review

9.10.1 When a secret ballot vote on school-wide issues occurs, a duly-elected Classroom Teachers Association site representative will observe the ballot count for that site.

9.11 School Board Meetings

9.11.1 The Superintendent shall notify the Association of the date, place, and hour of all Board meetings and provide the Association with a complete agenda and supporting data on the Friday morning prior to all regular meetings. The Association shall be notified of any incomplete or further anticipated agenda items. Any materials absent from the package shall be provided to the Association upon release to the School Board.

9.11.2 Completed committee reports sent to the Board shall be available to the Association. The Association shall have the right to present its position on said reports prior to the Board's action.

9.12 Classroom Teachers Association President

9.12.1 The President of the Association, who is also an employee of the Board, shall be given full-time duty by the Board different from his/her normal classroom duties and from his/her normal location of duty. This duty shall be for the purpose of performing other educational and related services and for attending meetings related to said services. This duty shall be considered by the Board as being equal to classroom teacher duties.

9.12.2 The individual performing this duty shall continue to be a continuous employee of the Board for all purposes and shall not be considered as being on leave when performing this duty. This duty assignment shall be a regularly established

position of the Board and shall have continuous existence. The employee shall be compensated at the employee's same rate of pay as if he/she was performing full-time classroom teaching. The Association shall inform the Board of the date of the President's term of office.

9.13 Conventions

9.13.1 The Board shall grant the Association members professional leave for the purpose of attending the Association's FEA convention in accordance with the following:

- A. Thirty association members, with a limit of two per site, shall receive two days professional leave for the purpose of attending the FEA convention.
- B. Other delegates of the Association shall be selected on the basis of one delegate for every twenty-five Association members and shall receive one day professional leave for the purpose of attending the FEA convention.
- C. The Association shall provide a list of delegates to the Division of Human Resources no later than one week prior to the professional leave dates.
- D. Substitutes shall be provided for convention delegates as requested by the Association. The Association shall reimburse the Board for the substitute teachers' salary.

9.13.2 The Classroom Teachers Association may designate up to five association members to receive a Leave of Absence in order to serve as official delegates to the NEA convention in July. These association members will be allowed a maximum of five days unpaid leave from the extended year program or 12-month position. The Association may request additional delegates which must be approved by the Superintendent.

9.14 Legislative/Professional Days

9.14.1 The Association may request leave for members to engage in

legislative or professional activity up to the cumulative Association total of sixty (60) days per year. Such leave shall be granted by the Board and said members will be considered to be on paid professional leave. The Association will pay substitute costs. The Association may request additional days which must be approved by the Superintendent.

9.15 Bargaining Team

9.15.1 Substitutes shall be provided for all members of the Association's bargaining team when bargaining sessions occur during the school day.

9.16 Membership Solicitation

9.16.1 The Association shall have the right to form, organize and solicit membership as the exclusive bargaining agent certified to represent all employees within the bargaining unit at any duty-free time during the school day provided solicitation does not interfere with the official duties of employees and the operation of schools. The Association representative shall notify the building administrator when reporting to a work site.

**10 SENIORITY**

10.1 General Procedures

10.1.1 Seniority shall accrue county-wide for each year of continuous service in Hillsborough County. Continuous service being defined as the original most recent date of employment to the present with no break in service.

10.1.2 Seniority shall accrue to all full-time teachers. A teacher contracted for more than 201 days of service shall not accrue extra time for seniority.

10.1.3 In the event of a tie in the beginning employment dates, seniority shall accrue from the date recorded by the placement supervisor on the Personnel Transaction Authorization form.



- 10.1.4 The teacher with the most seniority shall have first option to stay in a position or transfer, with such option extended to all teachers on a diminishing basis until one elects to transfer or until such time as the teacher with the least amount of seniority is required to transfer.
- 10.1.5 Teachers who have been notified in writing that dismissal proceedings are contemplated or teachers on fourth year probation, may not volunteer but shall be transferred if their seniority requires it.
- 10.1.6 When a specific issue must be resolved involving teachers with equal seniority, it will be resolved by an objective lottery in the presence of the affected parties.

10.1.7 Authorized leaves do not constitute a break in service.

## **11 TRANSFERS**

### **11.1 General Principles**

- 11.1.1 A transfer is a change in teaching position from one school to another. A permanent teacher may transfer to a permanent or temporary position without changing his contract status.
- 11.1.2 A transfer request may be initiated by a teacher.
- 11.1.3 Teachers who have been notified in writing that dismissal proceedings are contemplated, or teachers on fourth year probation, may not volunteer but shall be transferred if their seniority requires it. A transfer will not be granted if the teacher does not qualify for the existing vacancy. Unless a pool exists, principals, when filling vacancies, shall reassign teachers currently out-of-field, unless hired out-of-field, before considering transfers or new applicants.
- 11.1.4 Except when a freeze is in effect, teachers are eligible to transfer at any time during the school year to accept a higher paying position, to accept a position in a newly created program, or to accept a position in an existing program when such program is expanded during the school year. Teachers

may also transfer in-field from an out-of-field assignment, unless hired out-of-field on an “agreement to earn.” A qualified replacement should be secured before the transfer is made; however, no transfer will be delayed more than two weeks.

## 11.2 Teacher Transfers

- 11.2.1 The transfer period shall commence following spring unit allocation. After unit allocation, hiring of new applicants cannot take place until the placement of teachers from the pool.
- 11.2.2 An initial transfer period of at least three weeks in the spring prior to the end of the regular school year will be established after units have been allocated in the spring and administrators have listed their staffing needs with the Division of Human Resources.
- 11.2.3 Teachers who are placed in the pool due to unit loss will be eligible for transfer as all other teachers.
- 11.2.4 Teachers are eligible to transfer to any vacancy for which they are certified; however, certification areas in which vacancies are needed for the pool will be identified and transfers in these areas may only be made by teachers with the same assignment. After spring transfer period, transfers will not be allowed to fill a vacancy in an area where a pool still exists.
- 11.2.5 Teachers remaining in the unit loss pool after the initial transfer period will be placed according to Sections 11.4 and 10 (Unit Loss Transfers and Seniority). This meeting will occur during post-planning.
- 11.2.6 Hiring of new applicants and re-opening of the transfer period will begin in a specific certification area when there are no teachers remaining in the pool in that area and the freeze is lifted.
- 11.2.7 The transfer period will continue until two weeks prior to the first day of preplanning for teachers. During this second

transfer period, teachers will be able to transfer to any area for which they are certified if there is not a pool in that area.

- 11.2.8 Seniority shall be the governing factor when determining teachers to transfer during the spring for fall placement.
- 11.2.9 A teacher shall be granted only one transfer during the transfer period. Placement from a pool is not considered a transfer.
- 11.2.10 Administrators shall notify the Customer Service Manager of all vacancies as soon as they are known (24 - 48 hours). A vacancy does not exist until a resignation or leave is signed and submitted.
- 11.2.11 The Division of Human Resources shall provide a list of vacancies at the beginning of the transfer period and vacancy information shall be provided daily on the District's web site.
- 11.2.12 The Division of Human Resources shall establish the beginning date for the hiring of new teachers after all pools have met. The Division of Human Resources will provide vacancy information on the School District of Hillsborough County's web site.
- 11.2.13 Applicants who have interviewed for a position shall be notified in a timely manner after the decision is made.
- 11.2.14 Complaints related to the teacher transfer process should be directed to the Chief Officer for the Division of Human Resources. The teacher will be notified of the result.
- 11.2.15 Teachers shall be notified of implementation of a MSC (Modified School Calendar) at their school for the following year by March 1 of the current year. If the teacher does not desire to be assigned to a school on a MSC Program, that teacher shall notify the principal in writing by April 1 that he/she is opting out of the MSC Program.
- 11.2.16 All advertised/listed vacancies assigned to a school on a MSC shall be noted as such. Before a teacher accepts transfer, the

teacher will be notified of any impact on the annual salary if transfer occurs.

11.3 Administrative Transfer

11.3.1 The Superintendent or his designee shall investigate any written request for an administrative transfer. This investigation shall determine the need for further action.

11.3.2 If appropriate, a hearing will be held involving the teacher, principal, Association, and the Chief Officer for the Division of Human Resources.

11.3.3 Following the hearing, the Chief Officer for the Division of Human Resources will make recommendations to the Superintendent.

11.3.4 The Superintendent shall then act upon the recommendation. Should a transfer be indicated, the teacher shall be placed in a vacancy that is in the best interest of the individual and the system.

11.4 Unit Loss Transfer

11.4.1 Unit loss will be used for transferring teachers when a school must lose teachers due to a loss of students or a change in the unit allocation formula.

11.4.2 When transfers are necessary due to a unit loss, teachers to be transferred will be determined by the seniority policy. Administrators will determine the subject area (specific subject and certification/license in Industrial Education and Health Sciences) where a unit must be lost according to student enrollment. The composite unit allocation form indicating course counts will be available to the Association.

11.4.3 In determining unit loss, the length of the teacher's contract will not be a factor in identifying the person to be transferred. However, seniority shall be the governing factor when an in-school change of assignment results in loss of pay.

- 11.4.4 The teacher with the most seniority shall have first option to stay in a position or transfer, with such option extended to all teachers on a diminishing basis until one elects to transfer or until such time as the teacher with the least amount of seniority is required to transfer.
- 11.4.5 Teachers who have been notified in writing that dismissal proceedings are contemplated or teachers on fourth year probation, may not volunteer but shall be transferred if their seniority requires it.
- 11.4.6 When unit loss occurs, the following procedures will be used:
- A. Seniority will be used to determine which teachers will transfer during the spring for fall placement.
  - B. Reassignments may not be made prior to identifying teachers for the pool.
  - C. Administrators will identify and notify all teachers in a subject area that will experience a unit loss. Teachers in descending order of seniority may volunteer to have their names submitted for pool placement. If there are no volunteers in the identified area, the least senior person(s) will be placed in the pool.
  - D. The teachers in the pool will be listed by subject areas according to their seniority in the Hillsborough County School System. For the purposes of unit loss, elementary teachers shall be divided into (1) pre-kindergarten, (2) kindergarten, (3) grades one through five including Title I, PEP, Migrant Language Arts, Computer, ESOL and (4) SWP Lead, (5) H.A.L.L., (6) Autistic, (7) Strings (Music) and (8) special certification areas, and these certification areas shall be considered separate subject areas.
  - E. Vacancies by certification area (Math, English, Elementary, etc.) will be available in the Division of Human Resources to each teacher who is required to

transfer one working day prior to the day such teacher will choose an assignment from the available vacancies. The teacher with the most seniority will be given his choice of vacancies in the certification area from which he or she was displaced. Using seniority, teachers will be given a choice until all are placed or until all vacancies are filled.

- F. The teacher in the pool with the most seniority will be given the refusal of each vacancy occurring until he is placed. The teacher in the pool with the least seniority will be assigned to any vacancy occurring if all teachers with more seniority have refused the position. Teachers not assigned will remain in the pool and be placed in any second pool for which they are certified. Teachers placed in a second pool may volunteer for a vacancy after all teachers remaining in the first pool have refused it. If there are no volunteers, teachers in the first pool must be assigned. The Division of Human Resources will work with teachers remaining in the pool to find the best assignment possible for the welfare of the teacher and the school system until appropriate vacancies occur. This assignment shall be based on the following:

1. Current assignment and level
2. Current assignment (1-12)
3. Certification and previous assignment
4. Other certification

The teacher shall have the option of staying in this area and taking courses necessary for certification or accepting the first vacancy in the area from which he/she was displaced. (A teacher shall not give up his right to move in field if he rejects a temporary appointment after the beginning of the school year.)

If a teacher voluntarily transfers to another position for which he/she is eligible, the teacher automatically gives

up his/her right to remain in the pool. Teachers will retain pool rights for a period not to exceed two years.

- G. Teachers selecting positions from the pool shall be assured the subject area selected.
- H. Vacancies for Magnet school positions will be listed during the transfer period, but may not be selected by teachers in the county pool process.
- I. Out-of-field teachers in a carry-over pool may be required to return to their area of previous assignment if a vacancy occurs prior to the freeze on teacher transfers before the start of the new year for which they were pool placed. In the event this occurs, consideration shall be given to travel distances and employees shall not be compelled to travel distances in excess of 10 miles one way.

11.4.7 Teachers in a temporary assignment will not be considered for transfer. The seniority of a teacher who is on leave and has a vested interest in the position will be used to determine the unit to transfer. A teacher contracted for a Group I or II supplement will not normally be transferred due to unit loss, except in the event that the required number of teachers needed to transfer exceeds the number of non Group I or II supplemented teachers. Then, based on seniority, all Group II supplemented teachers shall first be subjected to unit loss with Group I supplemented teachers following if necessary. In the event a teacher with seniority is forced to transfer because of a supplemented teacher, reassignment to a vacant classroom position in the subject area disciplines in another area of certification within the same school shall be granted for either the affected senior teacher or the supplemented teacher unless a carry-over pool exists in that subject area. The principal will determine the teacher to be reassigned if both teachers are qualified for reassignment.

11.4.8 A permanent teacher who was designated as a unit loss on the spring pool list and who has transferred to another school either by voluntary transfer or pool placement shall be permitted to transfer back to his / her former school under the

following conditions:

- A. A vacancy exists in the subject area where the unit was lost.
- B. A carry over pool does not exist.
- C. The principal and the teacher agree.
- D. The teacher is eligible to transfer until the freeze is placed for fall unit adjustment.

11.4.9 Secondary or elementary teachers not certified in exceptional child shall be placed at special education centers if there are no other positions available at regular school centers. A freeze will be maintained and the teacher assigned to a special education center will be transferred when a vacancy occurs. The teacher shall be allowed to remain at the special education center when a vacancy occurs if the principal of the special education center and the teacher agree.

11.4.10 Secondary music or physical education teachers shall be placed at the elementary level only if there are no other positions available at the secondary level. A freeze will be maintained and teachers assigned to elementary music or physical education from a secondary pool will be transferred as unearmarked vacancies occur at the secondary level. The teacher can remain at the elementary position if the teacher and the principal agree. This procedure shall also apply to elementary music or physical education teachers assigned to secondary.

11.4.11 For the purpose of unit loss in the content area, middle schools shall be divided into (1) grade six and (2) grades seven and eight.

#### 11.5 New School Or Consolidation Transfers

11.5.1 The seniority and unit loss policy will be used for transfer of teachers when a new school is formed or when boundary changes are made, or when schools are consolidated.



- 11.5.2 Units shall be allocated or reallocated to the affected school(s). Group I supplemented positions for new schools / consolidated assignments will be reserved prior to pool placement.
- 11.5.3 All vacancies at the receiving school(s), including additional units and vacancies resulting from resignation, leaves or temporary appointments, are identified and frozen.
- 11.5.4 Only the surplus teachers at the sending school(s) in each department can be reassigned to the receiving school(s) and teachers leaving will be identified according to the unit loss and the seniority policy.
- 11.5.5 Prior to the spring transfer period, teachers will be given a list of vacancies at the receiving school(s), by departments. Each teacher, on a seniority basis, will have a choice of accepting a vacancy according to their current teaching assignment (See 11.4.6 D) at the receiving school(s) in the certification area from which he/she was displaced or being placed in the county pool.
- 11.5.6 Any teacher who cannot be assigned to the receiving school(s) will be placed in the county pool.
- 11.5.7 Teachers who have been assigned to the receiving school(s) or county pool are eligible to transfer during the transfer period.
- 11.6 Family Transfer
- 11.6.1 No teacher shall be appointed or reappointed to a school in which his/her father, mother, brother, sister, husband, wife, son, daughter or in-law is employed as an administrator. A teacher and an administrator marrying during the school year shall be allowed to finish that year at the same school.
- 11.7 Energy Transfers
- 11.7.1 Voluntary energy transfers may occur any time during the year except during a freeze and during the period prior to

spring pool placement. To be eligible for an energy transfer, an employee must have completed one year or the equivalent of continuous permanent employment at the school from which he/she is transferring.

11.7.2 In order to qualify for an energy transfer a teacher must travel a minimum of 20 miles or more per day (round trip) or 100 miles per week round trip. The transfer must result in a reduction in the number of miles traveled by the teacher.

11.7.3 Acceptance of said transfer shall be voluntary on the part of the teacher and the administrator at the receiving work site. In an energy transfer where two teachers exchange positions, both teachers and administrators in the affected work sites must voluntarily agree to the exchange.

11.7.4 This same procedure shall apply to itinerant personnel.

## **12 LEAVES**

### **12.1 Absence From Duty (Illness Or Personal Leave)**

12.1.1 A teacher who will be absent from duty shall notify the District's Substitute Employee Management System (SEMS), as early as possible, preferably the night before the absence and not later than one hour prior to the teacher's reporting time on the morning of the absence.

12.1.2 If a teacher notifies the District's Substitute Employee Management System (SEMS) later than one hour prior to the teacher's reporting time on the morning of the absence, they will also notify the administration or designee.

