

TENTATIVE AGREEMENT #1
Article XVIII Leave of Absence
06/25/2025

ARTICLE XVIII
LEAVES OF ABSENCE

A. General Provisions

1. Applications for leave, except short-term sick leave with or without pay, shall be submitted to the administrator on a request for leave of absence form.
2. When an employee finds it necessary to be absent, s/he shall notify the administrator or designee with as much advance notice as possible, preferably the night before but no later than an hour before the time s/he is scheduled to be on duty, except in cases of emergency, so arrangements can be made to secure a substitute if necessary.
3. Leaves of absence shall be reported in increments of full or half days.
4. An employee shall not be responsible for finding a substitute in the event of his/her absence.
5. During leaves of six (6) or more duty days, an employee shall not be required to keep records, prepare lessons, or perform any of the duties required while in attendance.
6. An employee on long-term leave shall be considered as if s/he were part of the staff of the school from which s/he took leave. In special circumstances such as cases of extended worker's compensation or relief of duty, this provision may be waived.
7. If at any time the reasons given for requesting leave have changed, the employee shall promptly notify the administrator and shall either be directed to return to duty or continue on leave.

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8. Upon return from leave, the employee shall complete a certificate of absence.
9. Any leave days credited to an employee at the time of an approved leave of absence, which are not taken during that leave of absence, shall be credited to the employee upon return to active duty.
10. All long-term leaves of absence, unless specifically stipulated otherwise, shall terminate on June 30 of the fiscal year for which the leave was granted.
11. An employee granted a long-term leave of absence may be employed while on leave upon approval by the Superintendent.
12. For reasons relating to illness of an employee or the employee's spouse, parent, son, or daughter; adoption, or newborn child-care, the employee may take a leave of absence for a period up to 12 weeks under the provisions of the Family and Medical Leave Act of 1993.
13. Up to one (1) year of long-term medical leave with or without pay, shall be granted to employees for personal illness, or illness or death of a member of the employee's family as defined in Florida Statutes. Any leave taken under the Family and Medical Leave Act referenced above shall count as part of the total leave taken.
14. Should an employee on long-term medical leave return to duty for a period of less than one (1) teaching month and then require additional leave for medical reasons, such additional leave shall be considered as one period of leave if within one (1) school year.
15. Long-term personal leave of up to one year without pay may be granted, subject to the approval of the Superintendent. Applications for such leave shall include an explanation for the request.
16. Extension of Long-Term Leaves

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- a. An extension of up to one year may be granted for long-term medical and personal leave.
- b. An employee who desires an extension of long-term medical leave must request same as soon as possible, but in no event later than one week prior to expiration of the leave.
- c. An employee who desires an extension of long-term personal leave for the following school year must request same in writing by March 15. If the leave was granted after March 15, any request for extension shall be made as soon as possible.

17. Return from Long-Term Leave

- a. An employee who plans to return to duty at the expiration of a long-term leave shall notify the administrator in writing by March 15 of the school year for which the leave was granted. In the event the leave was granted after March 15, the employee's intent to return to duty at the expiration of the leave shall be deemed given upon requesting the leave. On or before February 15, the Board shall notify each employee on leave of this provision. The employee shall respond, indicating his/her intent to return, requesting an extension, or resigning from his/her position. Except for extenuating circumstances, an employee who fails to respond shall be considered to have resigned with an effective date of his/her last duty day of the fiscal year.
- b. An employee, upon expiration of his/her leave of absence, may return to duty without prejudice and shall be credited with all previous experience earned prior to the leave.
- c. An employee desiring to return from medical leave prior to the leave expiring shall be allowed to return to duty only when a vacancy exists for which s/he is certified and/or qualified.

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- d. An employee desiring to return from personal leave prior to the leave expiring may be allowed to return to duty if a vacancy exists for which s/he is certified and/or qualified.
- e. Failure or refusal of an employee returning from long-term leave to accept a written offer of assignment made to his/her last known mailing address shall remove any obligations of the Board to provide further employment.
- f. For employees returning or who have recently returned from medical leave, a doctor's statement may be required.

B. Sick Leave

- 1. An employee shall be credited with four days of sick leave with pay on the first day of employment of each fiscal year, as provided by law.
- 2. An employee shall earn one day of sick leave with pay at the end of each month of employment, credited at the end of that month, which shall not be used prior to the time it is earned and credited to the employee; provided that the employee shall earn no more than one day of sick leave times the number of months of employment during the fiscal year.
- 3. An employee may transfer unused sick leave days from another Florida school district, from another job within the District, and from other State agencies as provided by law. It shall be the employee's responsibility to assist in securing the requested transfer of sick leave credit from his/her previous employer. One day of sick leave may be transferred for each day accruing with the District.
- 4. There shall be no limit to the number of sick leave days which an employee may accrue.
- 5. Sick leave may be used for personal illness of the employee, including a temporary disability due to pregnancy, or for death or personal illness of a member of his/her immediate family, and as provided by the Family and Medical Leave Act of 1993.

