

Pinellas County Schools

2016 Legislative Session Funding Summary

The district received an additional \$10.7 million in funding as a result of the 2016 legislative session. Of that, approximately \$7.3 million was allocated for increased categorical allocations which must be spent on a specific purpose. The \$7.3 million in categorical allocations included an additional \$3.6 million for Supplemental Academic Instruction and \$3.7 million for the ESE Guarantee allocation. This left only \$3.4 million in funding for which the district has flexibility. Also, the state increased the district's required FRS contribution rate resulting in an additional expenditure of \$1.2 million, leaving a net amount of \$2.5 million in additional funding for increased compensation.

Pinellas County Schools
Estimated Average Compensation Increase
2016/17

	Millions of \$	
2.3% Average Salary Increase	13.8	2.30%
Health Insurance	6.0	1.00%
FRS Increase	1.2	0.20%
		<hr/>
		3.50%
Total Compensation Increase	21.0	
Approximate Cost of a 1% increase	6.0	
Average Increase %	3.50%	

Pinellas County Schools 2017 Health Plan

**No Increase in Payroll Deductions
No Plan Design Changes**

2017 PLAN	2017 ENROL	2016 EMPL DED	2017 EMPL DEDUCT	2017 INCREASE	
				PP	ANN
CDHP					
Employee	1,201	\$53.00	\$53.00	\$0.00	\$0.00
EE plus Child(ren)	272	\$146.00	\$146.00	\$0.00	\$0.00
EE plus Sp	275	\$159.00	\$159.00	\$0.00	\$0.00
Family	457	\$215.00	\$215.00	\$0.00	\$0.00
2Board Fam	<u>99</u>	\$120.00	\$120.00	\$0.00	\$0.00
Total	2,304				
Staff					
Employee	1,827	\$71.00	\$71.00	\$0.00	\$0.00
EE plus Child(ren)	437	\$182.00	\$182.00	\$0.00	\$0.00
EE plus Sp	314	\$195.00	\$195.00	\$0.00	\$0.00
Family	657	\$266.00	\$266.00	\$0.00	\$0.00
2Board Fam	<u>120</u>	\$171.00	\$171.00	\$0.00	\$0.00
Total	3,355				
NPOS					
Employee	2,454	\$80.00	\$80.00	\$0.00	\$0.00
EE plus Child(ren)	421	\$200.00	\$200.00	\$0.00	\$0.00
EE plus Sp	683	\$213.00	\$213.00	\$0.00	\$0.00
Family	813	\$302.00	\$302.00	\$0.00	\$0.00
2Board Fam	<u>129</u>	\$207.00	\$207.00	\$0.00	\$0.00
Total	4,500				
Total Health	10,159				

Bargaining Group:

PBA

Date:

9/21/16

Initial/Date _____ Initial/Date _____

2016-2017 proposed 2.3% increase moved one cell to the right (leave A the same)