12.1.3 All absences from duty must be excused. Teachers who are willfully absent from duty without leave or misrepresent the cause of absence, shall forfeit compensation for the time of such absence, and their contract shall be subject to cancellation by the Board.

### **12.2 Sick Leave Bank**

12.2.1 Establishment

- A. The Sick Leave Bank shall be established and deemed to be in operation when one thousand (1,000) sick leave days have been deposited in the Bank.

12.2.2 Membership

- A. Any employee may apply for membership to the Sick Leave Bank who is actively on duty and has at least eleven (11) days of accrued sick leave as of October 1, the date of effective enrollment. Those persons wishing to become members of the Sick Leave Bank shall do so by voluntarily applying for membership and contributing one (1) accrued sick leave day to the bank during the time determined and published by the Sick Leave Bank Committee.
- B. Membership in the Sick Leave Bank shall be continuous from initial enrollment until an individual member has drawn all Sick Leave Bank Committee approved days for original illness (not to exceed 100 days) or has resigned from the school system.
- C. Membership may not be reinstated by a former member returning used days to the bank.
- D. Membership shall be qualified by the following conditions:
  - 1. Each July the Sick Leave Bank Committee shall determine if the bank balance will be drawn to below 500 days during the coming year. If after evaluating the rate of usage and the projected new enrollments, the committee concludes that the 500 day balance will occur during the next school year, each member will be notified that they will be required to contribute one additional sick leave day on the last pay date in September in order to continue members. Members not having one additional sick leave day accrued to their benefit shall not be eligible to

continue membership. Such members shall again be eligible when they meet the criteria in 12.2.2 A.

2. In the event a member draws from the bank, that individual's membership shall be suspended for all subsequent illness and benefits not arising directly out of the original illness or injury. Such individuals may reinstate their membership by meeting the qualifications in 12.2.2 A.
3. Members of the bank may only contribute days as authorized above and any sick leave days donated to the bank shall be deemed used sick leave by the participating employee and shall not be returned to the employee except as a benefit of membership in the bank.

### 12.2.3 Benefits

- A. Eligibility for payment from the sick leave bank shall be determined by the Sick Leave Bank Committee based upon the following:
  1. Sick Leave Bank members are not eligible for benefits for a pre-existing condition until after January 1, one year following the effective date of enrollment.
  2. The member must have applied for an extended leave of absence from employment because of their own personal catastrophic illness or accident (excluding Workers' Compensation cases).
  3. Sick Leave Bank benefits are not payable for benefits coverable by Workers' Compensation benefits.
  4. The member must have exhausted all accumulated sick leave and have missed ten (10) consecutive workdays without pay.

5. The member must make application to the Sick Leave Bank Committee by submitting certificates from two doctors attesting to the member's extended illness or accident. The Sick Leave Bank Committee will provide the necessary forms and determine the required information.
  6. Upon approval by the Sick Leave Bank Committee of each application, members will be allowed to draw up to a maximum of one hundred (100) paid sick leave days from the bank. Payment of benefits for these approved 100 days does not have to be continuous for the same illness. However, each request must be accompanied by a new application and the criteria in 1, 2, and 3 above must be met.
  7. All cases shall be reviewed when the 50th day of benefits is reached. The committee may request additional medical certification.
- B. Utilization of paid sick leave will be determined based upon the following:
1. The Sick Leave Bank days, for payment purposes, are only effective on the days which are normally paid days for each particular job classification.
  2. Members of the Sick Leave Bank who are drawing benefits are not eligible for sick leave or vacation accrual. Paid holidays occurring during the approved benefit period will be paid as a benefit of the Sick Leave Bank.
  3. During the duration of the coverage by the Sick Leave Bank days, the recipient is responsible for submitting updated medical statements from both physicians at the end of each month or as otherwise advised by the committee's chairperson. This should be forwarded to the attention of the Chairperson of the Sick Leave Bank Committee.

4. When the physician(s) releases the member for return to duty, the member is required immediately to advise the chairperson of the Sick Leave Bank Committee of this change in status. A member who fails to advise the Chairperson of the release from a physician to return to work shall forfeit their rights to all sick leave bank benefits paid after the release and shall be personally liable for restitution to the bank of all funds received.

#### 12.2.4 Administration

- A. The Sick Leave Bank shall be administered by the Sick Leave Bank Committee.
- B. The Sick Leave Bank Committee shall be the final authority on all disputes concerning membership applications, benefit applications and on other matters that may come before the committee.
- C. The Sick Leave Bank Committee shall be a committee consisting of:
  1. Three representatives appointed by CTA
  2. Four representatives appointed by the Superintendent.
- D. The chairperson shall have no voting power except in a tie breaking situation.
- E. Enrollment forms and applications for benefits may be obtained from the Division of Human Resources.
- F. Specific rules for the implementation of this bank may be developed by the Sick Leave Bank Committee.
- G. Sick Leave Bank members shall be given an annual report of usage. The report shall include the number of applications submitted, approved, rejected, the number of days utilized, and the number of days remaining in the

Bank.

- H. The membership eligibility and benefits (100 days) of the Sick Leave Bank may be changed when two-thirds of the Sick Leave Bank Committee recommends to the Sick Leave Bank membership such a change.

This change shall be approved by a majority vote of the voting members of the Sick Leave Bank.

12.2.5 The Sick Leave Bank Committee shall function as follows:

- A. The Chairperson shall be responsible for conducting the meetings, corresponding with all applicants and attending to all other business of the committee.
- B. The Chairperson shall select the Vice-Chairperson. The Vice-Chairperson shall be responsible for conducting the annual enrollment and to act in the chairperson capacity in the absence of the chairperson.
- C. Quorum shall consist of three members plus the chairperson or vice-chairperson.

12.3 Illness Leave (Sick Leave)

12.3.1 A teacher who is unable to perform his school duties because of his illness or because of the illness or death of his father, mother, brother, sister, husband, wife, child, father-in-law, son-in-law, daughter-in-law, mother-in-law, stepfather, stepmother, brother-in-law, stepbrother, half brother, sister-in-law, stepsister, half sister, stepchild, uncle, aunt, niece, nephew, grandparents, grandchild, or members of his own household (a person residing in the house wherein the member resides, or in another house upon the same premises) is entitled to four days of sick leave as of the first day of employment of each contract year and shall thereafter earn one day of sick leave for each month of employment which shall be credited to the member at the end of that month, and which shall not be used prior to the time it is earned and credited to the member, provided that the member shall be

entitled to earn no more than one day of sick leave times the number of months of employment during the year of employment. Such sick leave shall be cumulative from year to year; provided there shall be no limit on the number of days of sick leave a member of the instructional staff may accrue; and provided, further, that at least one-half of this cumulative leave must be established within the district granting such leave.

12.3.2 All claims for sick leave must be approved by the principal who shall make the report to the payroll section with a payroll voucher, and by such person as is designated by the Superintendent for this purpose. All such claims shall be substantiated by filling of the appropriate form immediately upon return of the teacher to duty or during the course of his illness, as may be needed. The Superintendent is authorized to require a certificate of illness from a licensed physician or from the County Health Officer if such is deemed necessary. Full compensation shall be made for the time missed for justifiable absence in accordance with the Florida School Laws.

12.3.3 Teachers who remain on duty one-half school day are to be reported to the Payroll Office on the attendance report as being on duty one-half day. Time less than one-half day not on duty should be recorded by the school office. Teachers who remain on duty longer than one-half day of a school day but less than a full day (seven hours and thirty-five minutes) are to be reported as being on duty a full day. Time less than a full day not on duty should be recorded by the school office. When a teacher's non-duty (leave) time recorded in the school office accumulates to one-half school day, the time is to be reported as personal or sick leave, indicating dates actual leaves occurred, to the Payroll Office. The payroll for that period would be adjusted to reflect the one-half day accumulated personal or sick leave.

12.3.4 A teacher may requisition his former employing Florida school district to transfer his accrued sick leave to the Hillsborough County School District. The Hillsborough County School District shall add to the teacher's sick leave



account the transferred sick leave days at a rate as earned according to the law, provided that at least one-half of this accumulative leave must be established within the district granting such leave.

12.3.5 When sick leave is to be used continuously just prior to and continuously with a resignation or long-term leave without pay, the teacher shall notify the principal of his/her intention to do so. The teacher will be replaced by a temporary teacher at once during the period of time in which the teacher collects sick leave. Such an extended use of sick leave shall require verification from a medical doctor of the illness or condition requiring the absence.

12.3.6 Teachers who are employed for a normal extended year program shall earn one additional day of sick leave. Teachers who are employed for one MSC Intersession shall earn one-half day of sick leave. Teachers who are employed for two or more MSC Intersessions shall earn one additional day of sick leave.

#### 12.4 Employment While On Leave

12.4.1 Teachers may be employed while on personal leave from the school system for a maximum of one school year. Upon expiration of the leave, the teacher will return to the county placement pool for reassignment. For all personal leaves unrelated to employment elsewhere, the teacher shall be returned to the school and subject area where he or she previously served.

#### 12.5 Short Term Leaves - General Provisions

12.5.1 Short term leaves (leaves for a maximum of thirty calendar days) are granted for short periods of time when a teacher is absent from his assigned post. These leaves will not break continuity of service. The Superintendent shall have authority to approve (or to delegate responsibility for approving) all short term leaves.

12.5.2 With the exception of Personal Leave with Pay and

Professional Duty Within the County Leave, and Professional Duty Out-of-County, all other leave requests must be submitted on Request for Leave of Absence form and received in the Division of Human Resources three workdays prior to the effective date of leave.

12.5.3 Teachers receiving compensation from a source other than the School Board for participating in an activity during normal duty hours must take personal leave. If the purpose of the compensation to participants is to reimburse these individuals for activities required beyond the normal work day, a Request for Leave of Absence form must be submitted and the professional duty leave may be approved with documentation verifying the reason for compensation.

12.6 Personal Leave With Pay

12.6.1 Six (6) days per school year for personal leave may be charged to sick leave. The regular Request for Leave of Absence form will not be necessary but the administrator or designee shall be notified in person or by phone prior to the teacher taking leave. This notification does not imply a need for approval. Immediately following the absence, a sick leave form shall be submitted stating that the absence was for “personal reasons.” (See Section 12.1)

12.7 Professional Duty Within The County

12.7.1 Professional duty within the county is not considered a leave of absence. It is approval granted by the appropriate building administrator for a teacher to be temporarily absent from his regular duties and place of employment for the purpose of performing other educational services in-county. No leave form shall be required for individuals performing professional duty within the county or on a Board approved field trip in or out of county. (When compensation is anticipated, see 12.5.3)

12.7.2 Any use of a substitute for a teacher who is on inter-school visitation must have prior written approval of the General Area Director or the General Manager of Human Resources.

12.8 Professional Duty Out-Of-County

12.8.1 The request of an individual for Professional Duty outside of Hillsborough County must be submitted on an Out-of-County Travel Authorization and Reimbursement Claim form to the appropriate administrator for approval at least ten working days prior to the effective date of leave. When no reimbursement is requested or when internal account funds are used, the Out-of-County Travel Authorization and Reimbursement Claim form must be received in the Division of Human Resources at least three workdays prior to the effective date of leave. Approval for use of a substitute and/or travel must be made by the appropriate Assistant Superintendent. However, such leave shall be granted when the teacher can demonstrate that he or she is an officer or board member of the state or national curriculum or subject area group which is sponsoring the event for which the leave is sought. In order to qualify, the teacher's present assignment must be in that curriculum or subject area group. (When compensation is anticipated, see 12.5.3)

12.9 Professional Duty - Out-Of-County - Student Day  
(Group)

12.9.1 When a subject area group of teachers (social studies, counselors, etc.) desire to attend a conference, convention, workshop, etc., they will present a request for approval of the trip to the appropriate General Director who is responsible for their program at least three weeks in advance of the trip.

12.9.2 The appropriate General Director will present the request to the Superintendent and his staff for approval at the next staff meeting.

12.9.3 A maximum of ten percent of the total group shall be given approved leave to represent their group. (The appropriate Assistant Superintendent may waive the 10% limitation). Such leave must be submitted on the Out-of-County Travel Authorization and Reimbursement Claim form to the appropriate administrator at least ten working days prior to

the first day of absence. When no reimbursement is requested or when internal account funds are used, the Out-of-County Travel Authorization and Reimbursement Claim form must be received in the Division of Human Resources at least three workdays prior to the effective date of leave.

12.9.4 Participants representing any group shall be selected on an equitable basis by the group (rotation, election, etc.).

12.9.5 Officers or board members of the group shall not be counted in the ten percent maximum allowable for any group participating in a meeting, but would be considered as participants above the maximum upon demonstrating their status to the Division of Human Resources.

12.10 Professional Duty - Out-Of-County - Non-Student Day Group)

12.10.1 If a subject area group of teachers desires to attend a county approved conference, convention, workshop, etc., approved by the Superintendent and staff on a day students are not in school, no maximum shall be set and leaves will be granted to all teachers who submit the Out-of-County Travel Authorization and Reimbursement Claim form to the appropriate administrator at least ten working days prior to the first day of absence. When no reimbursement is requested or when internal account funds are used, the Out-of-County Travel Authorization and Reimbursement Claim form must be received in the Division of Human Resources at least three workdays prior to the effective date of leave. A request for the approval of the trip shall be submitted to the appropriate Assistant Superintendent at least three weeks prior to the date of the anticipated absence. On parent conference days, it shall be the teacher's responsibility to notify the parents of their students of their anticipated absence for professional development. Teachers will make other arrangements with parents for conferences.

12.11 Illness And Accident In Line Of Duty

12.11.1 Any employee shall be entitled to illness or accident

in-line-of-duty leave when he is absent from his duties because of a personal injury received in the discharge of duty or because of certain infectious or contagious childhood diseases contracted in school work.

- 12.11.2 The principal/designee or administrator in charge, upon notification by an employee of an on-the-job injury, shall complete in detail a “Notice of Injury” report and forward it in the next school mail to the Risk Management and Safety Office.
- 12.11.3 If medical treatment is necessary due to an on-the-job injury, the injured person shall be given a completed “Referral for Medical Treatment” form which will enable the employee to report to a doctor or hospital. The bottom portion of this form should be completed by medical personnel and returned to the teacher’s work site for submittal to the Risk Management and Safety Office. Except for emergencies, an employee needing care from a doctor must use only doctors listed on the Risk Management and Safety Office’s “List of Approved Doctors.” An employee may not change doctors without the Risk Management and Safety Office’s approval.
- 12.11.4 The employee shall receive normal pay for the day of the injury. Upon recommendation of the Risk Management and Safety Office, the School Board will also pay normal salary to an employee who is injured on the job or has certain job related illnesses for the first ten working days following such illness or injury. The maximum amount of paid days shall be ten days per injury with a maximum of ten days per year (July 1 - June 30). The employee must use the regular leave form to request paid days and submit to the teacher’s work site for submittal to the Risk Management and Safety Office for approval. The Risk Management and Safety Office will approve payment of the first paid day after an injury without proof of medical treatment.

Approval of more than this first day will not be granted unless medical proof is attached indicating the employee is unable to work due to the injury. An employee who is given paid days will be reported in Code B of the payroll.

- 12.11.5 After the ten day period, the injured employee has a choice of receiving Workers' Compensation benefits only, or supplementing Workers' Compensation benefits by utilizing a portion of a sick day to provide full salary equivalent. The combined benefits of both Workers' Compensation and paid days sometimes result in overpayments to an employee which must be returned.

An employee on Workers' Compensation is assured a return to the same position, if the return occurs during the same or the next fiscal year. If the Workers' Compensation extends into the third fiscal year, the employee will be assigned by the method of pool placement.

- 12.11.6 If a doctor recommends an employee for light duty (limited/restricted duty), the employee must be able to fulfill his work responsibilities. The work location supervisor must allow the employee to return to work and insure that the employee does not exceed the doctor's limitations for up to ten working days. If these ten working days expire and the employee is still unable to return to full unlimited duty, the employee must obtain another doctor's statement requesting up to ten additional days of limited duty. At the completion of this second ten days of limited duty, the employee must return to full duty or be placed on temporary total disability until able to return to unrestricted duty. Light duty status is only available for approved Workers' compensation claimants, not for individuals returning from personal illness or injury.

- 12.11.7 In addition to all Workers' Compensation benefits, employees shall also be entitled to illness in-line-of-duty leave when they are absent from duties because of certain illnesses contracted at work. This policy is intended to deal with such uncommon diseases or infestations as infectious hepatitis, meningitis and scarlet fever and the illnesses normally related to childhood diseases such as mumps, measles, chicken pox, head lice, pink eye, scabies or impetigo. This does not include the normal adult illnesses such as the common cold, influenza, etc. (Children found to contain these illnesses or infestations shall be immediately, except in emergency, excluded from the

classroom and shall not be allowed to return to school until such time as the condition no longer exists.) This extended benefit is not covered under the Workers' Compensation Law, therefore employees must seek medical care on their own (without a medical referral form) and present their bills to the principal/supervisor. To receive benefits, the principal/supervisor must send a memo to the Risk Management and Safety Office stating that the employee was personally exposed to a specific illness. Medical bills and leave of absence forms should be attached. The Risk Management and Safety Office may specify maximum benefits for certain illnesses.

