

CONTRACT

BETWEEN

THE SCHOOL BOARD OF VOLUSIA COUNTY

AND

***AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES
COUNCIL 79, LOCAL 850***

2018-2021

***Board Adopted – October 23, 2018
(Effective July 1, 2018)***

***Through the individual commitment of all, our students will graduate with the knowledge, skills, and values
necessary to be successful contributors to our democratic society.***

Table of Contents

Agreement.....	1
Preamble	1
Article 1 - Recognition.....	1
Article 2 - Dues Checkoff.....	1
Article 3 - No Discrimination.....	3
Article 4 - Union Representation & Activities	3
Article 5 - Grievance Procedure	6
Article 6 - Discipline & Discharge.....	9
Article 7 - No Strike	10
Article 8 - Prevailing Rights	10
Article 9 - Management Rights.....	11
Article 10 - Employee Protection.....	11
Article 11 - Supervisor/Employee Relations.....	11
Article 12 - Work Rules.....	11
Article 13 - Job Assignments.....	12
Article 14 - Seniority	12
Article 15 - Layoff and Recall.....	13
Article 16 - Days and Hours.....	15
Article 17 - Vacancies.....	18
Article 18 - Safety	18
Article 19 - Leave Provisions	19
Article 20 - Family & Medical Leave Act.....	25
Article 21 - Salary and Fringe Benefits	25
Article 22 - Uniform and Clothing Allowance.....	30
Article 23 - Evaluations	31
Article 24 - Miscellaneous Agreements	31
Article 25 - Miscellaneous Agreements (Emergencies).....	32
Article 26 - Miscellaneous Agreements (Transportation).....	33
Article 27 - Savings Clause	37
Article 28 - Duration.....	37
Appendix A - Occupational Groups.....	38
Appendix B - Salary Schedule	39
Appendix C - Salary Schedule for School Way Café Personnel.....	40
Appendix D - School Way Café Institute Assistant and Manager Career Ladder.....	41
Appendix E - Pay for Skills Program.....	43
Appendix F - Sick Leave Bank.....	44
Appendix G - Sick Leave Bank Application.....	45

AGREEMENT

This Agreement is between The School Board of Volusia County, hereinafter called the Board, and AFSCME, AFL-CIO, Council 79, Local 850, hereinafter call the Union, representing the employees in the non-instructional unit, as certified by PERC on January 31, 1980, certificate #487.

PREAMBLE

It is the intent of The School Board of Volusia County, Florida, that this Agreement will outline procedures to be utilized in the negotiation process for the resolution of issues concerning wages, hours, and terms and conditions of employment.

ARTICLE 1 RECOGNITION

Section 1 - Inclusions

- A. The Volusia County School Board hereby recognizes the Florida State Employees Council No. 79, American Federation of State, County and Municipal Employees, AFL-CIO Local 850 as the exclusive representative for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment for all employees included in the Non-Instructional bargaining unit.
- B. The bargaining unit for which this recognition is accorded is as defined in the certification issued by the Florida Public Employees Relations Commission on January 31, 1980 (Order No. RC-78-011).
- C. This certification includes all regular full-time and regular part-time employees in the classifications and positions listed in PERC Order No. RC-78-011.

Section 2 - Exclusions

The Board recognizes the integrity of this Florida Public Employees Relations Commission (PERC) certified Non-Instructional bargaining unit, and will not use appointments of temporary employees, emergency employees and substitute employees for the purpose of eroding the bargaining unit.

Section 3 - New Positions/Classes

When a new position is created in a classification that is included in the bargaining unit and the Board believes that the position should be excluded from the unit, the Union will be notified by being given a copy of the Board's application to PERC seeking the exclusion of the position from the unit.

ARTICLE 2 DUES CHECKOFF

Section 1 - Deductions

- A. During the term of the Agreement, the Board agrees to deduct union membership dues and uniform assessments, if any, in an amount established by the Union and certified in writing by an accredited officer of the Union to the Board, from the pay of those employees in the bargaining unit who individually make such request on a written checkoff authorization form provided by the Union. Such deductions will be made by the Board when other payroll deductions are made and will begin with the pay for the first full pay period following receipt of the authorization by the Board. The Union shall

advise the Board of any uniform assessments or increase in dues in writing at least thirty (30) days prior to its effective date.

- B. This Article applies only to the deduction of membership dues and uniform assessments, if any, and shall not apply to the collection of any fines, penalties, or special assessments.

Section 2 - Remittance

- A. Deductions of dues and uniform assessments, if any, shall be remitted exclusively to a duly authorized representative, as designated in writing by the Union, to the Board on a monthly cycle along with an electronic list containing names, employee identification number, work assignment location, and amount deducted of the employees for whom the remittance is made.
- B. The list and deductions shall be forwarded to an electronic address identified by the Union with an electronic copy to the President of Local 850 as soon as practical after deductions are made.

Section 3 - Insufficient Pay for Deduction

In the event an employee's salary earnings within any pay period, after deductions for withholding, Social Security, retirement, health insurance, and other priority deductions, are not sufficient to cover dues and any uniform assessments, it will be the responsibility of the Union to collect its dues and uniform assessments for that pay period directly from the employee.

Section 4 - Termination of Deduction

Deductions for Union dues and/or uniform assessments shall continue until either: 1) revoked by the employee by providing the Board and the Secretary-Treasurer of Local 850 with thirty (30) days written notice that he is terminating the prior checkoff authorization, 2) the expiration of the term of this collective bargaining agreement, 3) the termination of employment, or 4) the promotion or demotion of the authorizing employee out of this bargaining unit.

Section 5 - Indemnification

The Union shall indemnify, defend and hold the Board, its officers, officials, agents and employees, harmless against any claim, demand, suit or liability (monetary or otherwise) and for all legal costs arising from any action taken or not taken by the Board, its officials, agents and employees in complying with this Article which are in excess of the number of dues and/or uniform assessments which the Board or its agencies have agreed to deduct.

Section 6 - Exceptions

The Board will not deduct any Union fines, penalties, or special assessments from the pay of any employee.

Section 7 - Dues Checkoff Authorization Form

- A. The Dues Checkoff Authorization Form supplied by the Union shall be used by the bargaining unit employees who wish to initiate dues deduction. Checkoff Authorizations shall contain the following information: name, employee identification number and facility in which employed. The form submitted to the Board's payroll office shall have the original signature of the authorizing employee.
- B. Changes in the Authorization Forms required by (A) above will not affect deductions authorized by forms that the parties have previously agreed to.

ARTICLE 3
NO DISCRIMINATION

Section 1 - Claims

Any claim of discrimination by an employee or the Union against the Board, its officials or representatives shall be subject to the methods of review prescribed by law or rules and regulations having the force and effect of law.

Section 2 - Union Membership

Neither the Board nor the Union shall interfere with the rights of employees covered by this Agreement to become or refrain from becoming members of the Union or will either discriminate against such employees because of Union membership or non-membership. Under the provisions of Chapter 447, Florida Statutes, the union is not obligated to represent bargaining unit employees who are not members of the union.

Section 3 - Male Gender Reference

All references in this Agreement to employees of the male gender are used for convenience only and shall be construed to include both male and female employees.

ARTICLE 4
UNION REPRESENTATION AND ACTIVITIES

Section 1 - Representation

- A. From employees in the bargaining unit, the Union shall select a reasonable number of union stewards. The Union shall furnish to the Board an keep up-to-date list of all such employees authorized to act as stewards. In addition, the Union shall furnish to the Board and keep up-to-date a list of Union Staff Representatives and Local 850 Officers.
- B. Whenever Union representation is requested by an employee, the representative shall be so selected and designated by the Union.
- C. Stewards who are designated by the Union shall be selected according to the following general guidelines:
 - 1. One (1) steward at each facility or work location which has a supervisor who has the authority to settle grievances.
 - 2. Where more than one shift is required there may be one (1) steward per shift.
 - 3. If the number of employees on a particular shift, or in a work location, exceeds fifty (50) employees, an additional steward may be selected; however, when selecting stewards at such work location, consideration shall be given to restricted areas, number of work units, and other factors unique to that installation or facility.
 - 4. After having requested and been given prior approval from the Principal or Worksite Supervisor, the steward or a local union officer will be allowed time to represent bargaining unit members at grievance conferences with the supervisor during regular work hours without loss of pay or benefits. The steward or local union officer will secure approval of the Principal or Worksite Supervisor in the area where the grievance is to be investigated and will conduct the investigation in a way that does not interfere with Board operations.

5. Stewards, Local officers, and other Local representatives shall have permission to examine an employee's file as permitted by Florida Statutes.

Section 2 - Bulletin Boards

- A. Where Board controlled bulletin boards are available, the Board agrees to provide space on such bulletin boards for Union use. Where bulletin boards are not available, the Board agrees to provide such boards. The Board and AFSCME will conduct an inventory of bulletin boards to assure compliance with this article and appropriate placement of the bulletin boards.
- B. Posting of Union literature shall be confined to Union bulletin boards, and these boards shall be used for the following notices:
 1. Recreational and social affairs of the Union
 2. Union meetings
 3. Union elections
 4. Reports of Union committees
 5. Union benefit programs
 6. Current Union contract
 7. Training and Educational opportunities
- C. Postings must be dated and bear the signature of an authorized Union Representative.
- D. Nothing in the contract will be construed to authorize Union distribution of any material or information which libels School Board members or employees.

Section 3 - Employee Lists

The Board will upon timely written request provide the Union a listing giving the name, home address, home telephone number, email address if on file, classification title, and gross salary for each employee covered by the bargaining unit. Such list will cover the fiscal quarter in which they are requested. Any and all costs incidental to the production of such list will be borne by the bargaining unit.

Section 4 - Class Specifications/Rules

The Board will provide the Union Staff Representative and Local 850 Union President each with a copy of classification specifications and Board Personnel Rules and Regulations which affect employees within the bargaining unit.

Section 5 - Representative Access

The Board agrees that an accredited representative of the American Federation of State, County and Municipal Employees, whether Local Union representatives, District Council Representatives, or International Representatives shall have access to the premises of the Board on the same basis as they are available to the general public. Access to premises shall be during working hours and shall be relative to the administration of

this agreement. Access to employees will be during the non-working hours of the employee including their lunch break. Phone calls and emails must also be made during non-working hours.

Section 6 - Consultation

- A. In order to provide a means of continuing communication between the parties and upon request of either the Board or the Union Staff Representative, the Superintendent and/or his designated representative(s) and not more than eight (8) representatives of the Union shall meet and consult monthly, the time and place to be designated by the Board.
- B. The purpose of such consultation meetings shall be to discuss matters relating to the administration of this Agreement and matters covered by this Agreement. It is understood that these meetings shall not be used for the purpose of discussing pending grievances or for negotiation purposes. The parties shall exchange agenda indicating the matters they wish to discuss no later than seven (7) days prior to the scheduled meeting. Any agreement reached between the parties at consultation meetings shall be reduced to writing and a copy shall be provided to each party.

Section 7 – School Board Courier Systems

- A. The Union shall have access to use the School Board Courier System of distributing information to employees of the bargaining unit. The Union agrees to pay any charges assessed by the Postal Authorities.
- B. The school mail system will not be used by the Union to distribute materials to employees which libels the Board members or its employees.

Section 8 - Use of Facilities

The Union and its representatives shall have the right to use school buildings for meetings and workshops other than during school hours and when not in conflict with scheduled school activities subject to the following:

- A. The approval of the building principal.
- B. Any cost of custodial services and any damage incurred due to negligence of the local union shall be paid by the local Union.
- C. The school or building administrator shall be given reasonable notice in advance, for the purpose of scheduling any and all access to and/or use of any facility operated by the school district for the purpose of holding any AFSCME meeting. Such notice shall include the date, time, and room in which the meeting will be held. AFSCME will be notified in a reasonable time if there is a conflict and given the opportunity to reschedule.

Section 9 - Request for Information

- A. A request for a public record shall be governed by the requirements of F.S. 119.07. The parties recognize that under that law, the school district must produce existing public records, but is not required to create a document.
- B. Requests for information that do not fall under the public records law shall be limited to information that must be provided in accordance with Chapter 447 of Florida Statutes.

- C. The Board will provide the Union with a copy of any “request for proposal” or “invitation to bid” issued by the District which the District anticipates will result in the elimination of a substantial number of current bargaining unit positions.

Section 10 - School Board Meetings

The Board agrees to release from duty an official designee of AFSCME Local 850 to attend board meetings.