Pay Grade	Minimum A	Level B	Level C	Level D	Level E	Level F	Level G	Level H	Level I	Level J	Level K	Level L	Level M	Level N	Level O
5	\$10.11	\$10.34	\$10.68	\$11.02	\$11.38	\$11.75	\$12.13	\$12.53	\$12.94	\$13.36	\$13.79	\$14.24	\$14.70	\$15.18	\$15.67
6	\$11.12	\$11.38	\$11.75	\$12.13	\$12.52	\$12.93	\$13.35	\$13.78	\$14.23	\$14.69	\$15.17	\$15.66	\$16.17	\$16.70	\$17.24
7	\$12.23	\$12.51	\$12.92	\$13.34	\$13.77	\$14.22	\$14.68	\$15.16	\$15.65	\$16.16	\$16.69	\$17.23	\$17.79	\$18.37	\$18.96
8	\$13.46	\$13.76	\$14.21	\$14.67	\$15.15	\$15.64	\$16.15	\$16.68	\$17.22	\$17.78	\$18.36	\$18.95	\$19.57	\$20.20	\$20.86
9	\$14.80	\$15.14	\$15.63	\$16.14	\$16.67	\$17.21	\$17.77	\$18.34	\$18.94	\$19.56	\$20.19	\$20.85	\$21.53	\$22.22	\$22.95
10	\$16.29	\$16.66	\$17.20	\$17.76	\$18.33	\$18.93	\$19.54	\$20.18	\$20.83	\$21.51	\$22.21	\$22.93	\$23.68	\$24.45	\$25.24
11	\$17.91	\$18.32	\$18.92	\$19.53	\$20.17	\$20.82	\$21.50	\$22.20	\$22.92	\$23.66	\$24.43	\$25.23	\$26.05	\$26.89	\$27.77
12	\$19.70	\$20.15	\$20.81	\$21.48	\$22.18	\$22.90	\$23.65	\$24.42	\$25.21	\$26.03	\$26.87	\$27.75	\$28.65	\$29.58	\$30.54
13	\$21.67	\$22.17	\$22.89	\$23.63	\$24.40	\$25.19	\$26.01	\$26.86	\$27.73	\$28.63	\$29.56	\$30.52	\$31.51	\$32.54	\$33.60
14	\$23.83	\$24.38	\$25.18	\$26.00	\$26.84	\$27.71	\$28.61	\$29.54	\$30.50	\$31.49	\$32.52	\$33.58	\$34.67	\$35.79	\$36.96

Initial/Date: _____

Initial/Date: _____

ARTICLE 22 SALARIES AND SALARY SCHEDULES

A. SALARY SCHEDULE

1. The ~~salary schedule is reflected in Appendix A of this agreement, agreed upon rate ranges for employees covered by this Agreement are set forth in the salary schedule (Appendix A) which is included in this document, effective November 1, 2012. An increase of 1.5% will be added to the salary of each bargaining unit member for the 2012-2013 school year, effective November 1, 2012, as per appendix A.~~

B. Certificates of Distinction

1. Compensation received for completion of Certificate of Distinction I. shall be ~~\$250~~\$275.

2. ~~\$250 in Compensation shall be provided~~received for employees who have completed all three strands of the requirements for Certificate of Distinction II, shall be \$275.

1. EFFECTIVE DATE

The effective date of the provisions set forth in the following procedures and salary schedules shall be July 1 of the fiscal year, unless otherwise indicated. Only employees on the active payroll, or on approved leave of absence at the time the annual increases are ratified and are approved by the Board, ~~are~~would be eligible to receive any new salary adjustments.

Base salary/rate is defined as an employee's un-equalized hourly rate of pay, exclusive of shift differential or any other applicable bonus. ~~An individual's base rate of pay will not be less than the minimum of the salary range or over maximum, except when the intern procedure is recommended or in the case of temporary promotions.~~

For consistency in administration, base hourly rates are used for calculation purposes in applying the following procedures.

2. PLACEMENT ON SALARY SCHEDULE

a) A newly-hired individual may be placed on the applicable salary schedule as follows:

1) ~~At Level A of the Pay Grade for the position the minimum of the applicable salary range unless it is determined by the supervisor and approved by Human Resources Personnel that credit for outside experience warrants initial placement at a higher pay level, is necessary to obtain the most qualified candidate.~~

2) ~~If outside experience credit is deemed appropriate based on comparable work experience, necessary, an additional Level for each five years of comparable experience may be granted. one percent (1.0%) above minimum may be granted for each year of related job experience in excess of the minimum qualifications up to a maximum of ten percent (10%). When~~

salary credit is granted for outside experience, it is the supervisor's responsibility in conjunction with Human Resources Personnel to review the salaries of current incumbents of the same job within the department to ascertain the impact on internal equity. The specific related experience must be indicated when applying for the job. After the job offer has been made, the related experience submitted may not be altered.

b. ***Intern Procedure:*** An applicant who does not meet all minimum qualifications for a job may be hired as or promoted to an intern at a rate of pay ten percent (10%) below the applicable rate of pay for that position. Payment at the intern rate is not to exceed one (1) year. If minimum qualifications are not met after one (1) year, employee is subject to termination.