12.11.8 When a health hazard exists at a work location that necessitates preventive action or treatment, such as taking shots, to protect employees, the School Board shall make arrangements through the Health Department or other agency for such preventive action or treatment at no cost to employees.

12.12 Jury Duty Or Court Witness

12.12.1 A teacher called for jury duty shall be considered on temporary duty elsewhere and shall receive pay for his/her time on jury duty. A copy of the court order must be attached to the Request for Leave form.

12.12.2 A teacher subpoenaed as a witness for a situation related to his/her employment as a School Board employee shall be considered on temporary duty elsewhere and shall receive pay for his/her time while answering the subpoena. A copy of the subpoena must be attached to the Request for Leave form.

12.13 Military Leave - Reserve Active Training

12.13.1 Teachers who are members of state and national reserve units shall be entitled to paid leave of absence, up to seventeen work days in any fiscal year, when they are on active duty for training purposes. Reservists must plan their tour of duty during vacation when possible. Request for excused absence and a copy of the official orders must be submitted in

advance.

12.14 Military Leave - Reserve Called To Active Military Service

12.14.1 Teachers who are members of State and National Reserve Units, who are called to active military service, shall be entitled to a leave of absence. Requests for Military Leave must be accompanied by a copy of the official orders.

12.14.2 The work days within the first thirty calendar days of any such leave shall be with full pay. Teachers shall retain rights to their assignment until the end of the current school year. Teachers returning from Military Leave will be credited with one (or a partial) year's experience for determining salary benefits, rights, and privileges for each year (or partial) year on leave. Upon expiration of the leave, a reservist shall be returned to the school and subject area (See Section 11.4.7.E) where he/she previously served.

12.14.3 Reservists must present themselves for duty within 31 days upon release and must make themselves available to report to work no later than 90 days from the date of discharge from active service. Failure on the part of the reservists to return to work after 90 days will be considered as a break in service. The returning reservist must provide the appropriate discharge documents (DD 214) indicating an honorable discharge. Failure on the part of the teacher to submit this verification will invalidate the leave of absence and constitute a break in service. Circumstances surrounding a dishonorable discharge will be considered on an individual basis.

12.15 Military Leave - Voluntary Service

12.15.1 Teachers who volunteer for military service in the Armed Forces of the United States or the State of Florida are eligible for military leave without pay. Orders for induction must be submitted with the Request for Leave Form. A maximum of four years' leave may be granted unless a state of emergency exists.

12.15.2 Teachers granted a military leave must, upon their release,



present themselves for duty within 31 days and must make themselves available to report to work no later than 90 days from the date of discharge from active service. Returning teachers must submit a copy of his/her honorable discharge papers from the service. Failure on the part of the teacher to submit this verification will invalidate the leave of absence and constitute a break in service. Circumstances surrounding a dishonorable discharge will be considered on an individual basis.

12.15.3 Teachers returning from Voluntary military service shall be credited with one (or partial) year's experience for determining salary benefits, rights and privileges for each (or partial) year on leave. Upon expiration of the leave, a teacher shall be returned to the school and subject area (See Section 11.4.7.E.) where he/she previously served.

12.16 Military Leave - State Or National Emergency

12.16.1 Teachers who volunteer or are drafted for military service in a time of declared national or state emergency are eligible for military leave without pay. Requests for military leave must be accompanied by a copy of the official orders. A maximum of four years of leave may be granted unless the declared state of emergency continues to exist.

12.16.2 Teachers granted military leave must, upon their release, present themselves for duty within 31 days and must make themselves available to report to work no later than 90 days from the date of discharge from active service. Returning teachers must submit a copy of their honorable discharge papers from the service. Failure on the part of the teacher to submit this verification will invalidate the leave of absence and constitute a break in service. Circumstances surrounding a dishonorable discharge will be considered on an individual basis.

12.16.3 Teachers returning from military leave shall be credited with one (or partial) year's experience for determining salary benefits, rights and privileges for each (or partial) year on leave. Upon expiration of the leave, a teacher shall be

returned to the school and subject area (See Section 11.4.7.E) where he/she previously served.

12.17 Study And Workshop Leave

12.17.1 Study leave for ten months teaching personnel during post and/or pre-planning college study may be granted for attendance at summer sessions of colleges and universities in an area related to education. Reasonable time allowance for travel may be granted provided it does not interfere with the applicant's teaching duties. Applicants must submit their requests on the Request for Leave of Absence form and attach a copy of the college brochures showing the summer session dates.

12.17.2 A transcript of the courses taken or the degree earned is to be submitted to the Division of Human Resources following the summer leave. All personnel on this type of leave shall receive salary as though they were on duty in the school.

12.17.3 Teachers may secure professional leave with pay for the time spent at a state workshop if they attend at the request of the State Department of Education. The college credits earned in either case must be recorded with the Division of Human Resources.

12.17.4 The Board may grant teachers contracted for twelve months of employment three weeks' professional leave with compensation during any school year when school is not in session, provided that such leave shall be cumulative for not more than two years and that a maximum of six weeks be allowed each individual during each five-year period. Such leave shall be for professional study in an area related to education.

12.18 Personal Leave (Short Term) Without Pay

12.18.1 A teacher may be granted temporary personal leave (maximum of thirty days) without pay, when extenuating circumstances dictate, when approved by the appropriate administrator. This leave cannot be extended, but a new leave

request can be made if the situation warrants it. Personal leave without salary may be granted only when there is not a leave policy to cover the particular circumstance. However, personal leave without salary may be granted when an employee is receiving compensation from another source.

12.19 Extended Leaves - General Provisions

- 12.19.1 Extended leaves (leaves for more than thirty calendar days) are granted for one school year, the remainder of a school year; for a definite period of time within the school year. A Request for Leave of Absence form must be submitted to the Division of Human Resources twenty days before the effective date of the leave, except in cases of emergency.
- 12.19.2 When any extended leave begins during the second semester, the teacher on such leave shall be eligible to apply for another extended leave for all of the next school year.
- 12.19.3 Leaves ending within the school year may be extended through the end of that school year. New leaves may be granted at the discretion of the Board. Any request for leave of absence must be signed by the teacher's principal or immediate supervisor and submitted to the Division of Human Resources. All extended leaves must be approved by the Board.
- 12.19.4 Retirement funds may not be withdrawn while on leave. Teachers desiring retirement credit for an "eligible leave of absence," must notify the Retirement Division through application. This application can only be completed after the Board has approved the leave and should be processed prior to commencement of the leave.
- 12.19.5 Upon expiration of the leave, a teacher shall be returned to the school and subject area (see Section 11.4.6 D) where he/she previously served. After a teacher absence of two (2) continuous combined leaves, a teacher will return to the county placement pool for reassignment.
- 12.19.6 A temporary appointment will be made to fill the position

vacated by a teacher on leave. Temporary appointments will ordinarily be made for an entire school year, or should a leave be granted for less than a school year, for the duration of the leave.

12.19.7 With the exception of documented health or maternity leave, a teacher may be eligible for two (2) leaves within a five (5) year period.

12.20 Health Leave

12.20.1 A teacher may be granted a health leave without pay. A physician's certificate must be submitted with the Request for Leave of Absence form. A physician's certificate must also be submitted to certify that the teacher is ready to return to work. A second health leave may be requested. Health leave shall be limited to two continuous leaves for the same illness. When the initial health leave begins during the second semester, three continuous leaves for the same illness may be granted.

12.20.2 Teachers will be placed on health leave when accrued sick leave is exhausted and thirty-one (31) days beyond accrued sick leave have expired. The health leave shall be for a specific period of time based on a doctor's certificate or for a thirty-one (31) day period, if the doctor is unable to certify a return date. Teachers may return after the thirty-one (31) day period with one week's notice and a physician statement that the teacher is able to return to work. If the teacher is unable to return after the thirty-one day period, he/she will be placed on leave for the remainder of the year.

12.21 Professional Leave

12.21.1 Professional leave without pay shall be granted for professional study at a college or university in an area related to education. The teacher must be a full-time student or receiving a degree, hold a professional certificate and hold tenure in Hillsborough County. Additional leaves may be requested; however, a maximum of three consecutive professional leaves or a maximum of two non-consecutive

leaves in a five year period may be granted. Any teacher granted a professional leave must, upon return, or prior to requesting additional leave, submit a transcript or record from a college or university showing a degree or satisfactory credit earned (a grade of “C” or higher must be earned in order to gain salary credit) as a full-time student at the college or university. Failure on the part of the teacher to submit evidence will invalidate the leave of absence and constitute a break in service.

- 12.21.2 Professional leave without pay shall be granted for:
  - A. Service in the Peace Corps
  - B. Teaching experience in a foreign country
  - C. Study or work related to a state or national scholarship or grant
- 12.21.3 A teacher returning from professional leave, will be credited with a year’s experience for determining salary benefits, rights, and privileges for each year on leave.
- 12.21.4 Teachers on professional leave should not expect reassignment prior to the expiration of their leave.

A teacher on professional leave must maintain a valid teaching certificate.
- 12.22 Personal Leave (Extended) Without Pay
- 12.22.1 A teacher may be granted personal leave without pay upon earning tenure in Hillsborough County. An additional personal leave may be granted after each three complete years of teaching experience in the Hillsborough County School System. When the initial personal leave begins during the second semester, a second continuous personal leave may be granted for all of the next school year.
- 12.23 Maternity, Paternity, Adoption And Family Care Leave

- 12.23.1 Teachers who have knowledge of a maternity, paternity, adoption or family related circumstance which will require their absence from school shall inform the principal.
- 12.23.2 Teachers must inform the principal of the anticipated date that their absence will begin and the anticipated date of return.
- 12.23.3 Teachers may use either paid or unpaid sick leave anytime before the child's birth or adoption. A maximum of twelve weeks unpaid leave may be taken after the child's birth or adoption for normal recuperation. At the end of the twelve week period, the teacher must go on an approved leave or return to work.
- 12.23.4 A leave for maternity, paternity, adoption, or family care may be granted for any period of more than thirty (30) days as per 12.19.1. Only one maternity, paternity, or adoption leave may be granted for a single child. Family care leave shall be limited to two continuous leaves for the same circumstance. Leaves should be requested twenty (20) days prior to the beginning date of the leave.
- 12.24 Return To Position After Extended Leave
- 12.24.1 A teacher granted an extended leave of absence during the school term may not expect reassignment until the end of the leave. The teacher must notify the Division of Human Resources and his/her principal by April 1 of his/her intention to return. The Division of Human Resources will mail a reminder regarding this deadline at least two weeks prior to April 1.
- 12.24.2 Upon expiration of the leave, a teacher shall be returned to the school and subject area (see Section 11.4.6 D) where he/she previously served.
- 12.24.3 If the teacher fails to notify the Division of Human Resources by April 1, he/she will be placed in a county pool. The teacher will be notified of their assignment to the county pool, and the teacher must respond in person or by proxy to make a selection of assignment at the county pool. Failure to respond

to the county pool placement will result in termination. The teacher may appeal this termination if extenuating circumstances exist. The teacher will be eligible to reapply for employment immediately if they so desire.

- 12.24.4 When conditions change for which a teacher takes leave, he/she may transfer from leave to a temporary or permanent vacancy. If the transfer is a temporary one, the position from which he/she is on leave will be reserved for him/her. If the transfer is a permanent one, either to a permanent vacancy or to a temporary, regular contract appointment in a vacancy replacing a teacher on leave, the vacancy in the school from which he/she took leave will no longer be reserved.

### **13 INSURANCE AND INJURY BENEFITS**

#### **13.1 Insurance Solicitation**

- 13.1.1 Because of the individual responsibility and competitive nature of insurance selection, no solicitation of any type (in person, by hand-out, by mail, etc.) will be allowed on School Board property by any representative of an insurance company, insurance agency, or any organization which makes insurance of any type available.

#### **13.2 Health And Life Insurance Coverage**

- 13.2.1 The School Board agrees to pay the premium for the employee for a comprehensive medical insurance program.
- 13.2.2 The employee may insure his/her dependents with the School Board's comprehensive medical insurance program, provided that he/she pays the additional premium and provided they are enrolled within the first thirty-one days of employment or within the first thirty-one days of a change in dependent coverage. Evidence of insurability will be required during other times.
- 13.2.3 The School Board agrees to pay the premium for employee coverage for term life insurance. The employee shall designate a beneficiary for the payment of such coverage.

- 13.2.4 Teachers on leave or on retirement may continue insurance coverage by paying the total premium on a monthly basis to the school system.
- 13.2.5 The Board shall continue to provide the employee's health and life insurance when the employee is granted any extended health or maternity leave. However, this obligation shall not extend past the end of the fiscal year in which the health leave was initially granted. Illness beyond accrued sick leave shall not be classified as a health leave.
- 13.3 Pre-Tax Benefit Program
- 13.3.1 The Board shall make available to employees a pre-tax benefit program that will allow employees to purchase insurance and other benefits through pre-tax payroll deduction.
- 13.4 Tax Sheltered Programs
- 13.4.1 The Board will identify the companies authorized to sell programs to teachers so long as they qualify and operate under the adopted policies and procedures.
- 13.4.2 Any amendment to employee contracts for annuity purposes shall be made in the period from August 18 through March 31 of any given year.
- 13.5 Income Protection And Cancer Insurance
- 13.5.1 The Board will continue the income protection and cancer plans which have been available with the teacher bearing the expense, as long as the two companies continue to allow reasonable group rates, have enrolled a reasonable number of employees which justifies the cost of the deduction, and abide by item 13.1 (Insurance Solicitation) of this contract.
- 13.6 Personal Injury Benefits Resulting From Assaults/Batteries
- 13.6.1 Whenever a teacher is temporarily absent from school and temporarily unable to perform his duties as a result of an



assault/battery incurred in the scope and course of his employment and not the result of his own negligence, he will be paid his full salary less the amount of any workers' compensation payment or award made for temporary disability due to said assault/battery for the actual period of such temporary absence, as verified by a doctor, for a total period of up to 12 months from the date of such assault/battery. Such pay shall not exceed the amount an employee is entitled to receive under his contract. Absences directly attributable to an assault/battery will not be charged to sick leave. See Section 15.2 for additional requirements.

13.6.2 The Board shall have the right to have the teacher examined by a physician designated by the Board to assist it in determining the length of time during which the teacher is temporarily unable to perform his duties, and that the disability is attributable to the injury involved. In the event there is an adjudication of the period of temporary disability in the appropriate workers' compensation proceeding, the Board may adopt such adjudication.

13.7 Reimbursement For Personal Property Losses Due To Assaults/Batteries

13.7.1 Whenever a teacher's personal property is soiled, damaged, or destroyed by students or non-students as a result of personal physical assaults, and when such losses occur in the performance of his school duty and if recovery by the Board is not possible through legal means, the teacher may obtain reimbursement by submitting a memo to the Risk Management Department explaining the circumstances. An additional memo from the principal recommending reimbursement is also required. Estimates for damages must be attached to the claim. All such assaults must be reported in accordance with the teacher assault policy (Section 4.2).

13.8 Workers' Compensation Benefits (Also See Section 12.11)

13.8.1 If payment of salaries by the Board and payment of workers' compensation benefits results in double payment for any period of service, such overpayment shall be returned to the

Board. Board payments will cover up to the first ten workdays of absence for each approved injury or illness with a maximum of ten such paid days each fiscal year. To receive more than one paid day for an on-the-job injury, an employee must submit a written excuse from work from a doctor or a medical facility. After the employee goes off the payroll of the Board, the compensation insurance shall be paid to the employee.

13.9 Notice Of Injury Report

13.9.1 All employees shall report on-the-job injuries to their supervisor immediately. A Notice of Injury report shall be completed in detail by the administrator or supervisor and forwarded to the Supervisor of Risk Management and Safety in the next school mail.

13.9.2 If medical treatment is required, the injured employee shall be given a “Referral for Medical Treatment” form which will enable him/her to report to a doctor or hospital for treatment under Workers’ Compensation benefits. The supervisor shall complete the top half of the form. The injured employee is responsible for insuring that the bottom half of the “Referral for Medical Treatment” form is completed by the doctor or hospital at the time of treatment and is forwarded to Risk Management and Safety in the next school mail. This form is proof of medical treatment and/or excuse from work by a doctor. Workers’ Compensation benefits will be delayed until this proof is received by Risk Management and Safety.

An employee needing care from a doctor will be assigned such medical care as per Statute 440.13.

If an in-the-line-of-duty injury results in an employee missing work after the day of injury, the work location shall call Risk Management and Safety by phone and inform them of the date the employee returns to work.

**14 RESIGNATION / RETIREMENT**

14.1 Resignation

14.1.1 A teacher who wishes to secure a legal release from his contract shall submit his resignation to the Board on a form adopted for the purpose. The Board will expect the teacher concerned to fulfill the contract until such time as a certified replacement has been secured or for a period not to exceed two weeks.