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6. The employee may use accumulated sick leave for the purpose of bereavement leave.
7. An employee may use accrued sick leave for the purpose of taking physical examinations.
8. An employee who has exhausted his/her accumulated sick leave shall be granted sick leave without pay for the reasons stated in B.5. above, not to exceed 20 duty days.
9. Employees who work in the summer school program shall earn sick leave as follows:

PST (Paid Service Time) Hours	
Worked During Summer	Earned Sick Leave Hours
0.00 – 36.75	0.00
36.76 – 110.25	3.75
110.26 – 183.75	7.50
183.76 – 257.25	11.25
257.26 – 333.75	15.00

10. Sick Leave Donation

- a. ~~iv~~ Any district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee.
- b. ~~ii~~ Any district employee may authorize any district employee to use sick leave that has accrued to the authorizing employee as follows:

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1. The recipient must provide documentation, by the treating physician, of the illness, accident, or injury for which leave is otherwise authorized.
 2. The recipient must have at least a ~~ten-day~~ four (4) day balance of accrued sick days in order to receive donated sick leave.
 3. Any unused transferred sick leave shall be returned to the authorizing employee whose donated sick leave has not yet been used.
 4. The employee who authorizes the donation must retain at least a ten-day balance in his or her own sick leave account.
- c. The recipient of donated sick leave may not use the donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from the Sick Leave Bank.
- d. Donated sick leave shall have no terminal value.

C. Illness/Injury In-Line-of-Duty Leave

1. Illness/injury in-line-of-duty leave with pay may be taken when an employee is absent from duty because of:
 - a. A personal injury in the discharge of duty.
 - b. An illness contracted as a direct result of his/her employment, if it can be proven that the illness was not contracted from another source.
2. Leave for such illness(es) and/or injury(ies) shall be for a period of time not to exceed ten duty days during the school year, as provided by Florida Statutes.

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3. An employee may request additional leave under Florida Statutes, and if it is not granted, the employee may elect to take accrued sick leave and/or to be paid under Workers' Compensation. If s/he chooses the latter, s/he may be paid the balance of his/her daily rate of pay not provided by Workers' Compensation by using his/her accumulated sick leave on a prorated basis.
4. If an employee is injured in the line of duty as a result of a physical assault and/or battery, he/she may be eligible for line-of-duty leave, including an extension as set forth above.

D. Personal Leave

1. Up to six (6) days per year, non-cumulative and chargeable to accrued sick leave, may be granted to employees for personal leave, subject to the following:
 - a. Personal leave is to be used for matters which cannot be scheduled outside of regular working hours.
 - b. Employees shall not be required to divulge the reasons for requesting personal leave with pay.
 - c. Except in cases of emergency, or in extenuating circumstances, personal leave is to be requested at least one week in advance.
 - d. Requests for personal leave shall not be unreasonably denied.
 - e. Personal leave may not be taken one (1) duty day before and/or after a scheduled holiday or the first and/or last five (5) days of the school year for students. This shall not be applicable in cases of emergency, to attend the graduation of a spouse, child, parent, or oneself or to work in a voting precinct or the observance of a religious holiday.
 - f. Any denial of requests for personal leave which will result in more than 7% or three (3) teachers, whichever is greater, of a school's staff being absent on a given day, shall not be construed as unreasonable denial.

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- g. In emergency situations, an administrator may grant personal leave for a brief period of time pending the submission of a request for leave form. During the period of time the leave is granted verbally by the administrator, the employee shall not be considered absent without leave.
 - h. Except for emergencies, personal leave may not be used during periods of extended employment outside of the employee's regular work year.
- 2. When an employee has exhausted all sick/personal leave with pay, s/he may be granted short-term personal leave without pay for emergencies or in extenuating circumstances and the restrictions set forth in 1.e. above shall apply.

E. Professional Leaves

1. Exchange Teaching

An employee on continuing or professional service contract may be granted a leave of absence for one year for the purpose of exchange teaching. Exchange teaching shall be limited to accredited public school systems, colleges and universities or similar institutions. The cooperating school system, college or university must furnish an employee to take the place of the employee released by the Board. The released employee shall draw full salary plus the value of any supplements performed by the cooperating employee. Application for exchange teaching for the next school year must be made by April 15.

2. Detached Service

The Board may grant detached service leave for a period of one year for an employee to work in an educational institution, with an official government agency or in such programs as the Peace Corps and the Overseas Exchange Teacher Program. The employee may request an extension of the original leave for up to one additional school year. Before an employee is granted detached service leave, s/he must present evidence of an offer of employment from one of the accepting

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agencies. Application for detached service leave for the next school year must be made by April 15.

3. Temporary Duty

- a. Temporary duty leave may be granted by the Superintendent if it is for the benefit of the school or school system, or the professional growth of the employee.
- b. Temporary duty leave may be initiated by the employee or the Board. If initiated by the Board, the Board shall bear all expenses as provided by Florida Statutes.
- c. If initiated by the employee, expenses may be borne by the employee or shared with the Board, if mutually agreed upon prior to the taking of the leave.
- d. Temporary duty leave shall be with full pay for the affected regular duty days of the employee or for any other day if the leave is initiated by the Board and agreed to by the employee.
- e. Temporary duty may be granted for recognized state/national professional subject area organization meetings.