3. PROCEDURES FOR SALARY INCREMENTAL/STRUCTURAL INCREASES

a. ***Movement Within the Salary Structure Range (Incremental):*** Each year a portion of the total salary increase may be designated for movement within the salary schedule range. Each employee eligible for this an incremental increase will move to the next higher pay Level if funds are designated for this purpose. within the salary range by the approved percentage. In order to be eligible for this an incremental increase, an employee must have been hired on or before February 1 and. In order to receive an incremental increase, an employee must also be in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board.

b. Cost of Living (COLA) Increase ***Movement of the Salary Schedule (Structural):*** Each year a portion or all of the total salary increase may be designated for a COLA increase A COLA increase (whether a flat amount or a percentage increase), will be applied equally throughout the salary schedule. movement of the salary (range) schedule. Any employee within the salary range is eligible for this increase provided the base rate of pay does not fall above the salary range maximum.

c. ***Part-Time Regular Employees:*** Employees hired on or before February 1 and in an active pay status or on an approved leave of absence at the time the annual increases are approved by the Board shall be eligible for increases at the same hourly rate as full-time employees. placed at the amount which provides the same percent increase granted to full time employees on the same salary schedule contingent upon availability of funds.

d. ***Retroactive Pay:***

1) The above increases will would be retroactive to the beginning date of the employee's annual payroll calendar, unless otherwise indicated. Part-time regular employees are included in the receipt of retroactive pay.

2) — An employee who is required to return to a regular full time job classification immediately prior to the beginning of their normal work year will receive retroactive salary adjustments on all hours paid where such employment is approved by the Board. 26

3) — Part time temporary employees and substitutes are not eligible for retroactive pay.

4. PROMOTIONAL SALARY INCREASES

a. Promotion to a Higher Pay Grade ~~From the Exempt or Non-Exempt Salary Schedules:~~

When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is promoted to a position assigned a higher Pay Grade, the following will apply: from or within either schedule with a higher hourly midpoint, the employee shall receive an increase equal to the percent difference between the midpoints of the old and new pay grade. Any increase shall not be more than twelve percent (12%) or less than minimum.

i) if the new position is one Pay Grade higher, the employee shall be placed at the same pay Level at the higher Pay Grade;

ii) if the new position is two (2) or more Pay Grades higher, the employee will be placed at the higher of the minimum for the new Pay Grade or the Level which is closest to but does not exceed a 15% increase.

b. ~~From the Exempt or Non-Exempt Salary Schedules – In-Grade or Lateral~~
Adjustments Promotions: When an employee currently paid on the Exempt or Non-Exempt Salary Schedule is transferred to a position within the same Pay Grade, the employee will be paid at the Pay Grade and Level of the prior position, which is determined to be a promotion by Compensation and approved by the Chief of Human Resources, the employee shall receive a five percent (5%) increase calculated on an hourly rate.

c. **Temporary Assignment to a Higher Pay Grade** ~~Job Classification on the Exempt and Non-Exempt Salary Schedules:~~ Employees temporarily assigned to assume the duties of an absent employee in a higher Pay Grade, level job classification shall receive whichever is less: an increase of ten percent (10%) of their base salary (calculated on the hourly rate) or the amount he/she would have received had the employee actually been promoted to the position on a regular basis. Employees who do not meet eligibility requirements for the position shall receive an increase of five percent (5%) of their base salary (calculated on an hourly rate). The duration of a temporary assignment shall not be less than sixty (60) working days for classifications on the exempt salary schedule or ten (10) working days, not to exceed ninety (90) calendar days, for classifications on the non-exempt salary schedule and will require approval of the appropriate Cabinet member or his/her designee.

5. **RECLASSIFICATIONS** **Reclassification to a Higher Pay Grade:** When a position is reclassified to a higher Pay Grade, the incumbent's current rate of pay shall be increased in accordance with the promotion guidelines. **Reclassification to a Lower Pay Grade:** Procedures for downgrade will apply.

6. PROCEDURES FOR DOWNGRADE

a. ~~When Any employee is moved to a lower Ppay Ggrade, the following procedures shall apply:~~ shall have the current base rate of pay decreased by the percent difference between the new and old pay grade midpoints (calculated on the hourly rate) effective on the date of entry into the new position.