14.2 Retirement

14.2.1 A teacher planning to retire shall submit his resignation to the Personnel and Human Resources Office at the time he submits to the Retirement System his application for retirement benefits. It is financially advantageous for all who plan to retire to submit resignations and retirement records before the last day of the month preceding that in which they will work their last day.

14.3 Early Retirement Plan

14.3.1 The School Board shall provide an early retirement plan for all teachers with twenty-five or more years of creditable service but less than twenty-eight years of service and who have reached age 55 but are less than age 60 and have applied for retirement under the Florida Retirement System. The early retirement plan shall provide for no more than the total difference in retirement income between the retirement benefit based on average monthly compensation and creditable service as of the member's early retirement date and the early retirement benefits.

14.3.2 The early retirement plan document shall govern eligibility and benefits.

14.4 Terminal Pay

14.4.1 In order to encourage and reward teachers who exercise particular care in the maintenance of their personal health and job attendance, the Board will provide terminal pay to teachers upon termination of employment at retirement or to their beneficiaries if service is terminated by death. All

terminal pay shall be paid in the month following retirement, but not more than two pay cycles following the employee's last duty check. The only exception to this procedure will be December retirees. December retirees may request that terminal pay be paid in the month of December for tax purposes. To allow sufficient processing time for a December payment, a written request must be given to the Payroll Department no later than December 1. Terminal pay shall be:

- A. During the first three (3) years of service with the School Board, an employee will be paid 35 percent of his/her daily rate of pay times the number of days he/she has accumulated in sick leave.
- B. During the next three (3) years of service with the School Board, an employee will be paid 40 percent of his/her daily rate of pay times the number of days he/she has accumulated in sick leave.
- C. During the next three (3) years of service with the School Board, an employee will be paid 45 percent of his/her daily rate of pay times the number of days he/she has accumulated in sick leave.
- D. During the next three (3) years of service with the School Board, an employee will be paid 50 percent of his/her daily rate of pay times the number of days he/she has accumulated in sick leave.
- E. During and after the 13th year of service with the School Board, an employee will be paid 100 percent of his/her daily rate of pay times the number of days he/she has accumulated in sick leave.

14.4.2 Upon retirement, terminal pay will be calculated using a divisor to determine the daily rate of pay as follows:

- A. 196 for 10 month teachers
- B. 216 for 11 month teachers

C. 236 for 12 month teachers

## **15 LAYOFF AND REEMPLOYMENT**

### **15.1 Layoff And Reemployment**

15.1.1 When programs are discontinued or cut back, the seniority of teachers in such programs shall be the governing factor in determining which teachers are laid off. When district-wide vacancies are sufficient to absorb the unit reductions, the unit loss procedures (Section 11.4.7) shall prevail. The following procedure will be used:

- A. The Superintendent and Assistant Superintendents shall determine the area, subject or programs that will lose staff positions for the coming year. Staff shall be laid off in order of least continuous employment in the county within the area of certification from which he/she is being displaced (Specific subject in Industrial Education).
- B. The Division of Human Resources will determine how many staff positions in the area, subject or program to lose units are planning to retire, resign or go on leave for the coming year. That number shall reduce the amount of staff members to be laid off the coming year.
- C. A teacher to be laid off, who is certified in another area or subject in the bargaining unit, shall have the right to a vacant position in such area or subject.
- D. A teacher who has been laid off shall have the option, based on seniority, to select a vacancy in an area for which he/she is not certified provided such laid off teacher signs an agreement to earn six semester hours per year in order to be certified in the new subject area to begin in the second year of the assignment. This applies to bachelor's degree or higher only.
- E. Laid-off teachers shall have first option for accepting reemployment on a seniority basis, as vacancies for which they are certified open within the bargaining unit

until a period of two years has lapsed. No new teachers shall be employed during the two-year period until all teachers in subject areas laid off from such assignments have been offered a position.

- 15.1.2 Upon reemployment, all rights related to salary, fringe benefits, and seniority shall be fully restored.
- 15.1.3 Laid-off teachers may pay the total premium for group life and hospitalization insurance for a period not to exceed two years.

## **16 CERTIFICATION AND RENEWAL PROCEDURE**

### **16.1 Registration Of Certificate**

16.1.1 Each teacher must hold a valid Florida certificate issued by the State Department of Education or a valid District certificate issued by the School District of Hillsborough County. It is the individual teacher's responsibility to keep his certificate active; however, the Office of Professional Standards will aid the teacher in filling out forms, processing renewals, and when required, mailing them to the State Department of Education.

16.1.2 Each teacher must register his/her state-issued certificate (temporary, professional, renewal, upgrade, or addition), with the Office of Professional Standards within thirty (30) days after receiving it from the State Bureau of Teacher Certification. However, if a teacher has applied for the certificate through the Office of Professional Standards, the Bureau of Teacher Certification will mail a copy directly to the District.

### **16.2 Certificates Required For Tenure**

16.2.1 Only teachers who hold a regular or professional certificate are eligible to gain tenure in Hillsborough County.

### **16.3 Teaching Out-Of-Field**

- 16.3.1 Teachers shall not be assigned to subjects not listed on their teaching certificate except in accordance with the regulations of the State Board of Education and for good cause shown.
- A. All teachers who are teaching out-of-field shall be required to complete, with a grade of "C" or higher, six semester or eight quarter hours or the equivalent toward meeting certification requirements within 12 months of having accepted the assignment.
  - B. Teachers who are teaching out-of-field shall be evaluated for knowledge of subject matter with consideration given to the lack of complete certification.
  - C. Teachers who are teaching out-of-field because of pool placement shall not be evaluated for knowledge of subject matter.
  - D. When the teacher is out-of-field in a subject area, and is also fulfilling a 300 hour ESOL requirement, the ESOL course work may be substituted for one course (3 hours or 60 inservice points) within the six-hour requirement, unless there is no current ESOL requirement.

16.4 Certificate Extension

- 16.4.1 Certificates which are eligible for renewal or extension shall be renewed or extended under the rules of the Department of Education and/or the School District of Hillsborough County prescribing such additional training, experience and competencies as may be deemed necessary for said renewal or extension.
- 16.4.2 A teacher who is teaching on a special permit, that is, a college graduate who is not certified in the field of this assignment, must meet requirements by earning six semester or eight quarter hours (or the equivalent) in the field of his assignment annually in order to be eligible for reappointment. This course work may be in addition to course work needed for certificate extension.

## 17 PERSONNEL REQUIREMENTS

### 17.1 Verification Of Experience

17.1.1 Salary credit for experience will be given initially for experience according to 17.3.1, 17.3.2 and 17.3.3 in this contract. Adjustments will be made as needed when verification of experience is received in the Division of Human Resources. Teachers resigning prior to verification of previous teaching experience and/or recording of a valid certificate in the Division of Human Resources shall receive a final check at the rate of pay established at the time of resignation. Checks will be withheld from teachers who have not furnished proof that they have met requirements and applied for a valid certificate at the time of employment processing. Short-term employees must record a certificate, or file application, furnishing evidence of having met requirements, prior to the release of their final check.

### 17.2 Procedure For Changing Name, Address And Telephone Number

17.2.1 All teachers shall report in writing their name, address and telephone number to their immediate supervisor. Any change in name, address and telephone number will be reported immediately to their immediate supervisor.

17.2.2 All teachers shall report in writing changes of name, to the Professional Standards Department, and changes of address and telephone number to the Data Processing Clerk at their worksite. If a teacher changes her name, the change must be made on her teaching certificate by the State Department of Education at the teacher's next regular certificate renewal. Name changes on records cannot be made until a new Social Security card has been recorded in the Division of Human Resources.

### 17.3 Allowable Teaching Experience

17.3.1 Teachers will be credited with up to seven years of Hillsborough County public school teaching experience.



Teachers will be credited with up to seven years for related experience in a program under contract with the School Board of Hillsborough County. Effective March 2002, teachers shall be granted experience credit for all years of experience not previously granted.

17.3.2 Teachers employed after July 1, 1981, shall be allowed up to seven years credit for previous experience in public or private schools and colleges, provided they were employed in full-time teaching positions and held at least a four year college degree during the period of employment. Effective March 2002, teachers shall be granted experience credit for all years of experience not previously granted. Non-degreeed JROTC Instructors shall be eligible for up to seven years credit for previous ROTC teaching experience. Credit will not be granted for half-day teaching in private or public schools other than the Hillsborough County Public School System.

17.3.3 Any person who left a teaching position to serve in the Armed Forces of the United States during a national emergency or in the Peace Corps; and had, at the time of his entering the service or the Peace Corps, a bachelor's degree, may receive full experience credit up to five years or for the duration of the emergency.

#### 17.4 Work Experience In Lieu Of Teaching Experience

17.4.1 Upon entering employment with the Board, health science, data processing technology, law enforcement, firefighters, food production with Quantity Foods Certification , and industrial qualified and certified instructors may apply to the Assistant Superintendent for Technical, Career and Adult Education for work experience in the related area in lieu of teaching experience. Any work experience granted is applicable only as long as the teacher remains in the area for which the work experience was granted. For teachers employed after July 1, 1981, up to seven years of experience credit may be granted according to the provisions of this section.

17.4.2 The combined total of work and teaching experience cannot

exceed seven years. Credit for teaching experience of seven years or greater shall eliminate credit for work experience. Effective March 2002, teachers shall be granted experience credit for all years of experience not previously granted. Vocational teachers who require academic preparation will not be granted work experience credit after July 16, 1974.

17.4.3 Work experience must constitute full-time employment and credit will not be given for part-time employment. Employment for nine (9) continuous calendar months in any one year will be accepted as a year's work experience in lieu of teaching experience. Effective July 1, 1989, salary credit for pre-kindergarten and private speech therapy experience, will be granted upon verification by the Division of Human Resources, not to exceed a combined total of seven years credit.

17.5 Definition Of A Year's Teaching Service

17.5.1 Excepting military and professional leave, a year's credit for teaching experience shall be allowed an instructor who has served half the total plus one day of the annual paid contracted work days. A year's credit shall be allowed for each year of approved military or professional leave granted by the Board.

17.6 Salary

17.6.1 Teachers shall be paid on a biweekly schedule which reflects their degree and experience. Degree changes that occur during the school year will be effective as of the original date the higher degree was conferred by an accredited university or college. It shall be the responsibility of the teacher to submit an official transcript to the Division of Human Resources to be placed in the teacher's personnel file confirming the degree awarded date. Salary changes will not be made until an official transcript is received and recorded in the Division of Human Resources.

17.6.2 Salary for the extended year/MSJ Intersession program shall be equal to the hourly salary received during the regular

school year immediately prior to the beginning of the extended year program.

- 17.6.3 Junior ROTC personnel shall be paid for 253 days of service under one of the following formulas. Each instructor shall select the formula he/she prefers. Once the instructor selects his/her preferred formula, that method of compensation shall remain in effect.
- A. ROTC personnel will be paid in the amount, which, when added to retirement pay, will equal the amount of his/her active duty pay and allowance. Reimbursement by the Federal Government will be made at the individual's retirement pay and his/her active duty pay and allowance. The School Board will not adjust downward its portion of this contract during the contract year.
  - B. Regular teacher's salary based upon an appropriate rank and experience.
- 17.6.4 Salary and supplements shall be based upon the negotiated schedules.
- 17.6.5 Paychecks and W-2 forms shall be distributed within the workday in a manner to guarantee confidentiality. When necessary, paychecks and W-2 forms shall be sealed-mailed to the employee's current address.
- 17.6.6 The Board shall make provisions, upon request by any employee, to deposit his/her paycheck directly to a local financial institution of the employee's choice from a list approved by the School Board. Ten month employees shall have the option of having their annual salary paid over a twelve month period. Ten month employees electing this option shall sign up for the extended year payments program which will provide four (4) paychecks during the summer recess.
- 17.6.7 The following payroll deductions shall be shown cumulatively on the pay stubs beginning on January 1 and ending on December 31 of each year:

- A. Gross Salary
- B. Taxable Gross Salary
- C. Withholding Taxes
- D. F.I.C.A.
- E. Sick Leave Balance
- F. Vacation Balance
- G. Extended pay year (12 month payment instead of 10)

17.6.8 Effective January 1, 2002, newly hired teachers shall be allowed ninety (90) days from start of employment to provide the district with account information for purposes of mandatory direct deposit of salary.

17.6.9 Social Security numbers shall be secured from access.

**18 AUXILIARY EMPLOYMENT**

18.1 General Provisions

18.1.1 The School District of Hillsborough County and the Hillsborough Classroom Teachers Association agree to the deletion of all general provisions listed under Auxiliary Employment. New provisions will be collaboratively bargained and reestablished through a Memo of Understanding for future use.

18.2 Extended Year Program For Remediation And/Or Enrichment (Summer School)

18.2.1 The Assistant Superintendent for Administration shall identify the school centers that will be open for the extended year program.

18.2.2 The Assistant Superintendent for Administration shall specify

which sites will be sending students to open one through five sites.

- 18.2.3 Elementary feeder school students and students from the center attending the extended year program will be listed and sent to the extended year program center administrator.
- 18.2.4 Teachers desiring to be employed in the extended year program shall make application to their building administrator to be forwarded to the Division of Human Resources.
- 18.2.5 Each building administrator shall develop a list, by subject area (elementary shall be considered a subject area), of those teachers who have applied for employment in the extended year program. This list shall be sent to the extended year program center administrator.
- 18.2.6 A list of students to attend the extended year program will be sent from the closed site to the appropriate one through five site.
- 18.2.7 The open site administrator shall hire qualified applicants from each closed site, in proportion to the number of each school's students attending the site, within each subject area.
- 18.2.8 Seniority shall be used to determine those teachers who will lose employment within each subject area when enrollment is not sufficient to maintain teacher units at a school site. Unit loss shall occur by whole units. The loss of one unit will not affect more than one teacher unless it is voluntary.
- 18.2.9 Normally, administrators shall hire from among the available certificated personnel for extended year employment prior to seeking out-of-field personnel.
- 18.2.10 Magnet schools receiving students from Feeder schools for the Extended Year Program shall hire qualified applicants from the Feeder schools in proportion to the number of students attending the Magnet School Extended Year Program.
- 18.2.11 Modified School Calendar Intersession Program and

application and hiring procedures shall occur for each MSC Intersession within a school year.

- 18.2.12 Seniority shall be used to determine those MSC employees who will lose employment when enrollment is not sufficient to maintain units for program.
- 18.2.13 Any MSC teacher not employed during an intersession and that is interested in auxiliary employment, shall be eligible for substitute teaching opportunities available in the district during the intersession time period. This substitute employment will be paid at the current rate of pay for substitute teachers.

## **19 SUPPLEMENTED POSITIONS**

### **19.1 Supplemented Positions**

19.1.1 A supplemented position is a contracted position paying a supplemental salary to a teacher because of additional duties and responsibilities. The acceptance of a supplemented position is binding on both the principal and the teacher under the following conditions:

#### **19.1.2 Group I Supplements**

- A. Group I supplemented positions shall include Department Heads, Head Counselors, Head Football Coach, Head Volleyball Coach, Head Basketball Coach (Boys and Girls), Head Baseball Coach, Head Softball Coach, Head Track Coach (Boys and Girls), Head Wrestling Coach, Head Soccer Coach (Boys and Girls), Head Swimming Coach (Boys and Girls), Varsity Cheerleader Coach, Dancerette Coach, Business Manager, Band Director, Choral Director, Orchestra Director and Subject Area Leader (Middle school).
- B. Group I supplemented positions will be considered to be under a continuing contract. If a teacher who holds a Group I contract voluntarily decides to relinquish his/her supplemented position at the end of a school year, he/she

shall inform the administrator prior to the allocation of units for the following year in order that he/she may be given the option of being placed in the pool for reassignment or remaining at his/her current school if there is an unearmarked vacancy in his/her last teaching assignment. If the administrator wishes to terminate a teacher from a Group I supplemented position, he/she must do so in the time period prior to the establishment of pools for the coming year. A teacher who is terminated from a Group I position shall be entitled to an administrative review under the conditions cited in 21.3.1 through 21.3.5, with the exception that if the review upholds the termination, the teacher shall lose his/her supplemental status and be given the option of being placed in the pool for reassignment or remaining at his/her current school if there is an unearmarked vacancy in his/her last teaching assignment.

- C. Administrators shall have the right to reserve positions for Group I supplements in the following manner: A list of all subject area vacancies shall be forwarded to the Division of Human Resources before pool placement. Included in that list shall be a list of vacant Group I supplements. Transfer will be possible to all vacant positions in accordance with transfer policy during initial transfer period. At the close of the initial transfer period, subject area vacancies shall be paired with vacant Group I supplements and be removed from the list of positions available to the pool and shall be listed as positions reserved for Group I supplements.
- D. Changes in positions reserved for Group I supplements can only be made by application through the Division of Human Resources.
- E. A teacher holding a Group I supplement will not normally be transferred due to a unit loss. (See Section 11.4.8).
- F. Teaching positions may not be reserved for attachment to Group I supplements if the Assistant Superintendent for the Division of Human Resources determines that such

positions are needed for pool placement.