Section 11 – New Employee Orientation

The Board agrees to allow the Local’s president or designee time after the conclusion of the new employee orientation for introduction of the Union and distribution of Union materials on a voluntary basis.

ARTICLE 5 GRIEVANCE PROCEDURE

A. Definition of Grievance

A grievance shall be defined as an alleged violation or the misinterpretation or misapplication of the specific terms of this Agreement.

B. Definitions

1. The term "day" when used in this procedure shall mean work days, Monday through Friday, exclusive of holidays.
2. A "grievant" is an employee, group of employees, or the Union.

C. Withdrawal

A grievance may be withdrawn by the grievant at any time and at any step of this procedure.

D. Grievance Procedure

Whenever a grievance arises between the School Board and the employees or the Union, the matter will be handled in accordance with the following procedure:

1. Informal Procedure

Step 1 - The parties wish to encourage the resolution of potential grievances at the lowest level possible without having to resort to the formal grievance procedure. Therefore, no later than ten (10) days after the event that gives rise to the grievance or said event is known or should have been known to the employee, the grievant and/or his representative shall request a meeting with his immediate supervisor to discuss the potential grievance. The Step 1 meeting shall take place within ten (10) days of the request for a meeting.

2. Formal Procedure

- a. Step 2 - If the potential grievance is not resolved through informal discussions within ten (10) days after the Step 1 meeting or after the expiration of the Step 1 timeline, the grievant may submit his/her grievance and a request for a Step 2 meeting in writing and sign it. The written grievance must include:

- (1) A statement of the grievance and the facts involved.
- (2) The remedy requested.
- (3) The Articles and Sections of the Agreement which grievant claims have been violated.

The Step 2 meeting shall take place within ten (10) days of said request. The immediate supervisor will respond to the grievance within ten (10) days after the meeting.

- b. Step 3 - If the grievance is not resolved at Step 2 within ten (10) days of the decision of the Supervisor or the expiration of the Step 2 timeline, the grievant may appeal the decision to the Superintendent.

- (1) At the request of the Union or the employee, a meeting between the Superintendent or designee and the Union representative and the grievant shall be held at a mutually agreeable time, but not more than ten (10) days after receipt of the appeal to Step 3 by the Superintendent.

- (2) The Superintendent will issue his decision within (10) days after the meeting held under subparagraph (1) above.

3. Failure of the parties to meet and/or discuss a grievance to make a decision within the time provided in Step 1, 2, or 3 of the grievance procedure shall be deemed a denial of the grievance by the Management and the employee or the Union shall proceed with the next step as if the decision had been made on the last day allowed.

4. Mediation - At any step of this procedure, the parties may by mutual written consent utilize the services of an impartial mediator to assist in attempting to resolve the grievance. Recommendations of such a mediator shall not be binding upon the parties nor admissible in any arbitration or other proceeding without the express written consent of both parties.

- E. Arbitration - Except as otherwise stated in this Agreement, arbitrable grievances that have been properly submitted under Section D shall be subject to arbitration in accordance with the following procedures.

Arbitration proceedings must be initiated by the Union sending a written demand to the Superintendent for arbitration. This demand shall be received by the Superintendent within fifteen (15) days of the decision in Step 3 or the last day on which a Step 3 decision could have been made, whichever first occurs.

- F. Selection of Arbitrator - As soon as possible after the demand for arbitration is served and a list of Florida based arbitrators have been received from the American Arbitration Association (AAA) or other arbitration service providers agreed to by both parties. The parties shall meet or confer by telephone in order to select an arbitrator to hear and decide the grievance. The Union and the School Board shall each have the right alternatively to strike three (3) names from the list. The party to strike first shall be decided by the flip of a coin. The name remaining shall be the arbitrator. Subject to Section I, the arbitrator selected shall decide the dispute and such decision shall be final and binding on the parties and the employees. The involvement of AAA or other arbitration services providers agreed to by both parties shall be limited to the selection process.

- G. Fees and Expenses – The fees and expenses of the arbitration shall be borne equally by the parties. Each party shall be responsible for their own attorney’s fees and any court reporting services it utilizes in any arbitration proceedings. If the hearing occurs during the work time, the grievant and any witnesses shall be given the necessary release time.
- H. Authority of Arbitrator - The arbitrator shall have no power to add to, subtract from, modify, or alter the terms of this Agreement, nor shall the arbitrator have the power to arbitrate any matter expressly or by implication excluded from arbitration. Discovery may be permitted upon stipulation of the parties. The arbitrator is not to proceed in contravention of the limitations upon his powers as expressed in Section I hereof.
- I. Arbitrability - If a dispute exists concerning the arbitrability of an issue referred to arbitration, the issue of arbitrability shall be the first issue before the arbitrator and no other matter will be considered by the arbitrator until he has issued his findings on the question of arbitrability.
- J. Decision - The decision of the arbitrator on any arbitrable issue shall be supported by substantial evidence on the record as a whole and shall be final and binding on the employee, School Board and Union.
- K. Time Limits - The time limits set forth in Sections D and E are to be considered essential to the grievance and arbitration procedure, and failure of the employee or the Union to meet any time limit set forth therein shall, unless the parties by mutual agreement have extended a time limit, constitute waiver of the grievance and acceptance of the Superintendent's or Board's position.
- L. Time Off/Pay - Steps 1, 2 and 3 of the grievance procedure shall be carried out at a time and place mutually agreeable to all parties based on operational needs and neither the employee nor the employee's Union representative, if any, shall lose pay. The Superintendent shall determine when Step 3 shall be processed and if the step is processed during their scheduled working hours, neither the grievant nor the Union representative shall lose pay. Grievance meetings are not evidentiary, and no witnesses will be called.
- M. General
1. The filing of a grievance shall in no way interfere with the right of the School Board or the Superintendent to proceed to carry out its management responsibilities, subject to the final resolution of the grievance. The employee shall abide by the management decision involved in any grievance prior to and during the time the grievance has been filed and shall not discontinue his/her duties prior to or during the time a grievance is being processed, unless the employee has been terminated.
 2. No reprisals of any kind shall be taken by the Board, Administration, or Union against any employee because of his participation or non-participation in the procedures set forth in this Article.
 3. A grievance may be initiated at Step 3 of the grievance procedure if requested by the Union and agreed upon by the Superintendent.
- N. Right to Representation - A party to a grievance proceeding shall have the right to request representation of his choice at any step of the informal and formal proceedings. The grievant shall not be required to discuss any grievance filed if the grievant’s representative is not present; however, the grievant will select another representative in order that a meeting may proceed. An employee may avail himself/herself of the grievance procedure in person or by counsel and have such grievance adjusted without intervention of the Union provided that:

1. the adjustment is not inconsistent with the terms of this Agreement; and
2. the Union has been given reasonable opportunity to be present at any meeting called for in the resolution of such grievance; and
3. the Union shall be provided a copy of the decision at each step.

O. Instant Arbitration

1. By mutual agreement the parties may initiate instant arbitration if in the Union's opinion the matter affects an employee in regard to pay, transfer, or any other matter having an immediate detrimental effect to the employee(s) or Union.
2. The parties agree to maintain a cadre of arbitrators specifically for this purpose and will strike for an arbitrator within five (5) days of the Union's notification to the employer that the Union is invoking this Article.
3. Cost and decision of the arbitrator will be consistent with paragraph G.

ARTICLE 6

DISCIPLINE AND DISCHARGE

Section 1 - Disciplinary Action

- A. An employee may be disciplined only for just cause. As per Weingarten Rights an employee may have a steward, or a Union Representative or a Local 850 Union Officer present during any disciplinary investigation in which the employee is being questioned relative to alleged misconduct of the employee. The employee shall be advised of the nature of the meeting at the beginning of the meeting. If during any meeting or conference with an employee the possibility of discipline arises, at the request of the employee for representation, the supervisor conducting the meeting shall immediately discontinue the meeting until representation is secured. Exercising representative rights by the employee shall not delay the investigative process more than twenty-four (24) hours unless mutually agreed.

No employee shall have disciplinary action taken against him or her based solely on anonymous sources. An employee against whom disciplinary action is taken under this Article shall have the right to review all of the information relied upon to support the action, subject to legal restrictions, and shall be given a copy. A copy of such information shall be provided to the Union, when the Union represents the employee.

Any employee covered by this agreement who is notified of a charge of misconduct which could result in termination shall, at the option of the employee, have the right to request a hearing under Chapter 120.57, Florida Statutes, or the employee may elect to file a grievance under this agreement after adverse action by the Board. An employee who elects to proceed under Chapter 120.57 Florida Statutes may further elect to proceed before a hearing officer appointed by the Florida Division of Administrative Hearings, whose decision will be regulated under Chapter 120.68, Florida Statutes, or may elect to proceed before the Volusia County School Board. If the employee chooses to contest the charges, the employee must, within twenty (20) days after receiving notice of the charges, elect in writing to the Superintendent and AFSCME president to proceed to a hearing under Chapter 120.57, Florida Statutes or to utilize the grievance procedure of this agreement, after adverse action by the Board. Under no circumstances may the employee utilize the grievance procedure after participation in a hearing under Chapter 120.57, Florida Statutes. Any committee established by the Superintendent to review and revise the Procedure to Implement Safe Operation of School Board Vehicles for All

Operators of School Board Vehicles will have two (2) members of this bargaining unit. The committee to administer the established procedure will include two (2) members of the bargaining unit.

- B. Under normal circumstances the Board will follow the tenets of progressive discipline in the administration of its disciplinary standards.
- C. Discipline shall be defined as (1) the suspension of an employee; (2) the termination of an employee during the term of his or her annual contract, after he or she has completed the initial probationary period; or (3) the non-reappointment of an employee who has successfully completed three consecutive years of employment with the District and been reappointed for a fourth year.
- D. A demotion shall be defined as the involuntary reassignment of an employee to position in a classification which has a lower hourly rate of pay, for reasons not related to Article 15, Layoff and Recall. An employee who has been subjected to a demotion shall have the right to a meeting with the superintendent /designee to discuss the matter and present any evidence he/she may have on the issue of whether the demotion was warranted.
- E. If an employee is suspended from duty and is subsequently exonerated by the Board of charges that resulted in this suspension, the employee shall be fully compensated by the Board for such period of absence according to their status at the time of suspension and be returned to full duty with no loss of pay. The employee shall further be returned to their former job classification.

Section 2 - Employee File

Personnel files shall be maintained in accordance with Florida Statutes, Florida State Board of Education Administrative Rules, and Volusia County School Board Policy. Refer to Chapter 1012.31, Florida Statutes and Volusia County School Board Policy 412.

ARTICLE 7 NO STRIKE

Section 1 - No Strike Agreement

Neither the Union nor any of its officers or agents nor members covered by this Agreement, nor any other employees covered by this Agreement, will instigate, promote, sponsor, or engage in any prohibited activities as defined in Section 447.203(6), Florida Statutes.

Section 2 - Penalty

Any or all employees who violate any provision of the law prohibiting strikes or of this Article will be subject to disciplinary action up to and including discharge, and any such disciplinary action by the Board shall not be subject to the grievance procedure established herein.

ARTICLE 8 PREVAILING RIGHTS

All pay and benefits provisions published in the Board's personnel rules and regulations which cover employees in the bargaining unit and which are not specifically provided for by this Agreement shall be afforded the employee.

ARTICLE 9
MANAGEMENT RIGHTS

The Board has the right to set standards of service to be offered to the public and exercise control and discretion over its organization and operations, and to fully exercise all management rights not addressed in this Agreement.

The Board may direct its employees, take disciplinary action for just cause, and relieve its employees from duty because of lack of work, or other legitimate reasons, provided, however, that the exercise of such rights shall not preclude employees from raising grievances through their Union, should decisions on the above matter have the practical consequences of violating the terms and conditions of any collective bargaining agreement in force.

The Board has the sole right to determine the qualifications of employees, the work to be performed, the number of employees who will perform the work, and the classifications of employees involved.

ARTICLE 10
EMPLOYEE PROTECTION

The Board will furnish legal counsel to members in defense of civil legal actions arising out of the discharge of their duties within the scope of their employment in the school system, unless the Board finds that the member acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety or property.

ARTICLE 11
SUPERVISOR/EMPLOYEE RELATIONS

Complaints by an employee that he is not being dealt with in a reasonable and equitable manner in day-to-day relations with his supervisor may be carried by the employee to the worksite supervisor or principal. The employee upon request shall be accompanied by a steward or Local Union Representative.