~~i) if the new position is one Pay Grade lower, the employee shall be placed at the same pay Level at the lower Pay Grade;~~

~~ii) if the new position is two (2) or more Pay Grades lower, the employee will be placed at the higher of either the same Level in the new Pay Grade or the Level which is closest to but does not exceed a 15% decrease, but in no case will they be paid more than Level O.~~

b. If an employee is downgraded or promoted then returns to the previous job within one (1) year, the employee will revert to his/her previous rate of pay.

~~c. If any employee due to a special cause was downgraded to a lower pay grade and allowed to keep his/her hourly rate of pay, the employee will not be eligible for any re-promotional salary increase until he/she exceeds the highest pay grade previously held.~~

~~7. LATERAL MOVE When an employee is moved laterally from one salary schedule or job title to another, in a pay grade which has approximately the same midpoint (a midpoint difference of less than one (1) percent), the employee shall retain the current base rate of pay, provided the current base rate of pay is equal to or between the pay grade minimum and maximum. If the employee's current base rate of pay exceeds the new pay grade maximum, it will be reduced to the new pay grade maximum on the effective date of the lateral move.~~

7.8. TERMINATION AND REINSTATEMENT

a. An employee who terminates employment and is rehired within one (1) year in the same job classification may receive the previous rate of pay. In all other instances the procedures for regular employment shall apply.

b. An employee who transfers from a substitute or temporary position into a regular position who has previously held a regular position, will be restored to the pay rate previously held and receive any adjustments per the current salary language.

8.9. OVERTIME ELIGIBILITY

Non-exempt employees required to work more than forty (40) hours in any single week shall be compensated at one and one-half (1-1/2) times their base rate of pay for those hours over forty (40), unless the compensatory time provision of these procedures is used.

a. **Work on Holidays:** Non-exempt employees required to work on paid holidays shall be compensated at a rate of one and one-half (1-1/2) times their base rate of pay for all hours

worked in addition to their straight-time holiday pay. Non-exempt employees required to work on unpaid holidays shall be compensated at their straight time base rate of pay for all hours worked up to and including forty (40) in one week.

b. ***Two or More Jobs at Different Rates of Pay:*** A non-exempt employee who works over forty (40) hours in a work week with two (2) or more jobs at different rates of pay will receive the overtime rate of pay in accordance with applicable Fair Labor Standards Act (FLSA) regulations.

c. ***Compensatory Time:***

1) Compensatory time is defined as time required by management beyond an employee's normally scheduled hours to accomplish a specific task or to provide supervision under specified conditions. A non-exempt employee will be eligible for compensatory time off for hours worked in excess of the assigned workweek as approved in advance by his/her director/supervisor. Compensatory time may be offered in lieu of overtime especially where overtime pay is not available due to financial restrictions. In this regard, it shall be the employee's choice to work offered overtime or additional hours beyond his/her regular shift for compensatory time as an alternative to overtime pay. The employee and the supervisor must mutually agree to how the time is to be earned and used within a twelve month prescribed time frame.

2) Hours worked over the normal workweek schedule up to and including forty (40) hours will taken on an "hour-for-hour" basis. Hours worked over forty (40) hours in a workweek must be taken at one and one-half (1-1/2) hours for each hour of overtime worked.

3) Management approved compensatory time will be part of the payroll reporting process. Employees are responsible for providing written documentation of compensatory time approved by the appropriate administrator to the person responsible for departmental payroll administration. Compensatory time will be tracked using the TERMS system unless the compensatory time is earned and used within a single pay period.

4) Employees who have requested the use of approved compensatory time shall be permitted to use the time within a reasonable period after making the request if the use of time does not unduly disrupt operations. An employee may use a full day as compensatory time if approved by his/her supervisor.

5) Compensatory time for all employees must be used within one (1) year from the date on which the time is earned. It will be the supervisor's responsibility to keep track of this time limit. Compensatory time not used within one (1) year will be paid.