#### 19.1.3 Group II Supplements

- A. Group II supplemented positions shall include Yearbook Sponsor, Newspaper Sponsor, Majorette Sponsor, Drama Director, Middle School Team Leader, Elementary School Team Leader, and Elementary Safety Patrol Coordinator.
- B. Group II supplemented positions are voluntary. However, the acceptance of a Group II supplemented position is binding on both the principal and the teacher for the school year.
- C. Administrators shall not have the right to earmark teaching positions for Group II supplements.
- D. A teacher holding a Group II supplement will not normally be transferred due to unit loss (See Section 11.4.8)
- E. A teacher and/or the principal shall determine continued employment in a Group II supplement prior to units being allocated.

#### 19.1.4 Group III Supplements

- A. Group III supplemented positions shall include all supplemented positions not specifically included in Groups I and II.
- B. Group III supplemented positions are voluntary. However, the acceptance of a Group III supplemented position is binding on both the principal and the teacher for the school year.
- C. Administrators shall not have the right to earmark teaching positions for Group III supplements.
- D. A teacher holding a Group III supplement shall not be



exempt from transfer due to a unit loss.

19.1.5 General Provisions

- A. Teachers shall have the right to be contracted for no more than three supplemented positions.
- B. Principals shall have the authority to contract with teachers from other schools to fill a supplemented position.
- C. Principals shall post supplemented positions becoming vacant within the school as soon as the vacancy exists and allow ten working days to interview interested teachers. After completing the interview process, the principal will announce his/her decision.
- D. Age, race, creed, color, national origin, gender, marital status, or membership in any teacher organization shall not be a factor when employing persons into supplemented positions.
- E. The acceptance of supplemented positions in Group II and III shall be voluntary on the part of the teacher and refusal to accept such assignments shall not affect regular employment.

19.1.6 Teachers holding Group I athletic supplemented positions who receive extended leaves that impact their coaching obligation shall relinquish that supplemented position as a condition of taking the leave and shall have the option of being placed in the pool for reassignment to another secondary school or accepting an unearmarked vacancy in the teacher's last teaching assignment at his/her current school.

19.1.7 Teachers who hold Group II and Group III supplemented positions and who receive an extended leave shall relinquish the supplemented position. The principal shall have the option of reinstating the teacher on leave to the supplemented position when he/she returns or of retaining the replacement in the supplemented position.

## **20            TEMPORARY ASSIGNMENTS**

### 20.1            Temporary Assignments

- 20.1.1           Any teacher replacing one on leave shall have a temporary assignment. A temporary teacher employed prior to and including the first day of school shall be assigned regular teacher status in the school in the event a regular position in the area of his/her assignment becomes available prior to April 1.
- 20.1.2           All permanent positions filled prior to and including the first day of the second semester shall be considered permanent appointments. All positions filled after the first day of the second semester shall be considered temporary appointments with the exception of those areas deemed as critical shortage areas by the Division of Human Resources. The Board, with agreement from the Association, shall have the authority to suspend this section and designate all positions filled during the first semester as temporary. Anyone hired under these circumstances shall be so notified in writing.
- 20.1.3           Principals are to consider teachers who are on a temporary assignment prior to recommending new applicants. A temporary assignment teacher has experience for an administrator to evaluate. If the teacher has provided “satisfactory” service to the county for a year or more, he should be given preference over an unknown candidate.
- 20.1.4           Temporary appointments may be made for thirty-one (31) calendar days or more. Additional appointments may be made for thirty-one (31) calendar days or longer periods of time.
- 20.1.5           Any temporary appointment, regular contract teacher assigned to a screened position at another work location (except as described in 20.1.1) will be placed in the pool of his/her previous assignment at the end of the school year.

## **21            PERSONNEL FILES AND TEACHER EVALUATION**

21.1 Personnel Files

21.1.1 All teacher files shall be maintained under the following conditions:

- A. All material placed in a teacher's file and originating within the school district shall be available to the teacher or the teacher's CTA representative at his/her request for inspection. Material originating within the school district which is derogatory to a teacher's conduct, service, character or personality shall not be placed in a teacher's file unless the teacher has had an opportunity to read it. The teacher shall acknowledge that he/she has read such material by affixing his/her signature to the actual copy to be filed. Such signature in no way indicates agreement with the content of such material. If the teacher refuses to sign, the Division of Human Resources may file the material. The teacher shall have a right to answer any material filed and his/her answer shall be reviewed by the Chief Officer for the Division of Human Resources and attached to the file copy. Before disciplinary action is brought against a teacher, any material to be used in the action must be reviewed with the teacher.

Site administrators shall not incorporate letters, complaints, or personal notes into the evaluation process, which have not been reviewed with the teacher.

- B. Teachers and other persons shall have the right to duplicate any information in personnel files.

21.2 Evaluation Of Instructional Personnel

21.2.1 The negotiated evaluation instruments and procedures contained in a separate document entitled "Handbooks for Instructional Personnel Assessment" is hereby specifically incorporated by reference as a part of the contract.

21.3 Procedures For Teachers Not Renominated

- 21.3.1 When an annual contract teacher is not renominated, the reasons for such non-renomination shall be given to the teacher in writing with a copy to be sent to the Division of Human Resources with the renomination list, but not later than March 30. Teachers who are not renominated may request an administrative review before a committee made up of the Chief Officer for Human Resources, the General Manager of Employee Relations, and the appropriate General Director of Instruction. The administrative review will also be attended by the parties involved including the appropriate director(s) and the Association staff member.
- 21.3.2 A request for review shall be made by the teacher or through the Association to the Chief Officer for the Division of Human Resources no later than fifteen workdays after notice of non-renomination is received. Upon receipt of the request, a date for review shall then be set by the committee. No review of a teacher non-renomination shall be set earlier than fifteen nor later than thirty workdays after a request is received by the Chief Officer for the Division of Human Resources.
- 21.3.3 The Administrative Committee shall have the authority to make the following decisions:
- A. Confirm the non-renomination and advise the teacher he is ineligible for reemployment in Hillsborough County Public Schools until the conditions change for which the teacher was not renominated.
  - B. Overturn the non-renomination and:
    - 1. Leave the teacher in the same school.
    - 2. Transfer the teacher to another school.
    - 3. Place the teacher on fourth year probation.
- 21.3.4 Within seven workdays of having heard the appeal, the Administrative Committee shall issue a written decision to the

parties involved.

21.3.5 A teacher may grieve a non-renomination review on procedural grounds but not the final decision of the Administrative Committee as outlined in 21.3.3.

#### 21.4 Merit Pay Plan

21.4.1 A teacher receiving an overall unsatisfactory evaluation shall not receive his/her salary increase for the succeeding school year. An overall unsatisfactory teacher shall not be eligible for an experience step increase until such time as he/she receives an overall satisfactory evaluation.

21.4.2 A teacher receiving an overall satisfactory evaluation shall be eligible for a salary increase in the year following his/her overall satisfactory evaluation subject to negotiations between the School District of Hillsborough County and the Hillsborough Classroom Teachers Association.

21.4.3 A teacher demonstrating outstanding teaching performance as determined by qualification for the state and district sponsored Excellent Teaching Program and certification by the National Board of Professional Teaching Standards (NBPTS) shall be eligible for the financial award specified in state law for each year of valid certification.

21.4.4 A teacher receiving the NBPTS certification will be disqualified from this award if, at any time, he/she receives an overall unsatisfactory evaluation.

21.4.5 The School District of Hillsborough County and the Hillsborough Classroom Teachers Association agree to the formation of a task force to explore additional methods and provisions for recognizing outstanding teaching performance and to recommend specific monetary awards for this purpose.

## **22 TENURE**

### 22.1 Tenure Procedure

- 22.1.1 Tenure has been provided for Hillsborough County teachers by legislative act.
- 22.1.2 To be eligible for tenure and to remain on tenure, the teacher shall have a regular valid Florida teacher certificate.
- 22.1.3 New teachers shall have completed three consecutive years of teaching in Hillsborough County and shall have received a fourth appointment without reservation. A teacher who has previously held continuing contract in any county in this state shall serve a probationary period of two consecutive years, and shall have received a third appointment without reservation.
- 22.1.4 When an administrator has reservations concerning a probationary teacher's performance, prior to granting tenure, said teacher may be required to serve a fourth year of probation. Reasons shall be given in writing to the teacher and a copy submitted to the Division of Human Resources with the recommendation for renomination to a fourth probationary year on annual contract.
- 22.1.5 A teacher who is promoted to a higher position or transfers to a position other than classroom teaching may qualify for tenure in the new position.
- 22.1.6 A teacher may earn tenure in any of the positions included in the teacher bargaining unit.
- 22.1.7 A tenure teacher may be employed into a temporary appointment.
- 22.1.8 Non-tenured teachers who are employed in a temporary position of a year or more duration shall be credited with that time for purposes of tenure.
- 22.1.9 A copy of the tenure law shall be placed in each work location.

**23 SUSPENSION / DISMISSAL**

23.1 Suspension

23.1.1 When a teacher is involved in an incident related to his/her employment which the Superintendent feels warrants his review, the Superintendent shall hold a hearing with the parties involved in order to insure due process.

Within ten days after the review, the Superintendent will send his findings to the teacher. Under this provision, the teacher may be suspended without pay up to ten days.

Any Hillsborough County teacher who is recommended to be suspended from duty may be reassigned to office duties in lieu of suspension by the Office of Professional Standards.

23.1.2 If the teacher does not agree with the Superintendent's findings, he may appeal the Superintendent's decision to the School Board in writing within ten days. After the ten day period, the Superintendent's decision is final.

23.1.3 Upon appeal, the Board will review the issue within two official Board meetings after the request is made. The Board will submit its decision to the teacher within ten days after the review.

23.2 Suspension Prior To Dismissal Proceedings

23.2.1 Any Hillsborough County teacher arrested for a felony, or for a misdemeanor involving moral turpitude, may be immediately suspended from duty by the Superintendent according to the following procedure:

A. The Superintendent will notify the individual involved that he is relieving him of his assigned duties and is recommending him for suspension as of this date.

B. The Superintendent will notify the individual that he will recommend to the Board at its next meeting that proceedings be initiated.

C. The Superintendent will file charges against the teacher

with the Board and request that a date be set to hear the charges.

- D. The charges will be served on the teacher with a notice of time and place of the hearing. The teacher must be served notice of the charges not less than ten days prior to such hearing.

### 23.3 Dismissal From Employment

23.3.1 Any Hillsborough County teacher may be discharged from employment in accordance with the grounds and procedures set forth in the Hillsborough County Teacher Tenure Act.

23.3.2 The record of assistance provided for a teacher, shall be entered into evidence at any teacher dismissal hearing.

23.3.3 All conferences with teachers related to unsatisfactory performance after a teacher has been notified that dismissal proceedings are contemplated, shall be summarized in writing by the administrator with a copy furnished to the teacher. The teacher shall have the right to have a representative from the Association staff present at a conference related to teacher dismissal.

23.3.4 A teacher may submit written comments to be filed with a summary to any disagreement on the content.

23.3.5 Teachers under contract with the Board shall not be required to submit to a psychiatric examination unless the Superintendent contemplates bringing charges against said teacher pursuant to the Teacher Tenure Law. If such examination is requested, it shall be at the Board's expense. The institution of such a request and the results of the test shall be kept confidential by the Board unless formal charges are brought.

23.3.6 Teachers may request the building representative to be present at any meeting or conference related to a teacher's conduct or performance. The building representative will provide counsel to the teacher and act as a witness during the



conference.

- 23.3.7 Teachers may request a member of the Association staff to be present at any meeting or conference related to a teacher's conduct or performance where a county-level administrator is present.

## **24 GRIEVANCE PROCEDURE**

### **24.1 Purpose Of Grievance Procedure**

- 24.1.1 The purpose of this procedure is to secure, at the administrative level closest to the aggrieved person, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of instructional personnel. Both parties agree that the proceedings shall be confidential at any level of the procedure.

- 24.1.2 To provide a standard procedure for certified personnel, the Board hereby adopts one procedure which shall be used by instructional personnel. The following definitions, purpose, and procedure shall be observed.

### **24.2 Definitions (Grievance Procedure)**

- 24.2.1 A "grievance" is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of a teacher or group of teachers and/or alleged misinterpretation or misapplication of any of the provisions of the agreement and/or Board policies which have not been resolved as a result of the pre-grievance conference with the principal in the office at the school center, or immediate supervisor elsewhere. Only grievances based upon a dispute involving the misinterpretation or misapplication of the agreement shall be arbitrable. All other grievances shall have Level III as the final step.
- 24.2.2 An "aggrieved" person is the person or persons making the claim.
- 24.2.3 A "party in interest" is the person or persons making the

claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

24.2.4 The “Association” refers to the teacher employee organization that is recognized as the exclusive bargaining agent.

24.2.5 The term “instructional personnel” shall be deemed to apply to and include teachers and other employees of the Board who are included in the teachers bargaining unit.

24.3 Rights Of Instructional Personnel To Be Represented

24.3.1 A teacher shall have the right to be represented at Level I by the Association’s building representative or a member of the Association staff.

24.3.2 A teacher shall have the right to be represented at Level II and above by a member of the Association’s staff.

24.3.3 A teacher has the right to represent himself/herself at Levels I, II, and III of the grievance procedure.

24.4 Miscellaneous

24.4.1 If, in the judgment of the Association, a grievance affects a class of instructional personnel, the Association may submit such grievance in writing directly to the Superintendent, and the processing of such grievance shall be commenced at Level II. The Association shall have the unilateral ability to file a grievance at Level II in its own name as a result of a procedural decision at the county level.

24.4.2 Decisions rendered at all levels will be in accordance with the procedures set forth by Board policy, rules and regulations of the State Department of Education, Florida Statutes, and this agreement.

24.4.3 Documents, communications, and records dealing with the processing of a grievance will not be placed in the personnel file of the participants.

- 24.4.4 Forms for filing grievances, serving notices, taking appeals, making reports, and recommendations and other necessary documents will be jointly prepared by the County Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure. Each form will be in duplicate and signed by both parties, with each party retaining a copy.
- 24.4.5 The Board and Association agree to make available to the aggrieved person and his representative all pertinent information not privileged under law or Board policy, in its possession or control, and which is relevant to the issues raised by the grievance.
- 24.4.6 When it is necessary at Level II or III for a teacher to attend a meeting or hearing during the school day, the Superintendent's office shall so notify the principal of such teacher, and he shall be released without loss of pay and with a substitute provided for such time as his attendance is required at such meetings or hearings.
- 24.4.7 No grievance shall be recognized unless it shall have been presented at the appropriate level within thirty school days after the aggrieved person knew of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived.
- 24.4.8 No reprisals of any kind will be taken by the Board or by any members of the administration or instructional personnel against any party in interest, any building representative, or any other participant in the grievance procedure by reason of such participation.
- 24.4.9 The Chief Officer for the Division Human Resources shall be provided a written report at each level by the appropriate administrator, stating the grievance, decision reached, and the basis for such decision. Copies of said reports shall be provided to the Association on request.
- 24.5 Procedures

24.5.1 Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended or reduced by mutual agreement.

24.6 Pre-Grievance Conference

24.6.1 Before a dispute enters the grievance process, the teacher must request a conference with the principal or other immediate supervisor to discuss and attempt to resolve the problem. This conference shall precede all other steps in the grievance procedure and the administrative review referred to in Section 8.2. No grievance shall be recognized unless it shall have been presented at the appropriate level within thirty school days after the aggrieved person knew of the act or condition on which the grievance is based, and if not so presented, the grievance will be considered as waived.

24.7 Level I

24.7.1 If the pre-grievance conference with the principal or immediate supervisor as defined in Section 24.6 fails to solve the grievance, the person or Association will file on a Level I form the grievance with his principal or immediate supervisor, either directly or together with the Association's designated building representative or staff member, with the objective of resolving the grievance. A written disposition of the grievance will be given to the party in interest within ten school days. Before a principal may make a written disposition of an adverse decision concerning a grievance, he must confer with his area general director.

24.8 Level II

24.8.1 If the aggrieved person is not satisfied with the disposition of his grievance at Level I, or if no decision has been rendered within ten school days after he has first met with the appropriate principal, he may file the grievance on a Level II form with the Superintendent, with a copy to the General

Director for Employee Relations, either directly or through the Association's representative after a decision by the aforesaid principal, within ten school days. The Superintendent and/or his designee shall have ten school days after receipt of the grievance in which to hold a hearing.