ARTICLE 12
WORK RULES

- A. The Board may establish reasonable and necessary rules of work and employee conduct. Administration or enforcement of such rules will be fair and equitable.
- B. The Board agrees to prepare and issue an Employee Handbook to each employee in the bargaining unit containing information regarding rules of conduct, insurance benefits and options, and work rules which pertain to the employee. This handbook shall be presented to all new employees at time of employment.
- C. Any employee who has not been issued a handbook shall receive a handbook within forty-five (45) work days of the signing of the contract.
- D. The Board will provide access to employee handbooks and Standard Operating Procedures Manuals electronically or at worksites for review.

ARTICLE 13
JOB ASSIGNMENTS

Section 1 - Promotions

A promotion shall mean an advancement to a higher job classification with a higher hourly wage. A change in step increment or an increase in hours shall not be interpreted as a promotion.

Section 2 - New Worksites/Hubs

When the Board establishes a new worksite/hub, the following terms shall apply:

- A. A vacancy announcement will be created describing the number of positions available, the classifications involved, and shall specify the required qualifications, training and specific competencies needed for each position.
- B. If the administration has determined that the vacancies are to be filled from one or more specific established worksites, the announcement shall be publicized to the employees at those worksites in the affected classification(s).
- C. If the administration has determined that the vacancies are to be open district wide, then the positions shall be posted pursuant to Article 17 - Vacancies.
- D. Employees volunteering for the transfer who meet all of the required qualifications, training requirements and specific competencies listed in the posting shall be given first consideration. The Board will endeavor to fill the vacancies with qualified applicants currently employed by the Board who meet the training requirements and specific competencies listed in the posting. Where two or more applicants are judged by the worksite supervisor to be equally the most qualified applicants based upon a comparison of the required qualifications, training and specific competencies needed for the position, then the applicant with the highest district seniority shall be given preference.
- E. If in the judgment of the administration, the pool of applicants resulting from the posting does not include sufficient persons qualified for the positions who meet the training requirements and specific competencies listed on the posting, the administration shall have the right to make involuntary transfers of employees. When making involuntary transfers, all criteria listed on the posting shall be considered. The employee to be transferred will normally be the employee with the least district wide seniority:
 - 1. who meets all the qualifications, training, and specific competencies needed for the position;
 - 2. who does not possess any additional qualifications, training or competency required at the original worksite in the judgment of the worksite supervisor. In addition, such employee will not be subject to involuntary transfer if his or her employment at the original worksite is necessary, in the judgment of the worksite supervisor, in order to provide staff balance and best meet the needs of the school community.

ARTICLE 14
SENIORITY

- 1. Seniority shall be defined as an employee's uninterrupted service with the Board including sick leave and any other Board approved leave with pay. Absence(s) due to Board approved long-term leave without pay shall not be counted toward seniority but shall be considered as uninterrupted service.
- 2. All seniority shall be lost for the following reasons:

- A. If the employee quits
 - B. If the employee is discharged
 - C. If the employee retires
 - D. Layoff exceeding one year
 - E. Failure to report from layoff within the time limits prescribed
 - F. Failure to report from any long-term leave, including military, within the time limits prescribed
 - G. Once an employee signs an NET and the board finalizes the action, the employee loses seniority. This term will go into effect upon ratification of this agreement. All previous employees whose seniority was lost due to the arbitrators ruling in FMCS Case No. 13-00621-3 shall remain the same.
3. An employee whose district seniority is broken for any of the above reasons shall be considered as a new employee if he is again employed by the Board.
 4. The Board shall provide the union with a Personnel action list covering bargaining unit employees. This list will contain names, classification and date of action. Within twenty (20) work days after ratification date the Board shall provide the union with a copy of an up-to-date district seniority list and thereafter on a semiannual basis. The list will be in electronic format by department in order of district seniority giving the names, job titles, and date of hire. A copy shall also be posted in each department.
 5. Where a high school diploma is an eligibility requirement for such promotion, excluding School Way Café Managers and Interns, successful work experience or completion of a certificate vocational program in the field may be substituted for the required diploma as determined by the Human Resources Department.
 6. An employee who transfers to a position with the Board outside the bargaining unit and who subsequently returns to a position within the bargaining unit will have his district seniority restored equal to what it was at the time he left the bargaining unit.
 7. Provided the employee is able to perform the work, seniority and personal preference will be considered when an opening occurs in shift assignments for transportation mechanics.
 8. For the purpose of route bid selection, seniority should be calculated by determining the uninterrupted length of service as a bus operator or attendant assigned to Student Transportation Services. A transfer between these two classifications shall not cause a break in seniority.

ARTICLE 15

LAYOFF AND RECALL

Section 1 - Definitions and General Provisions

- A. Job classification - position within an occupational group as listed in Appendix A of this Agreement
- B. Seniority - as defined in Article 14, Section 1 of this Agreement

1. Layoff is the separation of an employee for lack of work or funds, without any fault or delinquency on the employee's part. Employees shall be laid off in accordance with district seniority in their job classification.
2. In the event that two (2) or more employees have the same district seniority in their job classification, the Board will make the decision based on the employee's experience, training, and job performance to determine which employee remains.
3. The Board agrees to provide the Union with a list of names of the employees being laid off and such notice shall be sent at the time that it is issued to the employees affected. Employees to be laid off shall be notified as soon as possible after the decision is made. In no event shall the Board give less than ten (10) working days' notice to affected employees.

Section 2 - Procedures

A. Layoff

The employer shall determine when a layoff is necessary and shall determine the positions to be eliminated or reduced. In the event of a layoff within a given job classification, the following procedures shall be followed:

1. The employer will determine how many employees must be removed from the job classification.
2. The employer will remove employees from that job classification in reverse order of district seniority.

B. Reduction of Hours

The employer shall determine when a reduction of hours is necessary and shall determine the number of hours to be reduced. In the event of a reduction of hours within a given job classification the following procedures shall be followed:

1. The employer will determine how many hours must be reduced from the job classification.
2. The employer will reduce hours within that job classification in reverse order of district seniority.

C. Exceptions

1. The adjustment of hours for School Way Café Assistants, Bus Operators and Bus Attendants is exempt from these layoff provisions.
2. Any transfer of personnel deemed necessary by the Board as a result of any layoff or reduction of hours shall be exempt from the vacancy announcement requirement.

D. Recall

Employees in layoff status will retain recall rights for one (1) year and shall have preference to work over other applicants.

1. Recall will be made by certified mail to the last address in the employee's records. Within five (5) work days of the certified receipt date, laid-off employees must signify their intention of returning to work to the Personnel office. Failure to respond to the notice shall constitute a resignation by the employee.
 2. When employees are recalled from lay-off, the employee with the greatest district seniority in that classification shall be recalled first. If the laid-off employee, when offered recall, is temporarily unable to return to work due to medical reasons, he may request an extension of recall rights, not to exceed two (2) months. Such medical reason must be substantiated by a doctor's statement.
- E. In order to avoid lay-off an employee may elect to move to a lower classification to the least senior position in the same occupational group (as described in Appendix A) providing the employee has more district seniority than an employee who might be displaced as a result of the demotion.
- F. If the affected employee does not elect to accept a demotion under Section E above and is unable to move into a lower classification, the employee may move laterally or down to the least senior position in any other classification previously successfully held within the bargaining unit. If such a move is not available, the employee may move into any other lower classification in the classification series of the position previously held using the same procedure.
- G. If the affected employee is unable to move into any position as provided in Sections E and F above the employee shall be laid off.

ARTICLE 16

DAYS AND HOURS

A. Work Day

All full day employees will be required to work an eight-hour day. In the event the Board declares a four-day work week for all or part of the workforce, the work day shall consist of ten (10) hours including two fifteen-minute breaks and a 45-minute unpaid lunch. In addition, employees may request a four-day work week. Management will endeavor to respond within ten (10) work days. The grant of such a request is within the sole discretion of management.

B. Work Week

The work week shall consist of no more than five (5) days of work.

C. Overtime

1. When full day employees are directed to work overtime in addition to their regular hours, totaling more than forty (40) hours per week, they shall be compensated for the additional time at the rate of time and one-half (1 1/2) of the normal rate of pay. When the employee designated above works on Board designated holidays, he/she shall be compensated at double time for the actual number of hours worked. The employee will also be compensated the normal rate of pay for Board designated holiday based on his/her normal allotted hours per day. Collective bargaining law recognizes the managerial right to require overtime. Management will first seek to find a qualified employee from within the applicable worksite who agrees to accept the overtime assignment. It shall be the employees' option to be compensated for overtime worked with either compensatory time or pay. Compensatory time must be used first and cannot be carried over to the next fiscal year. If no qualified employee

agrees, management shall have the right to require the overtime. However, under the terms of this agreement, if an employee is being required to work overtime but has a concern regarding a potential time conflict, then the employee will have an opportunity to discuss the matter with the supervisor. The supervisor shall make a record of the discussion. Reasonable efforts will be made to accommodate the employee.

2. Employees who work less than an eight (8) hour day will be compensated at the rate of time and one-half (1 1/2) of the normal rate of pay for time worked totaling more than forty (40) hours in a work week.
3. The use of compensatory time shall be in compliance with the Fair Labor Standards Act for all bargaining unit employees.
4. The Maintenance Department will have established procedures for bargaining unit employees to have an equitable distribution of overtime to qualified employees regularly performing the work available.

D. Special Functions

School Way Café employees who work on special functions, funded by a business or agency outside the school system, in addition to their regularly assigned work hours, shall be compensated at a rate of time and one-half (1 1/2) of their normal rate of pay.

E. Meetings Outside of Regular Assigned Work Hours

Employees, when required to attend will be compensated at their regular rate of pay (or overtime where applicable) for in-service meetings and training sessions held between or after their regular working hours. Should the in-service meetings and training sessions be mandatory, mileage reimbursement, when transportation is not offered, will be calculated and paid in accordance with Board Policy 717.

The issue of whether employees should be paid for time between the end of their regular work hours and the start of the in-service meetings and/or training sessions shall be governed by the requirements of the Fair Labor Standards Act and will be dealt with on a case-by-case basis.

F. Emergency Call Backs

An employee on Emergency Call Back shall be paid for the additional hours worked and the time normally required to travel to the work site or a minimum of two (2) hours, whichever is greater. This emergency call back provision shall only apply where the employee is given less than forty-eight (48) hours advance notice of the call back.

Supervisors will minimize telephone contact with employees after hours.

G. Lunch Time

The lunch period for each employee, with the exception of bus operators and bus attendants, shall be thirty (30) minutes for employees with regular scheduled work hours of six (6) or more. Employees shall not be paid for lunch periods. Employees with a six (6) hour work day may waive the 30 minute lunch period with the agreement of the worksite administrator. Lunch breaks may not be taken at the end of the shift without the approval of the Supervisor.

H. Break Time

With the exception of bus operators and bus attendants there shall be a ten (10) minute break with each four (4) hours worked. Employees will be available for work during break time.

I. Paid Holidays

Twelve (12) month employees shall receive nine (9) paid holidays in accordance with Board adopted Salary and Payroll Information Document. School Way Café Managers and Interns shall receive one (1) paid holiday identified by the district in accordance with Board adopted Salary and Payroll Information Document. Effective July 1, 2016, the number of paid holidays for School Way Café Managers and interns working 190 days shall receive six (6) paid holidays from the current one (1) paid holiday.

J. Job Description

The Board agrees to prepare and maintain a job description which shall be updated on a yearly basis or whenever there is a significant change in specific duties assigned to the employee. Each employee shall receive a copy of his job description. The parties recognize the value of cross-training to enhance skills and provide advancement opportunities.

K. Except for employees in Transportation Services, Health Services or School Way Café, a reasonable notice of two (2) weeks will be given to an employee if it becomes necessary to alter his schedule or assignment. However, if the employee chooses to relocate sooner, the two (2) week notice may be waived for that particular transfer. If such a change involves a change in work days to include a regular Saturday or Sunday schedule, the Union shall also be notified. Employees in Transportation Services or School Nutrition services shall be notified of a change in schedule soon after the cafeteria manager or director/designee of transportation services becomes aware of the change.

L. Effective July 1, 2016, individuals hired into 12-month positions with AFSCME, or transferring into or between 12-month positions, will be placed on a 250-day contract. Individuals on a 255- or 260-day contract will have the opportunity to opt into a 250-day contract. Once an employee opts into a 250-day contract he/she will not be able to return to a 255-260 day contract.