6) Employees can accrue up to 240 hours of compensatory time (160 hours of overtime work). Any work performed over the 240 hours maximum must be paid overtime compensation.

910. **FACILITY LEASE HOURS** When an organization leases School Board facilities that require the services of PCSB employees and said functions are conducted in a school facility on a Saturday,

Sunday, holiday or any other non-scheduled workday, the employee assigned to said function shall be compensated as follows:

a. An affected employee shall receive either straight time or overtime for all hours worked whichever is appropriate. For non-exempts, this will depend on the total number of hours worked by the employee during the normally scheduled workweek.

b. An affected employee (non-exempts only) shall receive time and one-half (1-1/2) and appropriate shift differential for all hours worked regardless of the total number of hours worked during the workweek whenever the employee has not had the opportunity (excluding the use of sick, personal, or vacation hours) to accomplish the normal forty (40) "sweat" hour requirement for the computation of overtime, i.e., spring break, Thanksgiving, winter holiday period.

~~11. PROCEDURES FOR PAYMENT OF ADDITIONAL OR TEMPORARY POSITIONS~~

~~a. If the additional or temporary position to which the employee is assigned has a non-exempt job title, the employee will be paid at the minimum of the appropriate pay grade.~~

~~b. When an employee is paid from funds outside of the primary budgeted position and in the same job classification as the primary job, the employee will receive the same rate of pay. 29~~

~~c. When an employee is paid from funds outside of the primary budgeted position and in a different job classification from the primary job, the employee will receive the minimum rate of pay in the appropriate salary range for that job classification.~~

~~d. Full time regular supporting services personnel will be permitted to work two (2) or more jobs only in those instances where prior approval has been granted through the Associate Superintendent, Human Resources or designee. Except where expressly approved by Human Resources, full time regular supporting services employees shall not be permitted to work in two (2) or more jobs where the total number of hours worked exceeds forty (40) hours per week.~~

9.13. **SHIFT DIFFERENTIAL (Non-exempt)** Any full-time or part-time non-exempt employee whose regularly assigned shift ends at 7 p.m. or after shall receive a shift differential of thirty-five cents (\$5035) per hour for all hours worked. Any full-time or part-time non-exempt employee whose regularly assigned shift begins on or after 10 p.m. but before 5 a.m. shall receive a shift differential of forty-five cents (\$6045) per hour for all hours worked. Any hourly shift differential received by an employee shall be paid only on actual hours worked in any pay period and shall be excluded from holiday, vacation, and sick leave pay.

104. **CALL-BACK AND CALL-IN PROCEDURES (Excluding Administrative)**

a. An employee who is called to report for work at times other than the regularly scheduled hours shall receive the applicable rate of pay, or compensatory time, for all time worked. In no event will the employee receive less than two (2) hours straight time pay or compensatory

time due to the inconvenience. It is not required that an employee work a minimum of two (2) hours if the task for which the employee was called to perform can be accomplished in less time.

b. An employee who reports for work at the regularly scheduled time shall receive a minimum of two (2) hours work at the applicable rate of pay, or two (2) hours pay at the straight-time hourly base rate unless:

- The employee leaves earlier based on their own decision
- The employee is suspended or dismissed
- Work is not available for reasons such as fire, flood, power failure, hurricane, tornado, explosion, strike, or civil disturbance

11.5. REQUESTS TO CREATE NEW JOBS New job title classifications must be requested by the appropriate Cabinet member, recommended by the Superintendent and approved by the Board. The classification and pay grade of each new job shall be recommended by the Compensation Administration Section of the Human Resources Department and submitted to the Cabinet for their concurrence. The Superintendent will then make a recommendation to the Board for approval. Additional personnel slots must be requested through budget. Job title and pay grade will be determined by Compensation Administration.

12.6. EXCEPTIONS Any exceptions to the above procedures must be approved by the Superintendent or designee. These procedures are intended to address the most common district compensation issues and are not intended to cover all situations that could possibly occur. For information pertaining to specific compensation issues, please contact.

Compensation Administration in the Human Resources Department. For positions covered by bargaining units, please refer to the applicable contract language for more detail.