- 24.8.2 The parties to the grievance may summon witnesses by notifying the General Director for Employee Relations in writing. The General Director for Employee Relations will notify the parties involved and witnesses of the date, time, and place of the hearings.
- 24.8.3 Those permitted in the hearing room during the Level II grievance hearing will include:
- A. The Superintendent and/or his designee.
  - B. General Manager for Employee Relations, Hearing Officer.
  - C. Those named as filing the grievance, or in the case of a large group, representatives of that group.
  - D. CTA staff person, representing the grievant.
  - E. School system administrators involved in the grievance.
  - F. The General Area Director, representing the administrator(s).
  - G. Secretaries to record the proceedings.
  - H. Other parties as deemed necessary by either the CTA or the administration.
- 24.8.4 The complete proceedings at Level II shall be recorded on tape.
- 24.8.5 Witnesses will remain in another room and will be called individually to testify. The Superintendent and/or his designee shall brief each witness as he enters the hearing room about

the grievance. After the briefing, witnesses shall give a brief background and relate their experience with reference to the grievance.

24.8.6 The Superintendent shall render a written decision within ten (10) work days of the Level II hearing. Said decision shall be addressed to the grievant with copies to the other parties of interest.

24.8.7 All hearings held at Level II shall be in closed sessions and no news releases shall be made concerning progress of the hearings.

24.9 Level III

24.9.1 If the aggrieved person is not satisfied with the disposition of his grievance at Level II, or if no decision has been rendered within fifteen school days after the Level II hearing, he/she may file the grievance on a Level III form with the School Board through the Superintendent, with a copy to the General Manager for Employee Relations, either directly or through the Association's representative within five school days after a decision by the Superintendent, or fifteen workdays, whichever is sooner.

24.9.2 Upon receipt of the appeal to Level III, the Superintendent shall notify the Board. The Board's secretary shall schedule a Level III hearing at the next available date.

24.9.3 The Superintendent and/or his designee shall submit a written report to the School Board and a copy to the Association. The report should set forth findings of facts, reasoning and conclusions on the issues presented at Level II.

24.9.4 The Association staff person shall submit a written report to the Board through the Superintendent and/or his designee. The report should set forth findings of facts, reasoning and conclusions on the issues presented at Level II.

24.9.5 Prior to the Level III hearing, the General Manager for Employee Relations shall provide the Board and the

Association with a verbatim record of the Level II hearing with supporting documents. In addition, they both shall be provided all the documentation to be considered at the Level III hearing.

24.9.6 The Level III hearing before the Board shall be an appeal of the Superintendent's decision at Level II. No witnesses shall be called and new evidence shall not be introduced.

24.9.7 The Level III hearing shall adhere to the following format:

A. The Association staff person (or grievant) shall have 15 minutes to present the grievant's appeal.

B. The Superintendent (or designee) shall have 15 minutes to justify the Level II decision.

C. The Association staff person (or grievant) and the Superintendent (or designee) shall each have five minutes for rebuttal.

D. The Board shall have the authority to question the representatives making the presentation.

E. The Association staff person and the Superintendent (or designee) shall each have two minutes for closing remarks.

F. The Board shall render its decision.

24.10 Level IV

24.10.1 If the grievance is not solved at Level III to the grievant's satisfaction, or if a written decision is not submitted within the designated time limits of Level III, the Association may move the grievance to arbitration by filing a Level IV form with the Superintendent.

24.10.2 Within ten school days of receipt of the Level IV grievance, the Superintendent and/or his designee will meet with the Association for the purpose of selecting a mutually acceptable

arbitrator.

24.10.3 If the parties cannot agree on an arbitrator within ten school days, the American Arbitration Association or the Federal Mediation Conciliation Service will be petitioned by the Association to appoint an arbitrator.

24.10.4 The arbitrator shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue a decision. The arbitrator's decision shall be in writing and shall set forth findings of facts, reasoning, and conclusions on the issues submitted. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding upon the parties.

24.11 Arbitrator Hearings

24.11.1 The arbitrator shall give at least ten days' notice in writing to the Association and the Superintendent of the time and place of such hearing. The hearing shall be informal, and the rules of evidence prevailing in judicial proceedings shall not be binding. Any and all documentary evidence and other data deemed relevant by the arbitrator may be received in evidence. The arbitrator shall have the power to administer oaths and to require by subpoena the attendance and testimony of witnesses, the production of books, records, and other evidence pertinent to the issues presented to him for determination.

The hearing shall be concluded within ten days of its commencement. Within ten days after the conclusion of the hearings, the arbitrator shall make written findings and a written opinion upon the issues presented, a copy of which shall be mailed or otherwise delivered to the parties involved. The decision of the arbitrator shall be final and binding upon the Association and the Board.

24.11.2 The arbitrator shall conduct the hearings and render his decision upon the basis of a prompt, peaceful, and just settlement of disputes between the teachers and the Board.



24.11.3 Fees and necessary expenses of arbitration shall be borne equally by the Association and the Board.

## **25 SAVINGS CLAUSE**

### 25.1 Savings Clause

25.1.1 If any provisions of this agreement is or shall at any time be contrary to law of Florida Board of Education regulations, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law. All other provisions of this agreement shall continue in effect.

25.1.2 Any substitute action to the provisions of this contract contemplated by the Board shall be subject to negotiations with the Association.

25.1.3 Any section of this contract may be reopened by mutual consent of the Board and the Association.

25.1.4 Should Florida Statutes be repealed relative to any subject affecting wages and hours, and terms and conditions of employment for any members of the bargaining unit in which the Board anticipates changing the present practice, negotiations shall commence immediately relative to the areas affected by the change in statute.

25.1.5 This contract may be amended at any time during its term by ratification of the School Board of Hillsborough County and the Executive Board of the Hillsborough Classroom Teachers Association acting on behalf of the bargaining units' membership.

## **26 EXPIRATION DATE**

### 26.1 Non-Money Items

26.1.1 The portion of this agreement traditionally called non-money items shall become effective when approved by the Board and the Association and shall continue in effect to and including June 30, 2007, and from year to year or day to day thereafter

until a new contract is ratified by the Board and the Association. If either party desires to make changes in the agreement, the parties must deliver to each other, by the first working day in May, 2007 or the first working day in May in any year the contract is extended, a written document setting forth the changes desired.

26.2 Money Items

26.2.1 The portion of this agreement traditionally called money items shall become effective when approved by the Board and the Association and shall continue in effect to and including June 30, 2005, and from year to year or day to day thereafter until a new money contract is ratified by the Board and the Association. If either party desires to make changes in the agreement, the parties must deliver to each other by the first working day in June, 2005, or by the first working day in June in any year the money contract is extended, a written document setting forth the changes desired.

In witness whereof, the Parties hereto have caused their duly authorized representatives to execute this Agreement on this 27th day of July, 2004.

Richard M. Martinez, Chief Negotiator  
School Board of Hillsborough County

Yvonne Lyons, Chief Negotiator  
Hillsborough Classroom Teachers Assn

Glenn Barrington, Chairman  
School Board of Hillsborough County

---

Jean Clements, President  
Hillsborough Classroom Teachers Assn

Earl J. Lennard, Superintendent  
School Board of Hillsborough County

## Table of Contents

<b>1</b>	<b>NEGOTIATIONS PROCEDURE</b>	<b>1</b>
1.1	Parties To The Agreement	1
1.2	Responsibilities Of The Parties	1
1.3	Recognition	2
1.4	Exclusivity	2
<b>2</b>	<b>WORK YEAR AND HOURS</b>	<b>2</b>
2.1	Work Year	2
2.2	Vacations For Twelve-Month Teachers	4
2.3	Holidays	4
2.4	Duty Hours	4
2.5	Teaching An Additional Period For Compensation	5
2.6	Length Of Day For Supplemented Teachers	6
2.7	Planning And Lunch Periods	6
2.8	Schedule Notification	7
2.9	Student Services	8
2.10	Schedules For Multi-School Teachers And Certificated Support Personnel	8
2.11	Job Sharing	9
2.12	School Choice	12
2.13	Dress Code	12
<b>3</b>	<b>TEACHER RIGHTS AND RESPONSIBILITIES</b>	<b>12</b>
3.1	Accountability	12
3.2	Lesson Plans	13
3.3	Parent Conference Day	14
3.4	Duties For Student Safety	14
3.5	Compensatory Time	14
3.6	Voluntary Activities	15
3.7	Faculty Meetings And Professional Development	15
3.8	Supplementary Materials	17

3.9	Special Service Classes	17
3.10	Student Direction And Evaluation	17
3.11	Privacy Of Discussion	17
3.12	School Property	17
3.13	Report Cards And Student Records	17
3.14	Grading Materials	18
3.15	Student Schedule Changes	18
3.16	Student Placement	18
3.17	Field Trips	18
3.18	Collection Of Money	20
3.19	Student Interns And Observers	20
3.20	Teacher Aides	21
3.21	Athletic Pep Rallies	21
3.22	Student Health Exams	21
3.23	Acting Principal	21
3.24	Transportation	22
3.25	Acceptance Of Gifts	22
<b>4</b>	<b>STUDENT MANAGEMENT AND PROTECTION OF TEACHERS</b>	<b>22</b>
4.1	Legal Aid And Liability Insurance	22
4.2	Teacher Physical Assault	23
4.3	Safety Of Students And Teachers	23
<b>5</b>	<b>TECHNOLOGY</b>	<b>25</b>
5.1	Status	25
<b>6</b>	<b>COMMITTEES</b>	<b>26</b>
6.1	Forms Management Committee	26
6.2	Test Committee	26
6.3	Instructional Materials	26
6.4	Calendar Committee	27
6.5	Ad Hoc Committees	27
6.6	Faculty Steering Committee	28

6.7	Assessment Team	29
6.8	School Community Professional Development Committee	29
<b>7</b>	<b>FACILITIES</b>	<b>29</b>
7.1	Facilities	29
<b>8</b>	<b>COMPLAINTS</b>	<b>31</b>
8.1	Complaints	31
8.2	Administrative Review	32
8.3	Sexual Harassment	32
<b>9</b>	<b>ASSOCIATION RIGHTS</b>	<b>33</b>
9.1	Exclusivity Of Association Rights	33
9.2	Association Meetings	33
9.3	Bulletin Board Space	34
9.4	School Mail	34
9.5	Material Distribution	34
9.6	Association Announcements	34
9.7	Education Practices Commission	34
9.8	Association Leave	35
9.9	Payroll Deduction	35
9.10	S.A.C. Meetings	35
9.11	School Board Meetings	35
9.12	Classroom Teachers Association President	35
9.13	Conventions	36
9.14	Legislative/Professional Days	37
9.15	Bargaining Team	37
9.16	Membership Solicitation	37
<b>10</b>	<b>SENIORITY</b>	<b>37</b>
10.1	General Procedures	37
<b>11</b>	<b>TRANSFERS</b>	<b>38</b>
11.1	General Principles	38
11.2	Teacher Transfers	39
11.3	Administrative Transfer	41

11.4	Unit Loss Transfer	41
11.5	New School Or Consolidation Transfers	45
11.6	Family Transfer	46
11.7	Energy Transfers	46
<b>12</b>	<b>LEAVES</b>	<b>47</b>
12.1	Absence From Duty / (Illness Or Personal Leave)	47
12.2	Sick Leave Bank	47
12.3	Illness Leave (Sick Leave)	52
12.4	Employment While On Leave	53
12.5	Short Term Leaves - General Provisions	54
12.6	Personal Leave With Pay	54
12.7	Professional Duty Within The County	55
12.8	Professional Duty Out-Of-County	55
12.9	Professional Duty - Out-Of-County Student Day (Group)	55
12.10	Professional Duty - Out-Of-County Non-Student Day (Group)	56
12.11	Illness And Accident In Line Of Duty	57
12.12	Jury Duty Or Court Witness	59
12.13	Military Leave - Reserve Active Training	59
12.14	Military Leave - Reserve Called To Active Military Service	60
12.15	Military Leave - Voluntary Service	60
12.16	Military Leave - State Or National Emergency	61
12.17	Study And Workshop Leave	62
12.18	Personal Leave (Short Term) Without Pay	62
12.19	Extended Leaves - General Provisions	63
12.20	Health Leave	64
12.21	Professional Leave	64
12.22	Personal Leave (Extended) Without Pay	65
12.23	Maternity, Paternity, Adoption And Family Care Leave	65
12.24	Return To Position After Extended Leave	66

<b>13</b>	<b>INSURANCE AND INJURY BENEFITS</b>	<b>67</b>
13.1	Insurance Solicitation	67
13.2	Health And Life Insurance Coverage	67
13.3	Pre-Tax Benefit Program	67
13.4	Tax Sheltered Programs	68
13.5	Income Protection And Cancer Insurance	68
13.6	Personal Injury Benefits Resulting Fro8 Assaults/Batteries	68
13.7	Reimbursement For Personal Property Losses Due To Assaults/Batteries	69
13.8	Workers' Compensation Benefits	69
13.9	Notice Of Injury Report	69
<b>14</b>	<b>RESIGNATION/RETIREMENT</b>	<b>70</b>
14.1	Resignation	70
14.2	Retirement	70
14.3	Early Retirement Plan	70
14.4	Terminal Pay	71
<b>15</b>	<b>LAYOFF AND REEMPLOYMENT</b>	<b>72</b>
15.1	Layoff And Reemployment	72
<b>16</b>	<b>CERTIFICATION AND RENEWAL PROCEDURE</b>	<b>73</b>
16.1	Registration Of Certificate	73
16.2	Certificates Required For Tenure	74
16.3	Teaching Out-Of-Field	74
16.4	Certificate Extension	74
<b>17</b>	<b>PERSONNEL REQUIREMENTS</b>	<b>75</b>
17.1	Verification Of Experience	75
17.2	Procedure For Changing Name, Address, And Telephone Number	75
17.3	Allowable Teaching Experience	76
17.4	Work Experience In Lieu Of Teaching Experience	76
17.5	Definition Of A Year's Teaching Service	77
17.6	Salary	77



<b>18</b>	<b>AUXILIARY EMPLOYMENT</b>	<b>79</b>
18.1	General Provisions	79
18.2	Extended Year Program For Remediation And/Or Enrichment (Summer School)	79
<b>19</b>	<b>SUPPLEMENTED POSITIONS</b>	<b>81</b>
19.1	Supplemented Positions	81
<b>20</b>	<b>TEMPORARY ASSIGNMENTS</b>	<b>84</b>
20.1	Temporary Assignments	84
<b>21</b>	<b>PERSONNEL FILES AND TEACHER EVALUATION</b>	<b>85</b>
21.1	Personnel Files	85
21.2	Evaluation Of Instructional Personnel	86
21.3	Procedures For Teachers Not Renominated	86
21.4	Merit Pay Plan	87
<b>22</b>	<b>TENURE</b>	<b>88</b>
22.1	Tenure Procedure	88
<b>23</b>	<b>SUSPENSION/DISMISSAL</b>	<b>89</b>
23.1	Suspension	89
23.2	Suspension Prior To Dismissal Proceedings	89
23.3	Dismissal From Employment	90
<b>24</b>	<b>GRIEVANCE PROCEDURE</b>	<b>91</b>
24.1	Purpose Of Grievance Procedure	91
24.2	Definitions (Grievance Procedure)	91
24.3	Rights Of Instructional Personnel To Be Represented	92
24.4	Miscellaneous	92
24.5	Procedures	93
24.6	Pre-Grievance Conference	94
24.7	Level I	94
24.8	Level II	94
24.9	Level III	96
24.10	Level IV	97
24.11	Arbitrator Hearings	98

<b>25</b>	<b>SAVINGS CLAUSE</b>	<b>98</b>
25.1	Savings Clause	98
<b>26</b>	<b>EXPIRATION DATE</b>	<b>99</b>
26.1	Non-Money Items	99
26.2	Money Items	99

# **TEACHER PERFORMANCE PAY**

## **PROCEDURES HANDBOOK**

### **SCHOOL DISTRICT OF HILLSBOROUGH COUNTY TAMPA, FLORIDA**

#### **School Board Members:**

Candy Olson, Chair  
Carolyn Brickleyer, Vice Chair  
Dorthea W. Edgecomb  
Jennifer Faliero  
Carol W. Kurdell  
Jack R.Lamb, Ed.D.  
Susan L. Valdez

#### **Superintendent**

MaryEllen Elia

This *HANDBOOK OF PROCEDURES* for Teacher Performance Pay was first developed and approved by the School Board of Hillsborough during the 2001 - 2002 school year under the leadership of Superintendent of Schools, Earl J. Lennard, Ph.D.

## TABLE OF CONTENTS

Introduction .....	1
Committee Members .....	2
Guidelines for Implementation .....	3
General Information .....	3
Criteria Needed for Participation .....	3
Site Administrator Responsibilities .....	5
Teacher Responsibilities .....	6
Assessment Criteria .....	6
Definitions .....	7
Frequently Asked Questions .....	9
Appendix A: Intent to Participate .....	12
Appendix B: Criteria for Assessing Outstanding Performance .....	13
Appendix C: Instructional Personnel Assessment Instruments .....	22

## INTRODUCTION TO TEACHER PERFORMANCE PAY

The purpose of this Handbook is to assist administrators and teachers in understanding the process of Teacher Performance Pay. The Handbook includes general information about the program development, how the program works including the evaluation process, definition of terms, and a question and answer document related to the program.