M. Effective summer school 2017 individuals hired for summer employment in the same classification as his/her contracted position will be paid his/her regular hourly rate of pay as previously presented consistent.

N. School Way Café summer school position will first be offered to the manager at the school that is hosting the summer school program. If that manager does not want to work summer school, then the work will be offered to the next manager who wants to work based on seniority. If no manager wants to work during the summer program, then it will be offered to graduate interns based on seniority. If no graduate interns want to work the summer program, the summer school position will be offered to training interns based on how far along they are in the intern program and seniority. Example: if we have two intern programs going on at the same time the interns that have been attending classes longer would be given first option over the newer interns.

O. When in the best interest of the School District, personnel will be required to accept stand-by assignments. The district will establish a stand-by roster by district seniority to respond to emergency situations after hours.

Personnel on stand-by are required to maintain a state of readiness to work during the hours which are not routinely scheduled as regular working hours. The personnel on stand-by will receive seventy-five (\$75.00) dollars for one seven (7) day period of assigned stand-by duty.

ARTICLE 17 VACANCIES

- A. When a vacancy occurs, the Board agrees to post in all Work Centers a vacancy announcement regardless of the provisions of paragraph C below. However, vacancies that are filled by mandatory transfers shall not be required to be posted. The announcement will specify required qualifications and specific competencies needed for the position, the salary range, the procedure for interviews, whether a temporary or permanent position, and deadline dates for application.

Candidates will have at least five (5) days in which to apply after the date of issuance of the announcement. The Board will endeavor to fill vacancies with qualified applicants currently employed by the Board. In all matters of promotions, and voluntary lateral transfers, the employee with the highest district seniority will be given preference provided such employee has equal or better ability to satisfactorily perform the work in question as determined by the work site supervisor.

- B. Employees who are interviewed but not selected will be notified to that effect. Upon written request a written explanation will be given as to why they were not selected.
- C. The Board may fill a vacant position on a temporary (90 workdays) basis whenever necessary without regard to seniority. Vacancies in permanent positions will be filled on a temporary basis only when necessary.
- D. New employees shall be considered probationary for the first ninety (90) working days, during which time such employees shall be considered employees at will. Thereafter, they shall be considered regular employees and shall have the rights under this collective bargaining agreement. An employee shall not be considered to have a right to continued employment under the terms of this contract until he or she has successfully completed three consecutive years of employment with the district and has been reappointed for a fourth year. Nothing in this contract will be construed to grant a probationary employee a right to continued employment during the employee's initial probationary period.
- E. All regular employees who are granted a transfer to a position at a specific site assignment shall not be considered for a voluntary transfer or reassignment for a period of one year, unless otherwise agreed by the supervisor.
- F. Employees who regularly work on a ten (10) month or lesser basis shall be given consideration for temporary summer job openings for which they qualify and apply.

ARTICLE 18 SAFETY

Section 1 - Safety Committee

AFSCME representatives will be included in district-wide and site-based safety committees as such committees are established pursuant to school board policy. AFSCME shall be given input on the development of the safety committee policy as such policy is developed in consultation with the currently established district-wide safety committee, which includes representatives from the administration and the other two bargaining units and AFSCME.

Section 2 - Employee Safety

- A. The Board shall provide and maintain First Aid kits in work areas and vehicles and shall inspect such kits periodically.
- B. When an employee believes that an unsafe or unhealthy working condition exists in the work area, the employee shall immediately report the concern to his or her supervisor for direction. The employee shall also have the opportunity to submit the concern in writing on a form designated by the administration.

ARTICLE 19 LEAVE PROVISIONS

Any employee who is willfully absent without leave will forfeit compensation for the time of such absence and will be subject to disciplinary action up to and including dismissal.

Any earned leave taken under this Article may be taken in increments of fifteen (15) minutes.

Nothing in this article shall be applied to conflict with state law. To the degree there is a conflict between state law and this article, the terms of state law shall govern.

Section 1 - Paid Sick Leave

- A. Any employee employed on a full-time basis who is unable to work because of personal illness or disability, or because of illness or death of father, mother, brother, sister, husband, wife, child or other close relative, shall be granted paid sick leave. The district shall establish procedures to be followed by employees regarding the use of sick leave, including verification procedures (e.g., the administrator may request a physician's verification when the employee has been on sick leave for three (3) days or more) and procedures for obtaining medical releases where necessary. Employees will be given prior notice if such procedures are changed.
- B. Each employee employed on a full-time basis shall earn one (1) day of paid sick leave for each month of employment which shall be credited to the employee as prescribed by law and which shall not be used prior to the time it is credited. Beginning January 1, 2019 or whenever district starts using oracle for payroll, sick leave shall be earned based on average work hours for the month, excluding trips, not to exceed eight (8) hours for each month. Four (4) days of earned sick leave shall be credited to the employee at the end of the first month of employment each contract year with one (1) day based on average work hours for the first month and three (3) days at the 5-hour minimum representing advanced days for the last three months of the year. Adjustments for the three (3) advanced days shall be made at the end of the month once average work hours for each month are determined. However, the employee shall be entitled to earn no more than one (1) day of paid sick leave times the number of months of employment. Employees shall earn paid sick leave for employment in the summer programs provided in the Florida Statutes. Paid sick leave shall be cumulative from year to year.
- C. Total accumulated paid sick leave may be used in any one (1) year when necessary. In no case will an employee be allowed to use unpaid sick leave until all earned sick leave is depleted.
- D. Earned paid sick leave in another Florida school district or in the Florida Department of Education shall be transferred at the request of the Human Resources Department and credited to any employee having such accrued leave at the same rate as the employee earns in the district.

- E. Any employee whose personal illness extends beyond the period covered by accumulated sick leave pay should request a leave of absence. Unearned sick leave will be permitted for a maximum of thirty (30) cumulative work days. Leave beyond this period must be a Board approved Leave of Absence. Any unpaid leave provided under FMLA shall count toward this thirty (30) day limit. If the employee is unable or unwilling to complete the request for such a Leave of Absence, the Human Resources Department may initiate the leave for up to ninety (90) days or the remainder of the fiscal year.

Section 2 - Terminal Sick Leave Pay

- A. Terminal pay for accumulated sick leave will be in accordance with the following schedule. If termination of employment is by death of the employee, any terminal pay to which the employee is entitled shall be made to the beneficiary as identified with the Florida retirement system or other beneficiary identified to the School Board by the Employee.
1. During the first three (3) years of service in Volusia County, the hourly rate of pay multiplied by thirty-five percent (35%) times the number of hours of accumulated sick leave.
 2. During the next three (3) years of service in Volusia County, the hourly rate of pay multiplied by forty percent (40%) times the number of hours accumulated sick leave.
 3. During the next three (3) years of service in Volusia County, the hourly rate of pay multiplied by forty-five percent (45%) times the number of hours of accumulated sick leave.
 4. During and after the tenth (10th) year of service in Volusia County, the hourly rate of pay multiplied by fifty percent (50%) times the number of hours of accumulated sick leave.
 5. For retirement or death, terminal pay during or after the thirteenth (13th) year of service in Volusia County will be at the hourly rate of pay multiplied by one hundred percent (100%) times the number of hours of accumulated sick leave.
 6. Employees participating in the Deferred Retirement Option Program (DROP) shall be permitted to receive the terminal sick leave pay for which they are eligible at the time they enter the program. Such payment(s) shall be paid into the tax deferral plan as required by paragraph 7 below. Such payment shall be limited to twenty percent (20%) of the sick leave accumulated at the time the employee enters DROP such percentage being paid in each year the employee is in the program, with any balance being due upon actual retirement.
 7. Terminal sick leave pay shall be paid into a tax deferral plan adopted by the school board, and shall then be paid to the employee in accordance with the terms of such plan.
- B. Upon written request, an employee will receive an annual payment for accumulated sick leave that is earned for that year and that is unused at the end of the employee's work year according to the following schedule:
1. During the first three (3) years of service in Volusia County, the hourly rate of pay multiplied by sixty-five percent (65%) times the number of eligible hours of sick leave.
 2. During the next three (3) years of service in Volusia County, the hourly rate of pay multiplied by seventy percent (70%) times the number of eligible hours of sick leave.
 3. During the next three (3) years of service in Volusia County, the hourly rate of pay multiplied by seventy-five percent (75%) times the number of eligible hours of sick leave.

4. During the tenth and beyond years of service in Volusia County, the hourly rate of pay multiplied by eighty percent (80%) times the number of eligible hours of sick leave.

Hours for which such payment is received will be deducted from the accumulated leave balance.

Section 3 - Paid Personal Leave

Six (6) days sick leave each year may be used as paid personal leave. Five (5) of the six (6) paid personal leave days may be taken stating "no reason given". The other day must be requested stating reason for leave.

Paid Personal Leave, including the "no reason given" day, must be requested in advance. Where emergency conditions exist, the leave may be requested after the fact, however, the worksite supervisor or designee MUST be notified of such emergency leave by the start of the first day of the leave. Except when emergency conditions exist, these leaves should be requested two (2) weeks in advance so that there is ample time for the forms to move through the appropriate channels. While the principal/department head has the discretion to deny requests for personal leave, employees shall be notified by September 15 of any time periods during which the administration deems it problematic to grant requests for personal leave, e.g., the time period during which the FSA is administered.

Paid Personal Leave requested for immediately before or after a holiday period will be approved only for the most compelling of reasons, which must be stated and approved in advance.

Paid Personal Leave for School Way Café employees may not be taken during pre-planning, post-planning, in-service days and block out days. If an employee is out for any reason other than sick leave on these days, the employee will not be paid for those days.

Paid Personal Leave, including the "no reason given" day, may not be taken for employment elsewhere.

Paid Personal Leave days are not cumulative, as such, but only as sick leave days.

Section 4 - Annual Leave

Only personnel employed on a twelve-calendar month basis will be granted paid vacations as follows:

- A. Full Day Employees [eight (80 hours)]
 1. Employees with less than five (5) years of continuous service will earn eight (8) hours per month of annual leave.
 2. Employees with five (5) or more years of continuous service will earn annual leave at the rate of ten (10) hours per month, or one-hundred twenty (120) hours per year.
 3. Employees with ten (10) or more years of continuous service will earn annual leave at the rate of twelve (12) hours per month, or one-hundred forty-four (144) hours per year.
- B. Annual leave may be accrued up to four-hundred eighty (480) hours for the purpose of terminal annual leave pay. Annual leave may be accrued up to six-hundred twenty-four (624) hours for the purpose of determining annual leave available for use. Less than full day employees will earn the pro rata amount. No days in excess of this amount may be carried forward from September 30 of each year.

- C. Annual vacation leave may not be taken until the individual has been employed six (6) months except with the approval of the Chief Human Resources Officer or department administrator.
- D. Terminal annual leave earned to date will be allowed to individuals who have been employed more than six (6) months.
- E. An employee has the right to terminal annual leave earned in prior years regardless of the conditions of his termination.
- F. Terminal annual leave pay shall be paid into a tax deferral plan adopted by the school board and shall then be paid to the employee in accordance with the terms of such plan.
- G. Annual leave must be requested in advance and in accordance with the applicable departmental procedures. Such procedures shall be consistent with any school board policy or district wide procedures. Employees will be given prior notice if such procedures are changed. Employees may choose their vacation dates by district seniority within the annual leave schedule established by each department director or principal.
- H. Effective July 1, 1987, annual leave will be computed and reported on an hourly basis. Effective with ratification of this contract, annual leave may be taken in increments of 15 minutes.

Section 5 - Other Short-Term Leaves

A. Temporary Duty

1. Temporary duty leave shall be granted when such duty will cover attendance at required activities, attendance requested by the Superintendent, or participation as a representative of the school system. This is not a leave of absence, but rather an assignment to duty at a location other than the regular place of duty. Such duty shall be requested in advanced and include necessary travel time to and from the location of the activity (example: training, workshops, etc.)
2. Temporary duty will be granted with pay for the appearance in any legal proceeding connected with the employee's employment, or with the school system or in any other legal proceeding such as jury duty, or when subpoenaed to appear before a public body or commission or other legal body if required by law to attend excluding personal litigation.

B. Military Leave with Pay

All regular full-time employees who are members of the United States Armed Services Reserves or members of the National Guard Reserves of the United States shall receive compensation up to a maximum of seventeen (17) days absence from their regular work, if they are ordered by the Armed Services Reserves or National Guard to report for temporary active duty provided that:

An employee not receiving annual paid vacations should plan to render his/her military service during the time school is not in session. If this is impossible, requests for leave for temporary military service with military orders attached must be submitted to the Personnel Department sufficiently early to be approved prior to the commencement of the leave.

The Board shall have the right to extend additional benefits to employees called to active duty. The decision of whether or not to extend such benefits is within the sole discretion of the Board. The Board shall notify the Union of any decision to extend such benefits.

C. Unpaid Personal Leave

Application to the immediate supervisor for unpaid personal leave of short duration will be made at least one (1) day in advance, except in cases of emergency, and the applicant for such leave shall not be required to state reasons for taking such leave.

Unpaid personal leave will only be permitted when the employee has exhausted all accumulated leave. An exception to this requirement will be permitted to provide flexibility for employees' currently collecting social security. An employee that seeks unpaid personal leave under this paragraph may be removed, subject to operational needs, from field trip rosters, summer school assignments and may be assigned to the shortest hour day route available in the area assigned as a condition to granting said leave. An employee that seeks to request leave for these purposes shall be required to notify the district two times per year in accordance with procedures and deadlines established by the district. This restriction shall not prohibit unpaid leave being used in the progressive discipline of an employee.

Section 6 - Long-Term Leave Without Pay

Employees are eligible for leave of absence for a period of one full year for illness, maternity/infant care, caring for a sick member of the employee's family and voluntary military service. Upon request, reasons for these leaves must be verified. Leave for these purposes may be granted to any employee for the remaining balance of a school year.

A leave maintains an employee-employer relationship during the length of said leave. An employee who desires to return to employment following the termination of a leave shall be given his/her position. While not a guarantee for work site location, the Board will consider the residence location of the employee and potential work sites when making the reassignment decision. If the position has been eliminated, the employee will be assigned to a substantially equivalent position. If the employee refuses the reassignment, he/she will be terminated. If the employee fails to return upon expiration of leave, the employee will be terminated.

A. Maternity Leave and Infant Care Leave

An employee is eligible for maternity leave without pay for a period not to exceed one (1) year. Such leave shall commence on a date determined by the employee and her physician.

1. An employee is entitled, upon request, to use sick/annual leave for the purpose of short term maternity leave.
2. Child Care Leave - An employee may be entitled, upon request, to personal leave without pay to begin subsequent to the birth of his/her child and up to the balance of the current fiscal year.
3. Adoption of Children - An employee may be entitled, upon request, to personal leave without pay to commence subsequent to receiving legal custody of an infant child or prior to receiving such custody, if necessary, in order to fulfill the legal requirements for adoption.

B. Military Leave Without Pay

Military leave will be granted employees in accordance with Florida State Board of Education Administrative Rules. Under present regulations, leave shall be granted to any employee who is required to serve in the Armed Forces of the United States or the State of Florida in fulfillment of obligations incurred under selective service laws or because of membership in reserves of the Armed Forces or the National Guard. Leave shall be for the duration of service plus some reasonable time not to exceed one (1) year, as may be necessary for the employee to be reassigned and resume his/her

duties. Employees who enter voluntarily into active duty for extended periods of service will be granted leave in accordance with the general policy governing long term of absence.

Section 7 - Union Leave of Absence

A. Leave

Employees may be granted leave without pay to attend union conventions, conferences or meetings when requested by the employee.

B. Negotiations

The Union may designate certain employees within the bargaining unit to serve as its Negotiating Team and such employees will be granted leave with pay to attend negotiations with the Board. The above referenced designations will not exceed the following:

SWC Personnel - two (2) employees - no more than one (1) per school

Maintenance Personnel - two (2) employees - no more than one (1) per occupational group

Transportation Personnel - two (2) employees – no more than one (1) employee per geographical area

Campus Advisors - one (1) employee

Two employees appointed at large by the President of Local 850. No more than one (1) employee from any department.

C. Union leave may be granted to as many as one employee designated by the Union for the purpose of serving as a representative of the Union or its State or National affiliate. Leave under this section shall be for a period of one (1) year but may be renewed upon request. The Board will be reimbursed for salary and benefits accrued during such leave.

Section 8 - Personal Injury Leave

Whenever an employee is absent from work as a result of personal injury due to assault arising out of and in the course of his employment, he shall be paid full salary for the period of such absence or the balance of the fiscal year whichever is shorter, if approved by the Board as provided for in Florida Statute 1012.63, without having such absence charged to sick leave.

Section 9 - Professional Leave (Non-Union Related)

Employees may request professional leave to attend local, state and national meetings.

Section 10 - Workers' Compensation Benefits

In compliance with Florida Statute Section 1012.63 any employee who sustains an injury on the job shall be entitled to fully compensated illness-in-the-line-of-duty leave not to exceed ten (10) school days during any one school year and Florida Statute Section 1012.63 shall supersede Florida Statute Section 440.11 during that ten (10) day period. After the 10 days of illness-in-the-line-of-duty leave have been exhausted, Florida Statute Section 440.11 shall apply, and Workers' Compensation shall be the sole source of recovery for an employee who sustains an injury on the job.

Workers' Compensation benefits are equal to two-thirds (2/3) of an employee's salary plus one hundred percent (100%) of the employee's insurance benefits consistent with the terms of this collective bargaining agreement. If an employee is drawing workers' compensation benefits and has available sick leave he/she may supplement workers' compensation benefits with sick leave to where the combination of workers' compensation benefits plus sick leave equals his/her regular salary. This must be done by a written request from the employee to Payroll.

The Board will continue to provide employees on workers' compensation with group matching health insurance, life insurance, and retirement benefits.

If an employee has no earnings against which Payroll can deduct the employee's portion of group health insurance the Board will notify the employee that he/she must send this payment directly to The School Board of Volusia County. If the employee chooses to let his/her group health insurance coverage cease the Board will no longer make its match.

Organization 9074 will be used for receiving employees transferred to a long-term workers' compensation status.

Transfer of an employee from his/her current organization to organization 9074 must be done by Notice of Personnel Action (NPA) and only upon securing approval for the transfer from the Risk Manager who will be responsible for monitoring Organization 9074.

Transfer of an employee to Organization 9074 frees his/her unit at the transferring organization to be filled by another employee.

When an employee is released to return to work the Board will make every effort to place the employee in an equivalent position (subject to any medical restrictions) within the district. The Board has no obligation to return the employee to his/her original organization.

ARTICLE 20

FAMILY AND MEDICAL LEAVE ACT

The parties recognize that the district is bound to comply with the provisions of the federal Family and Medical Leave Act ("FMLA"), which may be amended from time to time. All family and medical leave sought and/or granted to an employee shall comply with the rule of the Board which shall comply with the FMLA.

ARTICLE 21

SALARY AND FRINGE BENEFITS

Section 1 - Insurance

The Board shall provide for employees an insurance program as follows:

A. Life Insurance

1. Each regular employee is provided fully paid life insurance coverage equal to the annual salary.
2. A participating employee, at his or her option, may choose to purchase additional available coverage as offered by the Board through payroll deductions.

B. Group Health Insurance Policy - All regular employees who work four (4) or more hours per day shall be eligible for enrollment in the Group Health Insurance Plans approved by the Board. This

coverage includes accidental death and dismemberment, hospitalization, dental and major medical. The Board retains the exclusive right to make, and the Union expressly and unequivocally waives its right to bargain, changes in the carriers, health insurance plan designs and all provisions of the group health insurance plan in an effort to contain the cost of insurance and ensure the timely selection and availability of health insurance plans to employees. The Board shall maintain an Advisory Insurance Committee to which the Union may appoint two (2) representatives. The impact of any changes made by the Board will be impact bargained if requested by the Union beginning in fiscal year 2018-2019. The Board's monthly premium subsidy for single coverage shall be capped at \$531 per month for single coverage. The employee shall be responsible for any remaining monthly premium amount in excess of the subsidy. In no event shall the board's monthly subsidy exceed the monthly premium cost for single coverage of the participating employee. If a subsidy cap greater than \$531 is negotiated with either of the two bargaining units for FY2018-2019, then that higher rate shall apply to this contract for FY2018-2019.

Participating employees may obtain additional coverage provided they assume the total cost of the additional coverage. The Board will pay fifty cents (\$.50) per month for each year of Volusia County service for those retired Employees who remain in an approved plan until age 65.

It is the responsibility of the employee to arrange for continued insurance coverage if for any reason the employee is on unearned sick leave or leave of absence.

- C. Disability Insurance - The Board will, upon request, deduct the monthly premium from the salaries of those employees who participate in Board approved disability income protection.
- D. Personal Accident Insurance - The Board will, upon request, deduct the monthly premium from the salaries of those employees who participate in Board approved Personal Accident Insurance protection.
- E. Dental Insurance - All full-time employees shall be eligible for enrollment in the Group Dental Insurance Program. The Board retains the right to make changes in the carriers and provisions of the Group Dental Insurance Plan in an effort to contain the cost of insurance. The Board shall pay one hundred percent (100%) of the cost of single coverage for only the DMO. Employees selecting the DPO shall be required to pay the difference in the premiums between the DMO and the DPO. The Board's subsidy for dental insurance shall sunset at the conclusion of the 2018-2019 plan year.
- F. The bargaining unit shall have a voting voice on any insurance committee formed by the Board.
- G. The Union at its discretion may offer additional supplemental benefits to members of the bargaining unit, the cost of which shall be borne by the member. The Union may solicit employee participation in such benefits in non-work areas and on nonwork time.

Section 2 - Tax Shelter Annuity

The Board will, upon request, reduce the salaries of employees for contributions to tax sheltered annuities approved by the Board for payroll reductions.

Section 3 - Salary Schedule

- A. For experience credit, only full years of verified school food service work will be allowed. For Volusia County experience, each year of service will be considered a full year of work regardless of whether the service was part-time or full-time, provided the service was rendered for at least one day more than half the work year.

- B. For fiscal year 2018-2019, the following salary adjustments have been incorporated into salary schedule:

1. An average raise of 3% shall be granted for fiscal year 2018-2019 to start on July 1, 2018 as reflected in the salary schedules. The raise shall be comprised of a 1 step increase to eligible employees with the remainder spread over the salary schedule. A step will be added to each salary schedule, if necessary.
2. A one-time bonus of \$350 shall be paid to employees employed by the district at the time of ratification of this agreement for fiscal year 2018-2019.

In the event an average bargaining unit wide raise of 3% is exceeded for FY 2018-2019 through negotiation with either of the two bargaining units of the district, the same average raise shall be applied equally to the salary schedules of this agreement.

C. Step Increment

1. To be eligible for this step increment an employee must have been employed at least one (1) day more than one-half (1/2) of the preceding work year.

After July 1, 2018, new employees shall begin at step 1 except that an employee will be granted up to a maximum of step 5 when experience is verified in the same or similar job category. Only Volusia County School Board experience will be granted to former employees re-employed by the Board. Former employees shall be placed at the last step attained prior to separation.

2. The salary increment designated by the Salary Schedule shall not be implemented until negotiated and determined in accordance with Chapter 447, Florida Statutes. Nothing herein shall preclude the parties from negotiating changes in the values of the increments.

- D. Where more than 50% of a maintenance employee's regular shift is scheduled after 4 p.m., a shift differential of \$.50 per hour shall be added to his or her hourly rate.

- E. The School Way Café intern program is a one-year training program. If an intern doesn't complete the program, the intern may be placed back as a School Way Café Assistant either by employee choice or by the Director of School Way Café. The position of intern may be extended at the discretion of the Director of School Way Café. They will be placed back at the level (Assistant II or III) they were before entering the intern program earning the same number of hours they had prior to entering the intern program. If the intern had not been an assistant, they will be placed back into a minimum 4-hour position. At the end of the intern training, the graduate intern may be extended at the discretion of the Director of School Way Café, however, the intern may also choose to be placed back as an Assistant III and can still apply for manager's position when one becomes available if there is no break in service. If at the end of program, the employee has not secured a position as an SWC manager, he/she will be returned to the first available position of SWC Assistant with at least the same number of hours held immediately prior to becoming an intern.

The board will attempt to place the employee in a school in the same geographic area as the employee was immediately prior to becoming an intern.

The appropriate step increment(s) that the employee would have received had he/she remained as an assistant will be granted upon the return to the assistant position.

The employee retains the right to interview for any and all SWC managerial position as become vacant in the future.

- F. Proof of current certification by the School Nutrition Association, which has been earned and presented to the School Way Café Department prior to June 30 each year, shall determine the pro-rata supplement for the following fiscal year payment. The compensation will be paid by December 15 of each year to each employee who maintains active certification status.