The Performance Pay system is designed in support of Florida State Statutes. It is designed to identify outstanding teachers. School-based teachers demonstrating maximum performance in behaviors that enhance instructional effectiveness will qualify for outstanding teacher designation. The school-based teacher must provide evidence in support of established criteria relating to instructional effectiveness. The site administrator will determine, based on the evidence provided, the teacher's eligibility for consideration for Performance Pay. The school-based teacher must achieve 95% of the total allowable score on the appropriate evaluation instrument to be eligible for consideration for the 5% performance pay. Eligibility for Performance Pay does not guarantee performance pay.

The excerpt of Florida State Statute governing performance pay is as follows:

**1012.22 F.S. Public school personnel; powers and duties of the district school board.—**

The district school board shall:

(1)(c) *Compensation and salary schedules.*—

1. Adopt a salary schedule or salary schedules designed to furnish incentives for improvement in training and for continued efficient service to be used as a basis for paying all school employees and fix and authorize the compensation of school employees on the basis thereof....

Beginning with the 2002-2003 fiscal year, each district school board must adopt a performance-pay policy for school administrators and instructional personnel. The district's performance-pay policy is subject to negotiation as provided in chapter 447; however, the adopted salary schedule must allow school administrators and instructional personnel who demonstrate outstanding performance, as measured under s 1012.34, to earn a 5-percent supplement in addition to their individual, negotiated salary. The supplements will be funded from the reserve funds adopted in the salary schedule. Beginning with the 2004-2005 academic year, the district's 5-percent performance-pay policy must provide for the evaluation of classroom teachers within each level of the salary career ladder provided in s. 1012.231.\* The Commissioner of Education shall determine whether the district school board's adopted salary schedule complies with the requirement for performance-based pay. If the district school board fails to comply by the required date, the commissioner shall withhold disbursements from the Educational Enhancement Trust Fund to the district until compliance is verified. (\*new language 2003 legislative session)

The Teacher Performance Pay plan was designed as a joint venture of the School District of Hillsborough County and the Hillsborough Classroom Teachers Association. A joint committee of teachers, administrators and union representatives began meeting in 2001 to develop the program. A list of the committee members follows.

## PERFORMANCE PAY PLANNING COMMITTEE

### Co Chairpersons:

Richard Martinez, General Director, Employee Relations

Yvonne Lyons, Executive Director, Hillsborough Classroom Teachers Association

### Committee Members:

Pam Allison, Teacher, Hillsborough High School

Joan Barrentine, Teacher, Armwood High School

Beverly Carbaugh, Principal, Colleen Bevis Elementary School

Faye Cook, Teacher, Springhead Elementary School

Merilyn Crosson, Teacher, Pinecrest Elementary School

Alfred Dahma, Assistant Principal, Lopez Elementary School

Ellen Gardner, Teacher, B. T. Washington Middle School

Leslie Granich, Assistant Principal II, Brandon High School

Constance S. Gilbert, Supervisor, Employee Relations

Linda Kipley, General Director, Professional Standards

Jaudon Montgomery, Teacher, Madison Middle School, deceased

Willie Norwood, HCTA President

Brenda Nolte, Principal, Burns Middle School

Tom Rao, Principal, Hillsborough High School

Wynne Tye, Assistant Principal I, Hill Middle School

Janice Velez, General Director, Human Resources

## GUIDELINES FOR IMPLEMENTATION

### **General Information**

The plan for Teacher Performance Pay was developed according to these principles:

The current evaluation system encompasses the twelve (12) accomplished practices of good teaching and is designed to reflect both interactive and non-interactive instructional skills which lead to instructional effectiveness.

The existing Instructional Personnel Assessment Instruments can be modified to identify outstanding teachers by adding an evaluation category of "O" representing outstanding and having an increased point value.

Indicators on the Instructional Personnel Assessment Instrument relating to academic instruction and student achievement will provide the baseline data for determining outstanding performance. Criteria beyond the satisfactory level will be developed for each identified indicator. The category "Instructional Impact" will be created for the certificated/licensed non-classroom teacher and media specialist assessment instrument. In order for a teacher to be considered for performance pay specific indicators must be assessed as outstanding. For classroom teachers, the category, "Instructional Effectiveness", must be assessed as outstanding. For certificated/ licensed non-classroom teachers and media specialists, the category, "Instructional Impact", must be assessed as outstanding with a preponderance of evidence for the support of student achievement through the district and school improvement plans and/or media services.

Student Achievement results will be used as the primary factors in determining if Instructional Effectiveness or Instructional Impact is outstanding. Student learning gains will be used in consideration of the results, where applicable.

For every outstanding indicator that the teacher and / or the administrator marks, the teacher must provide an accompanying description/documentation of the performance which qualifies as outstanding.

A teacher qualification score which is 95% of the total allowable score qualifies the individual to be considered an outstanding teacher and will be considered for Performance Pay.

All teachers who achieve the qualifying score will be considered for the outstanding teacher performance pay of 5% of their salary.

Performance Pay will be distributed to individual teachers based upon the amount of dollars allocated for this purpose in descending order from the highest score to the extent that money is available.

### **Criteria Needed for Participation**

In order to be eligible to apply for participation in the Teacher Performance Pay program, the following criteria must be met:

A teacher must be tenured or have three (3) years of experience in his or her position in Hillsborough County Public Schools and must be unconditionally recommended for a fourth-year contract.



A teacher must be hired at the school site where he or she intends to pursue outstanding teacher recognition by October 1 of that school year.

A teacher must declare intent to participate in this process by October 1 of that school year.

A fall evaluation is required for any teacher who is pursuing outstanding teacher recognition.

A teacher may not qualify for outstanding teacher recognition if any assessment item is marked unsatisfactory on the fall or spring Instructional Performance Assessment Instrument.

The spring Instructional Performance Assessment Instrument is used for consideration of outstanding performance and teacher performance pay.

The following criteria is established for identifying teachers who qualify to be considered for outstanding teacher performance as measured by the spring Instructional Performance Assessment Instrument.

Classroom Teacher Certified Instructional Evaluation - Indicators on this evaluation used for outstanding designation are:

- Section I - b., f.
- Section II - f., l.
- Section III - a., b., d., e., n.
- Section IV - a., b., e.
- Section V - a.

Indicators in Section I and Section II will have two (2) additional points allotted for each outstanding designation. Section III and IV will have three (3) additional points allotted for each outstanding designation. Section V will have four (4) additional points allotted for each outstanding designation.

The highest value achievable is 144 points. Individuals scoring 95% or higher, or a total of 137 points or higher, will qualify to be considered for outstanding teacher performance pay.

Certificated / Licensed Non-Classroom Evaluation Form - Indicators on this evaluation which will be used for outstanding designation are:

- Section I - b.
- Section II - a., d., f., g., h., k.
- Section III - c., f.
- Section IV - c.
- Section V - a., c., d.

Indicators in Section I and Section II will have two (2) additional points allotted for each outstanding designation. Section II d. will have eight (8) additional points added and will be moved into a new Section VI designated "Instructional Impact". Section III, IV and V will have three (3) additional points allotted for each outstanding designation.

The highest value achievable is 140 points. Individuals scoring 95% or higher, or a total of 133 points or higher, will qualify to be considered for outstanding teacher performance pay.

Media Specialist Evaluation Form - Indicators on this evaluation which will be used for outstanding designation are:

- Section I - b., c.
- Section II - d., k.
- Section III - a., c., f., h., i., k., l.
- Section IV - a., c.

Indicators in Section I and Section II will have two (2) additional points allotted for each outstanding designation. Section II and IV will have three (3) additional points allotted for each outstanding designation. Section III h. will have seven (7) additional points added and will be moved into a new Section V designated "Instructional Impact".

The highest value achievable is 131 points. Individuals scoring 95% or higher, or a total of 124 points or higher, will qualify to be considered for outstanding teacher performance pay.

### **Site Administrator Responsibilities**

Each site administrator will have the following responsibilities:

1. During preplanning informing teachers about the Teacher Performance Pay program.
2. Provide to each teacher on the staff a copy of the Handbook for Teacher Performance Pay. Focus attention on the October 1 deadline date for submission of the intent to participate form found in Appendix A of the Handbook.
3. Teachers who declare the intent to participate in the program must have a fall evaluation using the **Instructional Performance Assessment Instrument** for demonstrating outstanding performance. This evaluation must be completed using the standard timelines for fall evaluations.
4. Complete the spring **Instructional Performance Assessment Instrument** for demonstrating outstanding performance. This evaluation must be completed using the standard timelines for spring evaluations for tenured employees.
5. During the completion of the spring assessment instrument, review the description/documentation provided by the teacher as evidence in support of instructional effectiveness with student achievement and learning gains, where appropriate, or in support of instructional impact with student achievement through the district and school improvement plans or media services.
6. Indicate areas of outstanding performance and total the points for the instrument. Identify any teachers who have a score that qualifies them for consideration for Teacher Performance Pay. Submit the name and score of the identified teacher to the Assistant Superintendent for Human Resources for final recommendation of teachers identified for the 5% Performance Pay.

## **Teacher Responsibilities**

1. Become familiar with the information on the Teacher Performance Pay program found in the Handbook for Teacher Performance Pay.
2. Submit the form **Intent to Participate in the Teacher Performance Pay Program** to the site administrator before October 1.
3. Complete the self-assessment portion on the fall **Instructional Performance Assessment Instrument** for demonstrating outstanding performance within the appropriate timelines.
4. For the self-assessment portion of the spring **Instructional Performance Assessment Instrument**, prepare, in an orderly manner, the description/documentation to be submitted as evidence for each indicator identified as outstanding.

## **Assessment Criteria**

The assessment criteria used to assess outstanding teaching performance for all teachers is found in Appendix B of this document. In all cases a preponderance of evidence must be presented for a teacher to be assessed as outstanding. Student achievement results will be used as the primary factor in determining if **Instructional Effectiveness** is outstanding. Learning gains will be included in consideration of the results where applicable. A preponderance of evidence of support of student achievement through district and school improvement plans and/or media services will serve as the primary factor in determining if **Instructional Impact** is outstanding.

## DEFINITIONS

### **Certificated/Licensed Non-Classroom Personnel Evaluation Form**

The performance assessment instrument used to evaluate teachers who do not have classroom responsibilities and are specifically identified in the Handbook for Instructional Personnel Assessment, page 45.

### **Classroom Certificated Personnel Evaluation Form**

The performance assessment instrument used to evaluate teachers who have classroom responsibilities. Further information is found in the Handbook for Instructional Personnel Assessment.

### **Criteria for Assessing Outstanding Performance**

Written guidelines beyond the satisfactory level provided for each indicator on the evaluation instrument where outstanding may be assessed.

### **Description/Documentation**

Information provided by the teacher as evidence of performance at an outstanding level. Information may include, but is not limited to the following: student test scores, units of study, professional activities beyond normal expectations, goal setting activities and the outcomes, teacher constructed materials and assessments, etc.

### **Instructional Effectiveness**

An indicator that focuses on academic learning or learning gains with the direct result of improved student performance.

### **Instructional Impact**

An indicator that supports academic learning or learning gains for improved student performance.

### **Instructional Performance Assessment Instrument**

The evaluation instrument used to measure performance of instructional personnel. It is generally distributed for annual instructional personnel two times each year, in the fall and spring, and for tenured personnel one time in the spring.

### **Intent to Participate**

Form that is signed by a teacher and returned on or before October 1 to a site administrator indicating the interest and intent of a teacher to seek identification as an outstanding teacher and thus be eligible for consideration of Teacher Performance Pay.

### **Media Specialist Evaluation Form**

The performance assessment instrument used to evaluate media specialists. Further information is found in the Handbook for Instructional Personnel Assessment.

**Outstanding Performance**

The level of performance assigned to a teacher who meets the outstanding performance criteria and the predetermined point score value for outstanding on the spring Instructional Performance Assessment Instrument.

**Performance Pay**

Performance pay is a 5% supplement to the salary of school administrators and instructional personnel who demonstrate outstanding performance as measured on their performance appraisal.

**Preponderance of Evidence**

Sufficient evidence to indicate that it is more likely than not that the teacher has met the requirements for outstanding teacher designation.

**Qualifying Point Score**

Each Instructional Performance Assessment Instrument used for teacher evaluation purposes has a qualifying point score established as a minimum to indicate outstanding performance. The qualifying point scores are as follows:

- Classroom Teacher Certified Evaluation Form-----137 points or higher
- Certificated/Licensed Non-Classroom Evaluation Form-----133 points or higher
- Media Specialist Evaluation Form-----124 points or higher

**Satisfactory Performance**

The level of performance assigned to a teacher who meets the satisfactory performance criteria and the predetermined point score value for satisfactory on the spring Instructional Performance Assessment Instrument.

**Teacher**

All school-based instructional employees identified as bargaining unit members and covered by the Teacher Contract as negotiated by the School District of Hillsborough County and the Hillsborough County Classroom Teachers Association (CTA).

## **FREQUENTLY ASKED QUESTIONS FOR TEACHER PERFORMANCE PAY**

### **1. Why is there a Teacher Performance Pay program?**

Florida State Statute 230.23 (5)(c) identifies that "the school board budget must include a reserve to fully fund an additional 5 percent supplement for school administrators and instructional personnel...who demonstrate outstanding performance as measured under s 231.29...." The law further states that the performance pay policy is subject to negotiations with financial penalties for non-compliance. The School District of Hillsborough County and the Hillsborough Classroom Teachers Association have collaboratively developed a teacher performance pay plan for the district.

### **2. Who can participate in the program?**

To participate in the program a school-based teacher must meet the following criteria:

- Be tenured or have three (3) years of experience in his or her position in Hillsborough County Public Schools and be unconditionally recommended for a fourth-year contract.

- Be hired at the school site where he or she intends to pursue the outstanding teacher recognition by October 1 of the school year.

- Declare intent to participate by October 1 of the school year.

- Be willing to have a fall evaluation completed by the school administrator.

- Have a fall and spring Instructional Performance Assessment without any indicators marked unsatisfactory.

### **3. What is the process to earn performance pay?**

Teachers must declare intent to participate in the Teacher Performance Pay program no later than October 1 of the school year.

The teacher and principal will complete the fall evaluation form for teachers seeking outstanding performance. The fall evaluation establishes the base line data for the teacher.

The teacher reviews the indicators and identifies the criteria necessary for the indicator to be marked outstanding.

As the year progresses, the teacher develops the evidence to support marking the indicator as outstanding. In most cases, there must be a preponderance of evidence above the satisfactory level for the specified indicator to be marked outstanding.

On the spring evaluation form the teacher must meet the minimum point score established for the outstanding category to be eligible for performance pay consideration.

The scores of all teachers in the district eligible for performance pay consideration will be ranked in descending order from the highest score.

Performance pay will be distributed to the individual teachers identified as outstanding based upon the amount of dollars allocated for this purpose in descending order from

the highest score to the extent that money is available.

**4. Who qualifies as an outstanding teacher under this program?**

An outstanding school-based teacher is one who has achieved an outstanding rating in Instructional Effectiveness or Instructional Impact and 95% of the total allowable score on the spring Instructional Performance Assessment Instrument. Ninety-five percent (95%) equates to the following total scores:

Classroom Teacher Certified Evaluation Form-----137 points or higher  
Certificated/Licensed Non-Classroom Evaluation Form-----133 points or higher  
Media Specialist Evaluation Form-----124 points or higher

**5. Will every teacher who is defined outstanding be eligible to earn performance pay?**

No. School-based teachers who score 95% or higher will qualify for consideration of teacher performance pay. Performance pay will be distributed to individual teachers based upon the amount of dollars allocated for this purpose in descending order from the highest score to the extent that money is available.

**6. What kind of description/documentation must accompany indicators marked outstanding?**

Description/documentation accompanying indicators marked outstanding must meet the criteria established for the indicator. Criteria for each specified indicator are found in Appendix B of the Performance Pay for Teachers, Handbook of Procedures.

**7. Where do I get information about participating in the Teacher Performance Pay program?**

Each site administrator and the HCTA office have information regarding participation in the Teacher Performance Pay program.

## APPENDICES

Appendix A contains the form **Intent to Participate in the Teacher Performance Pay Program**. Appendix B contains **Criteria for Assessing Outstanding Performance**. Appendix C identifies the **Instructional Personnel Assessment Instruments** for assessing outstanding performance.



# APPENDIX A

## INTENT TO PARTICIPATE IN THE TEACHER PERFORMANCE PAY PROGRAM

**This intent is due to the site administrator on or before October 1 of the participating school year.**

Name: \_\_\_\_\_

School/Site: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Assignment: \_\_\_\_\_

\_\_\_\_\_ I intend to participate in the Teacher Performance Pay Program.