The total amount available on a pro-rata basis will be \$8,000 or higher, if needed, to assure SWC employees receive at a minimum the amount of the yearly association fee.

- G. Upon promotion and/or upward reclassification, an employee shall have his/her pay increased to the proper step which would place the employee at least 6.5% at the closest step above his/her current hourly rate or above the new base rate of pay whichever is greater. No loss in hourly rate shall occur to an employee being promoted and/or upward reclassification.
- H. Campus Advisors step schedule implementation: Effective July 1, 1994, the maximum placement is Step 3. Effective July 1, 1995, the maximum placement is Step 4. Effective July 1, 1996, and thereafter the maximum placement in Step 5. Upon promotion, and/or upward reclassification, an employee may receive up to five (5) years of service credit for outside experience consistent with the duties under the new classification, providing that the employee had not received credit for such service at the initial date of hire.
- I. During SY 2018-2019, the Union and District shall form an advisory committee to review the current salary schedule for recommended redesign, including years of experience caps and steps. Any recommendations of the committee shall be presented to the Superintendent and Union President by June 1, 2019 and shall serve as a starting point for discussions during negotiations for the SY 2019-2020 closed book bargaining cycle. Eight (8) persons shall serve on the advisory committee: four (4) administrators appointed by the Superintendent and four (4) bargaining unit members including the Union President. Participation shall be voluntary and without additional compensation.

Section 4 - Expenses

Official travel and per diem or subsistence expenses within and without the school district shall be made and reimbursed in accordance with Florida Statutes and State Board Administrative Rules.

Section 5 - Longevity Pay

"Service" as used in this provision means creditable service under the Florida Retirement System which has been verified under FRS.

- A. To be eligible, the potential retiree must have:
 - 1. twenty-five (25) years or above of verified service
 - 2. ten (10) years of service in Volusia County at retirement time
 - 3. Bus Operators who attain the age of sixty (60) years and have twenty-one (21) years of creditable service including ten (10) years in Volusia County are eligible to enter the longevity cycle. Failure to achieve verification of the twenty-first (21st) year will waive the right of payment for that year.

- B. The longevity pay will be paid in the five (5) years immediately before normal retirement of thirty (30) years with FRS. It will consist of increments of \$500 the first year of the cycle, \$550 the second, \$600 the third, \$650 the fourth and \$700 the last year before retirement.
- C. For longevity pay, verification of creditable service will be the responsibility of the individual. Failure to achieve verification of the twenty-sixth (26th) year will waive the right of payment for that year.

Section 6 - Out of Class Pay

Whenever an employee temporarily is charged to perform in general duties and responsibilities of a position in a higher rated classification that are separate and distinct from those of the employee's own position for a period of any five (5) or more full consecutive days, the employee shall be compensated, retroactive to the time the assignment took place, at an amount equal to the minimum step of the pay range for the temporary position or at one (1) step above the employee's current rate of pay, whichever is greater.

Section 7 - Attendance Bonus

For every quarter of perfect attendance in the employee's contract year, except for the use of compensatory time, pre-approved annual leave, vacation and sick leave not to exceed five (5) days for the death of an immediate family member in accordance with the Board Policy 417, an employee shall receive a bonus equal to one (1) day's pay. If an employee has perfect attendance throughout their contract year, except for the use of compensatory time and preapproved vacation, they shall receive an additional bonus equal to one (1) day's pay. For the purpose of the attendance bonus, employees will not be considered on leave when utilizing authorized temporary duty for the purpose of performing other educational or professional services, including participation in school or district surveys, joint union and district meetings or committees, workshops or professional training; or for legal proceedings, other than personal litigation, where the employee is required to appear by subpoena or jury summons. Bonuses will be paid as soon as possible after all attendance has been properly evaluated. With the start of the 2010-2011 contract year, the applicable "quarter" for each employee shall be one quarter of the employee's regularly assigned year.

Section 8 - Paydates

- A. When a payday falls within the winter break, spring break, or a scheduled nonwork day, the Board shall arrange for employees to receive their checks on the last work day prior to the nonwork day. The intent of this requirement is to ensure that employees within the bargaining unit are paid according to the same schedule as employees in other bargaining units, with the exception of end of the school year paychecks.
- B. All employees shall be paid their wages through direct deposit at a financial institution of their choice effective July 1, 2019.

Section 9 - Vehicle Mechanics Certification

Vehicle Mechanics shall receive \$100.00 annually for each certification received and maintained in the ASE certification test series.

Section 10 - Longevity Pay Payment/Volusia County Schools Experience

For the purpose of this section, a "year of service" shall be defined as a fiscal year in which the employee worked at least one (1) day more than one-half (1/2) of the regular work year for the employee's classification. Each employee who was regularly assigned to work five (5) or more hours per day and has 10-14 years of service in the school district shall receive a longevity payment of \$230. Each employee who was regularly

assigned to work five (5) or more hours per day and has 15-19 years of service in the school district shall receive a longevity payment of \$319. Each employee who was regularly assigned to work five (5) or more hours per day and has 20 or more years of service in the school district shall receive a longevity payment of \$462. The determination of eligibility for longevity payments shall be made as of each July 1 and shall be paid prior to the winter break each year. Employees currently receiving longevity pay under Section 5 of this article who choose to continue to receive such pay shall not receive longevity payments pursuant to this section. Starting with the 25th year of service in the school district, employees shall have the option of choosing between longevity pay under Section 5 or longevity payments under this section.

Section 11 – Pay for Skills Program / Career Ladder

- A. The Pay for Skills Program at the rates of pay found in Appendix E shall be made available to employees of the bargaining unit contingent on the appropriation of funds by the Board to the program each fiscal year. This program may be informally referred to as a “Career Ladder Program.” Procedures for the implementation of the program are established by the District.
- B. For bus operators and attendants, the first 75 employees to sign-up each fiscal year shall participate in the career ladder program. Once the training is successfully completed, each candidate will receive a one-time bonus of \$250.00. Bus operators and bus attendants are only allowed to participate in the career ladder program once.

ARTICLE 22 **UNIFORMS AND CLOTHING ALLOWANCE**

The Board agrees to provide the uniforms or uniform allowance as listed below:

A. School Way Café Employee:

School Way Café employee will be fitted for uniforms within the first thirty (30) days of returning to work for the new school year or at the end of the previous year. The Board will offer an alternative to School Way Café employees to select a pair of pre-approved uniform shoes in lieu of uniform pants. Utilization of a non-uniform pant by said employee shall comply with standards established by the School Way Café director. SWC will receive up to a \$50.00 voucher for shoes. Receipt must be provided.

B. Bus Operators & Attendants

The Board shall supply uniforms from the approved catalog not to exceed \$140 in value every year for each bus operator and attendant. Each bus operator and attendant with one (1) year of service as of December 1 will receive an annual allowance of \$75.00 for the purchase of approved shoes.

C. Uniforms for Transportation Mechanics, Maintenance Mechanics, and Helpers

The Board shall supply uniforms, eleven (11) shirts and eleven (11) pants every two (2) weeks for each non-probationary employee. Each non-probationary employee with one (1) year of service will receive an annual allowance of \$50.00 for the purchase of approved safety shoes.

D. Warehouse Employees

- 1. Non-probationary warehousemen and deliverymen will have the equivalent of eleven (11) shirts and eleven (11) pants available to them every two (2) weeks.

2. Non-probationary freezer workers and drivers and helpers of freezer trucks will have insulated jackets, insulated gloves and insulated boots available to them.
- E. Coveralls shall be made available in all shops in the Maintenance and Transportation Departments.
- F. Campus Advisors

Campus advisors will receive five (5) school shirts per contract year. Campus advisors will also be provided a jacket. The jacket will be replaced every two (2) years, if necessary.
- G. Employees issued uniforms by the board are required to wear those uniforms while on duty.

ARTICLE 23 EVALUATIONS

- A. Each employee's job performance shall be evaluated at least once annually. The evaluation is the considered opinion of the evaluator. Each employee shall receive a copy of his evaluation. The completed evaluation shall be signed by the employee. The signature of the employee does not constitute a concurrence or approval of the evaluation. The Board will endeavor to standardize evaluation procedures in all departments during the contract year. The Board agrees to notify the Union prior to implementation of any changes in the evaluation instrument. Employees will be notified of any changes in the evaluation instrument prior to its implementation.
- B. AFSCME bargaining unit members, with the exception of School Way Café Managers, are prohibited from evaluating other AFSCME bargaining unit members. Training in employee evaluation will be provided to SWC managers. In the preparation of an evaluation, the principal or worksite supervisor may elicit input from a bargaining unit member.

ARTICLE 24 MISCELLANEOUS AGREEMENTS

- A. The Board agrees to replace tools considered to be basic for respective jobs as designated by the supervisor. To be considered for replacement, a broken tool must be reported to the supervisor or his designee by the end of that work day. This replacement is restricted to tools broken on the job.
- B. Each employee shall receive an annual report as of March 31st which shall include; hourly rate, number of hours paid for annual employment for the previous 24 pay periods and primary job classification. The report will be prepared and distributed in a timely manner following the ratification of the contract.
- C. The number of annual leave and sick leave days used and the number of annual leave days' balance will be shown on the statement of earnings and deductions.
- D. An employee shall not be required to transport School Board property in his personal vehicle except in case of an emergency.
- E. The District will provide a complete copy of this Agreement in electronic format to the Union and maintain a copy of it on the District website. Reproduction of the Agreement in hard copy format shall be within the discretion of the Union and paid for solely by the Union. Distribution shall be the responsibility of the Union.
- F. Reasonable effort shall be made to notify annually contracted employees who are not recommended for reappointment at least nine (9) [School Way Café shall be three (3)] working days prior to the last day of their contract.

- G. The Union and Board will initiate discussions on the concept of career ladders for unit employees.
- H. The Union and the Board will initiate discussion on the concept of a safe driving incentive program.

ARTICLE 25
MISCELLANEOUS AGREEMENTS - EMERGENCIES

During times of emergencies, Volusia County School District employees are expected to maintain public services and to meet new service needs brought about by the emergency conditions. Service demands may go beyond the scope of regularly assigned duties, calling on staff to assume new responsibilities and remain on duty for extended periods of time. The Volusia County School District and the American Federation of State, County and Municipal Employees, in the interests of maintaining a safe environment for the students during times involving critical incidents such as severe weather, hazardous material spills, fire, or other emergency situations, agree to the following:

- 1. Should an event such as is stated above occur during the time when the District is responsible for the school children, members of the bargaining unit will cooperate with the administration in taking the steps necessary to reasonably provide for the students' safety. If such actions require service beyond the regular work day, the administration shall work with the bargaining unit personnel to see that while first providing for the security of the students, reasonable request by personnel to ensure the safety of their own families will be accommodated. The District will make reasonable efforts, when possible, to provide time off prior to the onset of potential disaster for employees designated as essential to secure their homes and see to the safety of their families.

Since it may not always be possible, it is imperative that employees have an emergency plan in place to address their family's safety in their absence. Scheduled or approved leave is subject to cancellation.

- 2. Any position may be designated by the administration as an Essential Position (EP).

Essential Position: EP personnel who are not on a pre-approved leave, must be available to report to duty for emergency preparations and may be required to remain on duty throughout an emergency event. Such employees will support the maintenance of critical services and/or recovery efforts. EP personnel are required to advise their supervisor of their location and contact information throughout the emergency.

All other personnel must remain available during an emergency. Employees will report to their supervisor or designated point of contact at their next report time.

- 3. In the event that the superintendent officially closes a school, district office, or a combination of work centers to employees;
 - a. Employees shall be paid for their regularly scheduled hours and paid holidays. Notwithstanding any other provision of this agreement, any hours paid in compliance with Section 3.a. of this article, where work was scheduled but not performed due to the closing of a school, district office, or a combination of work center to employees, shall not be considered in the computation of overtime. Should the superintendent reschedule the workday for a later date, the employee shall be deemed to have been compensated in advance and will receive no additional compensation.

- b. In the event that an employee is called in to work by their supervisors on emergency days when the work site is closed, the employee shall be compensated, in addition to the compensation discussed in the prior paragraph, as follows:
 - 1. For hours worked during regular work hours, the employee shall receive their regular rate of pay.
 - 2. For hours worked after regular work hours not in excess of forty (40) hours paid per week, the employee shall receive their regular hourly rate.
 - 3. For hours worked after regular work hours in excess of forty (40) hours paid per week, the employee shall receive one and one half (1 ½) their regular hourly rate.
 - 4. Compensatory time may be provided instead of the additional pay provided under paragraphs 1, 2 & 3 above, if the administrator and employee agree.
- 4. Should either party wish to discuss actions taken during an event as stated above, the parties shall meet to discuss the issues. Either party can request a meeting to discuss duties and responsibilities prior to an event so that all parties are better prepared for emergencies, i.e. shelter assignments, restarting campuses, etc.

ARTICLE 26

MISCELLANEOUS AGREEMENTS - TRANSPORTATION

Section 1 - Summer Employment

- A. The Board shall notify bus operators/attendants by letter no later than fifteen (15) working days prior to the end of the traditional school year of eligibility for summer employment.
- B. Summer work will be assigned by seniority. Summer work shall be bid as per the annually established summer seniority list.
- C. Upon implementation of summer work assignment, the director must approve all changes.
- D. Individuals to perform summer employment in a different classification from their contracted position will be paid at the hourly rate of pay for that position.

Section 2 - Extra Curricular Field Study Trips

- A. Trips - Where a school or other entity contracts with Student Transportation Services to transport students to an activity on a certain, specific day.
 - 1. Field study trips will be assigned according to geographical areas.
 - 2. At the beginning of employment and at the beginning of each school year thereafter, bus operators will indicate in writing whether they will accept after-hour, between-hour and/or emergency trips.
 - 3. Once bus operators indicate the type(s) of trips they will accept a commitment has been made. Refusal of more than five (5) trips (except emergency trips) will remove the employee from all trip rosters for the remainder of the school year.

4. Trips will be rotated according to departmental seniority. Each trip type (after-hour and between hour, and emergency) will occur on separate rosters.
5. Any bus operator, who does not call or does not show up for their assigned trip, forfeits the right to all trip assignments for the balance of the school year. The bus operator shall have the right to the appeals process as per current practice.
6. Bus operators who signed YES for between-hour trips and were removed due to an additional work assignment may be reinstated ONLY if the assigned task is administratively changed/cancelled.
7. A record of all trips will be posted on a semi-monthly basis.
8. Substitute bus operators will be assigned ONLY in the case of emergencies.

B. Definition of Trip Types

1. After-Hour Trips: Trips that begin after 5:00 p.m. on school days, weekends, holidays, and non-school days. Trips that are scheduled to begin prior to 5:00 p.m. on school days and end after 5:00 p.m. shall be deemed an after-hour trip. Bus operators will be assigned by departmental seniority.
2. Between-Hour Trips: Trips that begin during the morning school hours and end early afternoon on school days. Bus operators assigned a between-hours trip that conflicts with their established home-school-home route will be marked as NA for that trip and will be given the next available between-hour trip. Bus operators assigned a between-hour trip on the same day as an after-hour trip will be marked as NA for the between-hour trip and will be given the next available between-hour trip.
3. Emergency Trips: Trips assigned within seventy-two (72) hours of a trip. Bus operators not available for any reason will be marked as N/A on the emergency trip roster. NO penalty for refusals. NO makeup trips.

C. Trip Cancellations

If a trip is cancelled within six (6) hours prior to the designated start time, the bus operator who is scheduled to make the trip shall receive twenty-five dollars (\$25.00) minimum trip fee. The bus operator assigned the cancelled trip will be marked as C on the trip roster and will be given the next available trip.

D. Extended School Breaks

Three (3) weeks prior to the start of the winter break and the start of the spring break only, bus operators will indicate in writing to their Area Manager/designee that they will not be available for trips over the holidays. Bus operators who request to be off trips for the holidays must agree to be off the trips for the entire holiday period as defined by the Volusia County calendar approved by the School Board. Trip preferences for the school year will not be affected. Bus operators will not be assigned any trips over the defined holiday period. There will be no make-up trips. Bus operators will not be penalized for being removed from the trip roster during the holiday period. The trip roster will be annotated with and EV (excused vacation) for the defined holiday period.

Section 3 - School Bus Routes

- A. School bus routes shall be defined as regular routes. A regular route is scheduled to be run on a daily basis involving primarily “home to school to home” transportation of students.
- B. Routes shall not be classified as temporary for more than forty-five (45) working days unless extenuating circumstances occur.
- C. Route information will be made available by the Area Manager upon request.
- D. The Board will provide bus operators and attendants information, when available, indicating special attention for special needs students.
- E. Routes are subject to change based upon student needs including changes in Individual Education Plans (IEP) and changes in enrollment.
- F. The bidding on regular routes shall be done by departmental seniority at each geographical area at the beginning of each school year. AFSCME will be notified in advance whenever the transportation geographical area which services a school is to be changed. AFSCME shall have the right to demand bargaining over the impact of the change(s) on the employees’ wages, hours, terms and condition on employment to the extent required by law. The term “impact” shall be defined as loss in compensation.
- G. Routes vacated by termination, separation, administrative placement, leave of absence, or newly established routes will be posted for bid within ten (10) days after Board approval of that termination, separation, administrative placement or leave of absence if that vacancy occurs within the first half of the school year and the route is not identified by the Board as for potential modification or deletion due to operational needs. Routes will be awarded to the senior most operator and attendant. Any route that is 7.5 hours or greater will be placed up for route bid within ten (10) days. Routes vacated by the bid process shall be filled with unassigned operators and attendants.
- H. Bus operators will not be evaluated on the conduct of students at bus stops, except as required by school district responsibilities under Florida Statutes, Board Policy, and/or Student Transportation Services procedures.

Section 4 - Operations

- A. Only Certified Bus Operators will drive school buses.
- B. Bus attendants will be assigned based upon student IEP’s and student needs.
- C. Whenever possible substitute bus attendants will be provided when the regular bus attendant is absent. At the beginning of employment and each year thereafter, bus attendants will indicate in writing whether they will accept midday pre-k coverage in accordance with instructions provided by the District. When the assigned midday pre-K bus attendant cannot cover their midday portion of their route, a bus attendant from that geographical area will be assigned to cover that portion of the route using the following steps:
 - 1. If the bus attendant is out for the entire day, the bus attendant assigned to cover the route will also cover the midday pre-k portion.

2. If the bus attendant is out for their morning run, midday pre-K portion, or their afternoon run, a bus attendant will be assigned using a rotation roster of bus attendants assigned to that geographical area to cover the pre-k.
 3. The coverage will be assigned on a rotating roster by seniority listing the bus attendants that accepted midday pre-K coverage. The rotation will pick up the next bus attendant after the last attendant that was assigned not at the top of the roster each time. Attendants on leave of any type will be skipped and no makeup assignment will be given.
- D. All pre-trip and post-trip compensation, as required in student transportation services procedures, shall be included in the allocated route time.
- E. It is the responsibility of the bus operators to keep the bus interior clean and neat at all times according to existing regulations, policies, and procedures.
- F. Each bus operator/attendant shall have a five (5) hour minimum day based on 183 days per school year except as follows:
1. The Board may hire, on a limited basis, less than five-hour minimum bus operator with a guarantee of two and one-half (2 1/2) hours to run either a morning route or an afternoon route. Operators with less than five hours shall be used, no more than necessary. In no event shall a less than five-hour operator be used in a morning and afternoon in place of, or to replace a regular route. Extended time will be computed on a weekly basis beyond a twenty-five (25) hour work week.
 2. One (1) hour per month during the school year will be provided to all bus operators and attendants for continued professional development not to exceed ten (10) hours per school year. Bus operators and attendants must sign in to receive pay for this training.
- G. A bus operator/attendants' normal day shall not be broken into more than two (2) segments.
- H. The Board shall establish a procedure to provide for required physical exams for regular bus operators who have been re-appointed for the next school year at no cost to the employee. Such procedures shall not be negotiable, and the employee must abide by the procedure in order to obtain this benefit. Bus operators unable to meet the physical standards established by law for bus operators shall have the right of first refusal to assume a bus attendant position that is vacant, allocated and deemed needed by the district to serve present student needs that exists at the time of determination of inability to meet said physical needs. That right of first refusal shall exist for a 24-hour period upon notification, or reasonable attempt to notify, by the Board. If not accepted within that period by that person, the right of first refusal shall no longer exist. This paragraph shall not be interpreted as granting an entitlement to continued employment nor waive any applicable qualifications and/or standards for the bus attendant or bus operator positions. If such a bus operator does not qualify for a bus attendant position, or if none are available, the human resources department, upon request, will provide information to that bus operator on other available positions within the district for which he or she may qualify and for which he or she may apply; however, this sentence does not entitle that bus operator to any other position.
- I. A committee consisting of no more than six (6) persons appointed by the Union and no more than six (6) persons appointed by the Superintendent or designee shall be established for operations and for fleet to study and provide input to the administration or make recommendations, whichever is appropriate, on the following issues:
1. Regular route, special route and extra trip assignment procedures.

2. Compliance with new Federal mandates.
3. Issues that arise in the course of business.

The committee shall meet as is agreed to be necessary in order to provide input and make recommendation for changes to procedures. The purpose of the committee shall be for the means of continuing communications and is not intended to be used to discuss pending grievances or for the purpose of negotiations.

ARTICLE 27 SAVINGS CLAUSE

If any provision of this Agreement is in contravention of the laws or regulations of the United States or of this State, by reason of any court action or existing or subsequently enacted legislation; or if the appropriate governmental body having a mandatory power to change a law, rule or regulation which is in conflict with a provision of this Agreement fails to enact or adopt an enabling amendment to make the provision effective in accordance with Section 447.309(3), Florida Statutes; then such provision shall not be applicable, performed or enforced; but the remaining parts or portions of this Agreement shall remain in full force and effect for the term of the Agreement. This contract shall be interpreted in accordance with all applicable State and Federal law.

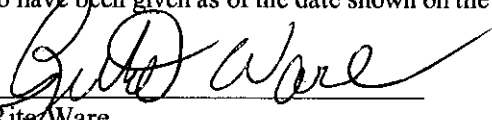
ARTICLE 28 DURATION

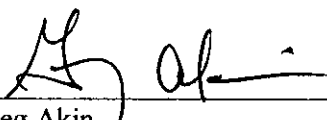
This agreement shall not be reopened for negotiations for wages and benefits during the term of the agreement unless mutually agreed to by the parties. This agreement shall be effective upon completion of ratification by the Union and adoption by the Board, except where otherwise indicated, and shall remain in full force and effect through June 30, 2021. If either party so desires to alter or renew this agreement upon its expiration, a written notice must be submitted to the other party prior to May 1, of the year in which the agreement expires.

In the event that the Board and Union fail to secure a final agreement prior to the expiration date of this agreement, the parties may mutually agree in writing to extend this agreement for a specific period of time. By consent of both parties any article may be opened at any time.

Negotiations for fiscal years after expiration of this agreement shall be for three (3) years with a reopener for wages and benefits for FY 2019-2020 and 2020-2021 and up to two (2) additional articles may be reopened for negotiation by either party each year.

Notice hereunder shall be given by registered or certified mail and if by the Board, shall be addressed to AFSCME Florida Council 79, 3064 Highland Oaks Terrace, Tallahassee, Florida 32301, and if by the Union, shall be addressed to Superintendent of Schools, P.O. Box 2118, DeLand, Florida, 32721-2118. Either party may by a like written notice, change the address to which notice shall be given. Notices shall be considered to have been given as of the date shown on the postmark.