\_\_\_\_\_ I have received information on Performance Pay and understand the criteria and responsibilities associated with the program.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

Performance Pay materials can be located at:

School District Website: <http://apps.sdhc.k12.fl.us/hrdiv/docs/index.asp#PPAY> or  
IDEAS Desk Top – Personnel Procedures – Instructional Performance Pay

DISTRIBUTION:

ORIGINAL: Principal

COPY: Teacher

# APPENDIX B

## CRITERIA FOR ASSESSING OUTSTANDING PERFORMANCE

### CLASSROOM CERTIFICATED PERSONNEL

#### **I. Planning And Preparation**

*b. Identifies lesson objectives appropriate for the level of achievement of individual students, based on curriculum goals*

The outstanding teacher provides extensive evidence that he or she draws upon a repertoire of activities that have proved successful in engaging and motivating students with different learning styles, needs, and developmental levels.

The outstanding teacher provides extensive evidence that he or she modifies plans and employs strategies while a lesson is in progress to take advantage of unexpected opportunities and to re-engage students who are off task.

*f. Identifies effective procedures to assess attainment of lesson objectives*

The outstanding teacher provides extensive evidence that he or she designs a variety of performance-based assessment strategies, adapting to physical, cultural, linguistic, cognitive and social diversity to determine students' performance of specified outcomes and to modify subsequent instruction.

#### **II. Professional Behaviors**

*f. Communicates effectively with students and other stakeholders to increase student achievement*

The outstanding teacher provides extensive evidence that he or she implements an interactive communication system in which teachers, parents, and students can support and reinforce classroom goals, objectives and standards.

*l. Engages in self-assessment and participates in professional development activities*

The outstanding teacher provides extensive evidence that he or she works as a member of a learning community and contributes to the profession by expanding his or her own repertoire of professional experiences, i.e., publishing, conducting inservice activities, mentoring/coaching colleagues, providing leadership in professional associations, and utilizing research appropriately.

### III. Techniques of Instruction

The outstanding teacher has demonstrated clear, consistent evidence that he or she has met a preponderance of indicators under Techniques of Instruction.

*a. Demonstrates knowledge of subject matter*

The outstanding teacher demonstrates evidence of his/her breadth of subject knowledge that enhances collaboration with colleagues in their subject field as well as other subject fields for the integration of instruction.

*b. Uses instructional time efficiently, while employing the principles of continual quality improvement in an instructional setting with students*

*d. Uses vocabulary and presents content appropriate to the subject area and to the students' abilities, while using appropriate strategies for teaching students from diverse cultural backgrounds, with different learning styles, and with special needs*

*e. Presents subject matter effectively, using technology where appropriate and available, while using appropriate skills and strategies that promote the creative/critical thinking capabilities of students*

The outstanding teacher develops short and long-term personal and professional goals relating to knowledge of subject matter, and demonstrates extensive documented evidence of continuing education courses, which keeps him/her abreast of changes in his/her subject matter and School Improvement Plan objectives.

The outstanding teacher demonstrates clear, concise and consistent evidence of an expanded repertoire of teaching skills which include a variety of means to assist student learning as shown by a preponderance of evidence he or she has met all Instructional Personnel Assessment criteria in sections **III (a), (b), (d) and (e)**, with particular emphasis on documenting evidence for items **III (a) #7 and 8, III (b) #3-7, and III (d) #4-6, III (e) #12-14, 20-22.**

*n. Uses effective traditional and alternative assessment procedures that provide for individual, ethnic and cultural differences*

The outstanding teacher provides extensive evidence that he or she continually reviews and assesses data gathered from a variety of sources and develops students' instructional plans that meet cognitive, social, linguistic, cultural, emotional, and physical needs.

The outstanding teacher demonstrates evidence he or she has met a preponderance of key indicators as outlined in **III (n)** of the Instructional Personnel Assessment Handbook.

#### **IV. Classroom Management**

The outstanding teacher consistently demonstrates evidence of meeting all criteria in IV (a), (b) and (e) of the Instructional Personnel Assessment Handbook.

*a. Establishes and maintains standards for acceptable student behavior*

The outstanding teacher provides opportunities for students to be accountable for own behavior.

*b. Maintains instructional momentum*

The outstanding teacher provides evidence he or she possesses a repertoire of techniques for establishing smooth and efficient routines and utilizes techniques at appropriate times.

The outstanding teacher consistently demonstrates the use of varied motivational devices and works to maintain instructional momentum during transitions between activities.

*e. Enhances and maintains students' self-esteem*

The outstanding teacher protects students from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety, i.e., put downs, sarcasm, bullying.

The outstanding teacher provides a safe place for students to take risks.

The outstanding teacher promotes a sense of community.

#### **V. Instructional Effectiveness**

*a. Promotes academic learning which results in improved student performance*

The outstanding teacher provides extensive evidence that he or she establishes baseline data for his or her students, determines academic needs of those students, develops curriculum interventions necessary to improve student performance, and demonstrates that learning gains did occur.

## CERTIFICATED /LICENSED NON-CLASSROOM PERSONNEL

The outstanding certificated/licensed non-classroom personnel will provide clear and consistent evidence that he/she has met a preponderance of applicable key indicators as outlined in the Instructional Personnel Assessment Handbook.

### I. Planning and Preparation

*b. Helps plan and provide training activities and workshops for other professionals and parents/caretakers*

The outstanding certificated/licensed non-classroom personnel (CLNCP) provides extensive evidence that he or she uses student progress to develop and implement activities and workshops that enhance student performance outcomes.

### II. Professional Behaviors

*a. Evaluates own professional growth on a regular basis and pursues appropriate professional development activities to maintain or improve effectiveness*

The outstanding CLNCP provides evidence that he or she works as a member of a learning community and contributes to the profession by expanding his or her own repertoire of professional experiences, i.e., publishing, conducting inservice activities, mentoring/coaching colleagues, providing leadership in professional associations, and utilizing research appropriately.

*f. Seeks and uses collaborative consultation with colleagues and administrators*

The outstanding CLNCP provides extensive evidence that he or she implements an interactive communication system among faculty, staff, and administrators.

*g. Selects and uses appropriate intervention resources, assessment materials and activities that demonstrate sensitivity to individual, ethnic and cultural differences and are consistent with professional competencies*

The outstanding CLNCP provides extensive evidence that he or she designs a variety of intervention resources that utilize the physical, cultural, linguistic, cognitive, and social strengths of the student population.

*h. Accurately interprets the results of student assessments to appropriate school personnel*

The outstanding CLNCP provides extensive evidence that he or she proactively communicates accurate results of student assessment to appropriate personnel and involves himself/herself in developing strategies for student improvement.

*k. Participates in committees/activities within the district and community which contribute to student success*

The outstanding CLNCP provides extensive evidence that he or she actively participates in committees and activities and incorporates his or her professional experience toward programs that contribute to student progress.

### **III. Professional Relationships**

*c. Operates as a team member and/or assumes a leadership role as appropriate*

The outstanding CLNCP provides extensive evidence that he or she assumes effective leadership roles or active, supportive team member roles to promote a smooth and efficient total school program.

*f. Keeps self and colleagues informed about new developments and issues affecting their profession, including up-to-date research*

The outstanding CLNCP provides extensive evidence that he or she seeks out ways/sources to expand his/her knowledge, which includes keeping abreast of sources, to enhance student performance, and communicating such knowledge to colleagues.

### **IV. Professional Skills**

*c. Demonstrates knowledge of theories, best practices and techniques appropriate to the profession*

The outstanding CLNCP provides extensive evidence that he or she uses the references, materials, and technologies of the subject field in developing learning activities for students.

### **V. Communication**

*a. Speaks positively and constructively when discussing students with parents and school personnel*

The outstanding CLNCP provides extensive evidence that he or she is an ambassador for positive school relations, using a repertoire of techniques for smooth and efficient communication with students, parents, and school personnel.

*c. Communicates general and technical information in a clear, informative manner that assists other professionals in planning and implementing strategies for students*

The outstanding CLNCP provides extensive evidence that he or she assists other professionals in utilizing all available and relevant data to help plan and implement strategies to maximize the potential of each student.

*d. Assists others in understanding and utilizing his/her professional services*

The outstanding CLNCP provides extensive evidence that he or she offers school-wide training regarding available resources and professional services in his/her field.

## **VI. Instructional Impact**

*d. Plans activities consistent with state board rules, statutes, district policies, procedures, program standards and district and school improvement plans*

The outstanding CLNCP provides extensive evidence that he or she plans activities and provides services and interventions that result in progress toward the school goals.

## **MEDIA SPECIALIST**

The outstanding media specialist will provide clear and consistent evidence that he/she has met a preponderance of key indicators as outlined in the Instructional Personnel Assessment Handbook.

### **I. Planning and Preparation**

#### *b. Supports district goals and the school improvement plan*

The outstanding media specialist maintains an up-to-date, active professional library for instructional personnel.

The outstanding media specialist maintains an up-to-date, active professional library and circulation resources that support district goals and the school improvement plan (SIP).

#### *c. Assists teachers in selecting appropriate media for units of study in support of lesson objectives*

The outstanding media specialist selects and introduces appropriate materials, technology, and other resources to assist all students/teachers in the learning process in meeting instructional or school improvement plan goals.

The outstanding media specialist selects and introduces appropriate materials and resources that affirm diversity and honor multiple perspectives.

### **II. Professional Behaviors**

#### *d. Is adept in human relations and works collaboratively and effectively with students, staff members, parents and the community, to maximize optimal use of the media center*

The outstanding media specialist analyzes and uses school, family and community resources to help meet student learning needs.

#### *k. Engages in self-assessment and participates in professional activities*

The outstanding media specialist provides extensive evidence that he/she works as a member of a learning community and actively contributes to the profession by expanding his/her own repertoire of professional experiences (e.g. participating in professional development activities, professional associations and conferences such as FETC, publishing, conducting professional development activities, mentoring/coaching colleagues, providing leadership in professional associations, and utilizing research appropriately).



### III. Professional Competencies and Techniques of Instruction

*a. Demonstrates knowledge of theories, techniques, technology and skills in the field of library media*

The outstanding media specialist assists administrators and teachers with multimedia presentations (e.g. joint planning, instruction in the use of technology, locating and maintaining supportive technology/equipment, and location of needed resources).

*c. Provides an atmosphere conducive to individual inquiry, small group activities, research, study and relaxation*

*f. Conducts inservice sessions for staff members in the production and use of media, multimedia and technology*

*i. Presents subject matter effectively and with enthusiasm, while using appropriate strategies for teaching students from diverse cultural backgrounds, with different learning styles and with special needs*

The outstanding media specialist provides and/or supports comprehensible instruction in effective learning procedures, information/study skills and test-taking strategies.

*k. Checks for comprehension during instruction, using both traditional and alternative forms of assessment of student learning*

The outstanding media specialist provides resources/instruction that support and reinforce State/District reading benchmarks.

*l. Establishes and maintains standards for acceptable student behavior*

### IV. Media Center Management

*a. Builds and maintains a balanced comprehensive collection of print media, non-print media, multimedia and technology*

The outstanding media specialist builds a portfolio of activities used successfully to engage and motivate students at appropriate developmental levels (e.g. Battle of Books, Suncoast Young Authors, Sunshine State Readers, Children's Choice, Accelerated Reader, etc.), creating for the media center an inviting and warm atmosphere and providing a central hub for learning.

*c. Maintains an effective circulation system for multimedia, print media, non-print media and technology*

The outstanding media specialist provides documented evidence of activities or programs designed to significantly enhance outstanding circulation statistics throughout the year.

*h. Provides formal and informal instruction in the skills necessary to access information in all formats, while utilizing the principles of continual quality improvement in the instructional setting with their students*

The outstanding media specialist will provide documented evidence that he/she confers with other teacher leaders in order to use student performance outcomes, benchmarks and evidence of adequate progress to plan media support activities.

## **APPENDIX C**

### **INSTRUCTIONAL PERSONNEL ASSESSMENT INSTRUMENTS**

The three (3) instruments used to assess teachers who demonstrate outstanding performance are found in the Instructional Assessment folder inside Personnel Procedures on the IDEA desktop. Certificated classroom teachers are assessed using the CLASSROOM CERTIFICATED INSTRUCTIONAL EFFECTIVENESS EVALUATION FORM. Certificated non-classroom teachers are assessed using the CERTIFICATED/LICENSED NON-CLASSROOM EVALUATION FORM. Media Specialists are assessed using the MEDIA SPECIALIST EVALUATION FORM.

Each teacher is assessed in the fall after submitting an intent to participate in the program. In the spring, the final assessment document, with supporting evidence provided by the teacher, is used to determine if the teacher has met the criteria for outstanding performance and thereby eligible for consideration for teacher performance pay.







SCHOOL DISTRICT OF HILLSBOROUGH COUNTY, FLORIDA  
INSTRUCTIONAL SALARY | 2005-2006

<b>DOCTORS DEGREE - AT 7.67 HOURS PER DAY</b>										
			<b>201</b>	<b>202</b>	<b>205</b>	<b>206</b>	<b>208</b>	<b>216</b>	<b>227</b>	<b>230</b>
<b>Levels</b>	<b>DAILY</b>	<b>Hourly</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>	<b>YEARLY</b>
<b>1</b>	188.22	24.54	37,832.22	38,020.44	38,585.10	38,773.32	39,149.76	40,655.52	42,725.94	43,290.60
<b>2</b>	191.44	24.96	38,479.44	38,670.88	39,245.20	39,436.64	39,819.52	41,351.04	43,456.88	44,031.20
<b>3</b>	194.66	25.38	39,126.66	39,321.32	39,905.30	40,099.96	40,489.28	42,046.56	44,187.82	44,771.80
<b>4</b>	197.96	25.81	39,789.96	39,987.92	40,581.80	40,779.76	41,175.68	42,759.36	44,936.92	45,530.80
<b>5</b>	201.34	26.25	40,469.34	40,670.68	41,274.70	41,476.04	41,878.72	43,489.44	45,704.18	46,308.20
<b>6</b>	204.79	26.70	41,162.79	41,367.58	41,981.95	42,186.74	42,596.32	44,234.64	46,487.33	47,101.70
<b>7</b>	208.32	27.16	41,872.32	42,080.64	42,705.60	42,913.92	43,330.56	44,997.12	47,288.64	47,913.60
<b>8</b>	211.92	27.63	42,595.92	42,807.84	43,443.60	43,655.52	44,079.36	45,774.72	48,105.84	48,741.60
<b>9</b>	215.60	28.11	43,335.60	43,551.20	44,198.00	44,413.60	44,844.80	46,569.60	48,941.20	49,588.00
<b>10</b>	219.36	28.60	44,091.36	44,310.72	44,968.80	45,188.16	45,626.88	47,381.76	49,794.72	50,452.80
<b>11</b>	223.20	29.10	44,863.20	45,086.40	45,756.00	45,979.20	46,425.60	48,211.20	50,666.40	51,336.00
<b>12</b>	227.11	29.61	45,649.11	45,876.22	46,557.55	46,784.66	47,238.88	49,055.76	51,553.97	52,235.30
<b>13</b>	231.10	30.13	46,451.10	46,682.20	47,375.50	47,606.60	48,068.80	49,917.60	52,459.70	53,153.00
<b>14</b>	235.16	30.66	47,267.16	47,502.32	48,207.80	48,442.96	48,913.28	50,794.56	53,381.32	54,086.80
<b>15</b>	239.30	31.20	48,099.30	48,338.60	49,056.50	49,295.80	49,774.40	51,688.80	54,321.10	55,039.00
<b>16</b>	243.52	31.75	48,947.52	49,191.04	49,921.60	50,165.12	50,652.16	52,600.32	55,279.04	56,009.60
<b>17</b>	247.82	32.31	49,811.82	50,059.64	50,803.10	51,050.92	51,546.56	53,529.12	56,255.14	56,998.60
<b>18</b>	252.19	32.88	50,690.19	50,942.38	51,698.95	51,951.14	52,455.52	54,473.04	57,247.13	58,003.70
<b>19</b>	256.64	33.46	51,584.64	51,841.28	52,611.20	52,867.84	53,381.12	55,434.24	58,257.28	59,027.20
<b>20</b>	261.16	34.05	52,493.16	52,754.32	53,537.80	53,798.96	54,321.28	56,410.56	59,283.32	60,066.80
<b>21</b>	265.84	34.66	53,433.84	53,699.68	54,497.20	54,763.04	55,294.72	57,421.44	60,345.68	61,143.20
<b>22</b>	270.60	35.28	54,390.60	54,661.20	55,473.00	55,743.60	56,284.80	58,449.60	61,426.20	62,238.00
<b>23</b>	275.43	35.91	55,361.43	55,636.86	56,463.15	56,738.58	57,289.44	59,492.88	62,522.61	63,348.90
<b>24</b>	280.34	36.55	56,348.34	56,628.68	57,469.70	57,750.04	58,310.72	60,553.44	63,637.18	64,478.20
<b>25</b>	285.40	37.21	57,365.40	57,650.80	58,507.00	58,792.40	59,363.20	61,646.40	64,785.80	65,642.00
<b>26</b>	290.54	37.88	58,398.54	58,689.08	59,560.70	59,851.24	60,432.32	62,756.64	65,952.58	66,824.20
<b>27</b>	295.76	38.56	59,447.76	59,743.52	60,630.80	60,926.56	61,518.08	63,884.16	67,137.52	68,024.80