Rita Ware
AFSCME, President


Greg Akin
Chief Negotiator

OCCUPATIONAL GROUPS

Certified by Florida Public Employees Relations Commission Certification 487 as amended by PERC
Order Number 89-282 October 2, 1989

All regular full-time and regular part-time employees, regardless of source of funding, employed by the
Volusia County School Board in the following job classifications:

Bus Operators
Custodian
Custodian/Shift Leader
Head Custodian
Ground Crew
Security Guard
Technician
Warehouseman
Food Service Manager
Food Service Assistant Manager
Food Service Assistant
Food Service Intern
Lunchroom Hostess
ROTC Clerk
Gasoline Terminal Attendant
Deliveryman
Truck-Driver, Heavy Equipment Operator
Mechanic - Transportation
Mechanic - Maintenance
Mechanic's Helper - Maintenance
Mechanic's Helper - Transportation
Bus Aide
Campus Advisor
Mental Health Technician

FY19 AFSCME SALARY SCHEDULE

Step	Level 1	Level 3	Level 5	Level 6	Level 7A	Level 7	Level 9	Level 10	Level 11	Level 12	Level 13	Level 15	Level 16	Utility Crew
1	9.90	9.89	10.50	10.50	11.62	12.05	11.40	12.34	13.77	16.35	11.44	10.77	11.45	10.79
2	10.43	10.26	10.98	10.98	12.08	12.14	11.78	12.76	14.23	16.67	12.01	11.11	11.88	11.12
3	10.76	10.61	11.29	11.29	12.57	12.62	12.08	13.06	14.57	16.99	12.33	11.35	12.17	11.34
4	11.09	10.93	11.62	11.87	13.01	13.10	12.42	13.48	14.99	17.28	12.65	11.69	12.54	11.66
5	11.55	11.23	11.96	12.42	13.51	13.61	12.75	13.95	15.31	17.62	12.96	12.20	12.85	11.99
6	12.32	11.58	12.26	12.97	13.96	14.09	13.07	14.42	15.63	17.92	13.31	12.67	13.19	12.30
7	12.73	11.91	12.60	13.56	14.43	14.58	13.39	14.91	15.99	18.23	13.64	13.17	13.51	12.62
8	13.00	12.22	12.91	14.13	14.90	15.06	13.72	15.39	16.29	18.54	13.95	13.65	13.95	12.93
9	13.09	12.55	13.25	15.60	15.37	15.54	14.02	15.93	16.63	18.85	14.27	14.13	14.33	13.30
10	13.36	12.85	13.56	16.63	15.87	16.04	14.37	16.39	16.94	19.31	14.60	14.61	15.02	13.61
11		13.20	13.90	16.97	16.34	16.52	14.71	16.87	17.25	19.62	14.93	15.11	15.47	13.92
12		13.86	14.22	17.09	17.25	17.51	15.03	17.35	17.60	19.95	15.54	15.57	15.78	14.26
13		14.99	14.56	17.44	18.56	18.74	15.33	17.85	17.91	20.29	16.75	16.09	16.07	14.58
14		15.10	15.19		18.95	18.87	15.66	18.33	18.23	20.59	16.86	16.56	16.40	14.89
15			16.43		19.09	19.26	16.33	19.31	18.94	21.33		17.57		15.55
16			16.56		19.48		17.64	20.67	20.39	22.74		18.78		16.80
17			16.91				17.76	20.83	20.55	22.91		19.12		17.10
18							18.13	21.26	20.97	23.38		19.52		17.46

Level 1 = Bus Attendant; Level 3 = Truck Driver; Level 5 = Warehouse, Deliverymen; Level 6 = Mechanic Helper, Health Support Technician;
 Level 7 = Bus Operator, Bus Dispatcher; Level 7A = Class A Deliverymen; Level 9 = Heavy Equipment Operator;
 Level 10 = Employment Advisor; Level 11 = Mechanic; Level 12 = Facility Maintenance Technician, Lead Mechanic;
 Level 13 = Warehouseman/Freezer; Level 15 = Technician, Environmental Mechanic Helpers; Level 16 = Campus Advisor.

Please do not rely on these salary schedules for the most current salary schedule, please visit the school district's human resources department at <http://myvolusiaschools.org/human-resources/Pages/default.aspx>

FY19 School Way Café

Step	SWC Asst. 1	SWC Asst. 2	SWC Asst. 3	Dining Room Aide 1	Dining Room Aide 2
01	9.77	10.21	10.81	8.74	9.17
02	9.88	10.48	11.08	8.84	9.44
03	10.18	10.75	11.40	9.14	9.71
04	10.43	11.05	11.72	9.39	10.01
05	10.69	11.37	12.01	9.66	10.33
06	10.99	11.68	12.34	9.96	10.64
07	11.31	11.97	12.68	10.27	10.93
08	11.58	12.30	13.02	10.55	11.26
09	11.91	12.64	13.74	10.87	11.61
10	12.23	13.00	14.11	11.19	11.97
11	12.55	13.35	14.51	11.51	12.32
12	12.90	13.72	14.89	11.86	12.68
13	13.17	13.96	15.19	12.13	12.93
14	13.25	14.06	15.30	12.22	13.02
15	13.53	14.35	15.62	12.47	13.29

Interns: 6.50 percent above current salary

2nd Year Interns: Negotiated raise

Step	SWC Managers					
	Elementary 0-399	Elementary 400+	Middle 0-499	Middle 500+	High 0-499	High 500+
01	14.46	15.17	15.89	16.61	16.61	17.34
02	14.84	15.59	16.31	17.11	17.11	17.81
03	15.27	16.03	16.78	17.56	17.56	18.33
04	15.69	16.45	17.24	18.05	18.05	18.85
05	16.15	16.91	17.72	18.59	18.59	19.38
06	16.59	17.38	18.22	19.08	19.08	19.91
07	17.08	17.87	18.73	19.64	19.64	20.48
08	17.54	18.40	19.26	20.19	20.19	21.07
09	18.02	18.90	19.82	20.75	20.75	21.65
10	18.54	19.44	20.39	21.34	21.34	22.27
11	19.05	19.98	20.96	21.96	21.96	22.90
12	19.61	20.55	21.56	22.58	22.58	23.56
13	20.21	21.14	22.16	23.22	23.22	24.22
14	20.35	21.30	22.32	23.40	23.40	24.40
15	20.77	21.74	22.79	23.89	23.89	24.91

plus \$.35 for senior managers

plus \$.15 for one year college

plus \$.15 for 2nd year college

Please do not rely on these salary schedules for the most current salary schedule, please visit the school district's human resources department at <http://myvolusiaschools.org/human-resources/Pages/default.aspx>

School Way Café Institute

Assistant and Manager Career Ladder

Assistant 1

Requirements:

None, no high school diploma or GED, but must enroll in program prior to completion of probationary period
Must complete Foundations class during first year of employment

Salary as per AFSCME salary schedule

Assistant 2

Requirements:

High school diploma or GED
Must complete Foundations class during first year of employment

Six and one half percent pay increase above Assistant 1 level upon attainment of diploma or GED; salary as per AFSCME salary schedule

Assistant 3

Requirements:

High school diploma or GED,
1 year's successful employment with Volusia County School Way Café
Satisfactory score on district administered math test
Successful completion of one of the two 12-week district-taught training courses

1. Quantity Food Preparation
2. Food Service Record Keeping

Admission of qualified candidates into the training program will be by seniority

Six and one half percent pay increase above Assistant 2 upon successful completion of SWC training course; salary as per AFSCME salary schedule

Assistant 4

Requirements:

Have met all requirements for Assistant 3
Plus 1 additional year (2 total) successful employment with School Way Café

Same salary level as Assistant 3; will receive a \$250 training bonus for successful completion of the other 12 week district training course that was not taken to reach Assistant 3 level

Additional \$250 training bonuses available, limit one per school year, for successful completion of selected, approved college level classes at DBCC: Nutrition, PC Applications

Intern:**Requirements:**

High School Diploma or GED

Successful School Food Service Experience or Successful Commercial Food Service Management Experience

Must complete Foundations class during first year of employment

One to maximum of two year training program in preparation for management.

Must complete Quantity Food Preparation class during internship or if hired as a manager after only 1 year in internship, within the first year as a manager

Six and one half percent pay increase upon start of program; new employees as per AFSCME salary schedule (6 ½ % above assistant 2 starting salary)

MANAGERS**Level One: School Way Café Manager****Requirements:** Successful completion of:

High School Diploma or GED

Foundations, an Introduction to Volusia School Food Service

Quantity Food Preparation

Manager Internship

Salary level as per AFSCME salary schedule

Level Two: School Way Café Accredited Manager**Requirements:** Successful completion of:

All of the above

Successful completion of one year as a manager in Volusia County Schools

High School Diploma or GED

Acceptable score on the math test

Successful completion of 12 week training class to be taught by the district staff

Acceptance of qualified candidates for class will be by seniority

Salary: Same as Level One Manager, \$250 training supplement to be paid upon successful completion of training

Additional \$250 training bonuses available, limit one per school year, for successful completion of selected, approved college level class at DBCC: nutrition, PC applications

Level Three: School Way Café Senior Manager**Requirements:**

All of the above

Successful completion of two years as a manager in Volusia County Schools

Successful completion of Quantity Food Preparation class if grand-parented in to level 1 without Quantity Foods class.

Successful completion of college 3-credit hour nutrition class

Maintain a superior rating on the annual Accuclaim Review on paragraphs pertaining to the cafeteria.

Accurate inventory levels as evidenced in annual inventory check by district staff.

Willingness to train interns

Must re-certify every 4 years in accordance with criteria established by the School Way Café district administration and reviewed with the managers.

Salary level: an additional \$.35 per hour as long as all certification requirements stated above are met.

PAY FOR SKILLS PROGRAM

<u>MECHANICS</u>	<u>RANGE</u>	<u>MT-1</u>	<u>MT-2</u>	<u>MT-3</u>
Air Conditioning	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
Electrical	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
Energy Management	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
Refrigeration	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
Plumbing	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
Fire Alarm	\$12.59 - \$18.78	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
FMT's	\$14.94 - \$20.94	\$.80/hr.	\$.80/hr.	\$.80/hr.
Carpentry	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Automotive / School Bus	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Communications	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Environmental	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Welding	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Painting	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Roofing	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Irrigation	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Warehouse	\$12.59 - \$18.78	\$.65/hr.	\$.65/hr.	\$.65/hr.
Heavy Equipment Operator	\$ 10.43 - \$16.24	\$.65/hr.	\$.65/hr.	\$.65/hr.
Technician	\$ 9.84 - \$17.29	\$.40/hr.		
Utility	\$ 9.86 - \$15.47	\$.40/hr.		
Helper	\$ 9.60 - \$15.63	\$.40/hr.		
Delivery	\$ 9.60 - \$15.14	\$.40/hr.		

SICK LEAVE BANK

PURPOSE:

To enable employers to provide protection in cases of long term catastrophic illness and to encourage employees to "SAVE" sick leave for a valuable future economic benefit (terminal leave).

PRINCIPLES:

1. To become a member of the Sick Leave Bank, an employee must have accumulated ten sick leave days at the annual enrollment period.
2. Enrollment will be open year round.
3. To utilize "bank days," the member must have been a member of the sick leave bank for at least ninety (90) days and must first use all other accumulated days and be off the payroll for five days. Sick Leave Bank members who elect to cash-out their available sick leave balance at the end of the previous fiscal year and then request "bank days" will be required to go on unpaid leave for the same amount of time that was cashed-out. At the end of the unpaid leave period, sick bank days may be accrued. This requirement will not affect those who have used all their sick leave days due to illness or injury, nor does this requirement affect employees who are in DROP and their annual sick leave 20% cash-outs.
4. Members will be granted two times the number of days they have accumulated at the beginning of their illness to a maximum of 50 days.
5. Days from the bank may only be used for extended personal physical or mental disability.
6. The bank will be administered by the union.
7. In case of extreme hardship, the bank administrators may grant additional days voluntarily given by other bank members.
8. If the bank is depleted during the school year, members may be assessed up to two additional days in any given year.
9. The union will determine the eligibility of membership in the Sick Leave Bank.

APPLICATION FOR MEMBERSHIP IN AFSCME LOCAL 850 SICK LEAVE BANK

Social Security # _____

I _____ hereby authorize the payroll department of the Volusia County School Board to deduct one (1) day from accumulated sick days to be placed in the sick leave bank. I have read and understand the provisions in the current contract, which are printed below.

Work Site

Signature

Date

This application meets the requirements for membership in the sick leave bank.

Payroll Representative

Date

Send application to:

AFSCME, 1381 Educators Road, Daytona Beach, Florida, 32124.

Purpose: To enable employers to provide protection in cases of long-term catastrophic illness and to encourage employees to “save” sick leave for a valuable future economic benefit (terminal leave).

Principles:

1. To become a member of the sick leave bank, an employee must have accumulated ten (10) sick leave days at the annual enrollment period.
2. Enrollment will be open year round.
3. To use “sick leave bank” days, the member must first use all other accumulated days and be off the payroll for five (5) days.
4. Members will be granted two times the number of days they have accumulated at the beginning of their illness to a maximum of fifty (50) days.
5. Days from the bank may only be used for extended personal physical or mental disability.
6. The bank will be administered by the union.
7. In case of extreme hardship, the bank administrators may grant additional days voluntarily given by other bank members.
8. If the bank is depleted during the school year, members may be assessed up to two (2) additional days in any given year.
9. The union will determine the eligibility of membership in the sick leave bank.
10. Forms for enrollment shall be available through the: AFSCME Office or AFSCME Executive Board.