4. Temporary Professional

- a. An employee may be granted professional leave with pay for up to ten (10) duty days, to attend classes (which may include travel time) for earning the required hours for renewal or extension of his/her certificate or license, or for certification in a new teaching area during a five (5) year period. The leave must be requested at least ten duty days prior to the effective date of the leave.
- b. An employee may be granted professional leave without pay for working toward advanced degrees, not to exceed ten duty days at the beginning

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or at the close of the school year in order to attend summer school classes, except that this leave may not be taken when assigned students. The leave may include consideration of reasonable travel time.

- c. Evidence of acceptance in an institution of higher learning must be attached to any request for professional leave to attend a college or university program.

F. Civic Leaves

1. Jury Duty Leave

- a. An employee duly subpoenaed to serve on jury duty shall receive his/her full salary and may retain any expense allowance, including transportation reimbursement, provided while serving on jury duty.
- b. Such leave shall not be charged against accrued sick or personal leave.

2. Court Leave

- a. Court leave with pay shall be granted to employees, duly subpoenaed or summoned, for the time necessary to make appearances in court proceedings, subject to Subsection c. below. The Superintendent may deny requests for court leave which extend beyond five days, in non-work related cases. If court leave with pay is denied, personal leave with or without pay shall be granted.
- b. Such leave shall not be charged against accrued sick or personal leave.
- c. An employee shall not be granted court leave in cases where the employee is a litigant against the School Board in a court of law or a state or federal agency proceeding.

3. Political Leave

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- a. Leave of absence without pay for up to twelve (12) weeks shall be granted to an employee for the purpose of campaigning for a public office for which s/he has officially qualified.
- b. Leave of absence without pay may be granted for any employee elected to public office.
- c. Short-term leave of absence with pay shall be granted for elected public officials to conduct official business for up to five (5) days per year. Additional days may be granted by the Superintendent.

G. Annual Leave

- 1. A 12-month employee shall be granted paid annual leave as provided herein.
- 2. Annual leave shall be credited at the close of each month. Any credited leave beyond thirty (30) days will be removed at the end of each calendar year (December 31). Each employee shall be encouraged to use leave on an annual basis.
- 3. The number of years of continuous experience in Orange County shall determine the allocation of annual leave, which shall be as follows:

Years of Service	Annual Leave Days
0 – 4	13
5 – 9	16
10 or more	19

- 4. For purposes of computing the number of years of experience in order to determine the number of days of annual leave to which an employee is entitled, a year of experience is earned when an employee is employed for one or more days beyond six (6) months within a fiscal year.
- 5. One (1) or more days of annual leave may be used at any time during the year subject to the approval of the administrator in advance. Annual leave must be

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scheduled at a time when it will cause a minimum of interruption to the efficiency of the school.

6. A teacher shall be paid at his/her current daily rate of pay for accrued annual leave if s/he is returned to less than 12-month status.
7. If Annual Leave is requested and not granted during that fiscal year, an employee shall be paid at the end of that fiscal year for the number of days requested, and his/her annual leave balance shall be adjusted accordingly.
8. No employee shall be granted fewer annual leave days than s/he received prior to ratification of this Contract.
9. An employee who leaves his/her employment for any reason shall receive payment for all of the annual leave accrued through his/her last duty day up to a maximum of thirty (30) days unless prohibited by law.
10. If an employee elects to enter the Deferred Retirement Option Program (DROP), s/he may receive annual leave pay-out subject to the provisions of DROP.

H. Military Leave

1. Short-Term

- a. An employee who is a member of the National Guard, or who is a commissioned reserve officer or reserve enlisted personnel in the United States military service, shall be granted a leave of absence from his/her respective duties, without loss of pay, time or efficiency rating, for all days s/he is engaged in active duty or training ordered under the provisions of the United States military. Such leaves of absence shall not exceed 17 days in any one annual period.
- b. Military leave shall not affect an employee's annual leave time for those positions earning annual leave.

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- c. The employee shall attach a copy of his/her orders to his/her request for leave.
- d. The employee should endeavor to have his/her periods of training scheduled during his/her summer vacation. In cases where the employee requests military leave, the employee shall furnish a letter from his/her commanding officer indicating the necessity of taking leave at that time.

2. Long-Term

- a. Extended military leave shall be granted to an employee who is required to serve military obligations in the Armed Forces of the United States.
- b. Employees called to active duty shall receive full pay for the first 30 days.
- c. Employees may elect to use annual leave if applicable after the initial 30 days.
- d. An employee granted long-term military leave shall be re-employed provided that:
 - 1. The tour of duty is completed.
 - 2. The application for reemployment is filed within six months following the date of discharge or release from active military duty.
 - 3. Original eligibility for employment has been maintained.
 - 4. Reassignment within a reasonable time, not to exceed six months, is afforded the School Board, except as provided by law.
- e. Military leave shall not be granted to an employee who volunteers to serve when such service is not required.

I. Bereavement Leave

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1. When a death occurs in the immediate family of an employee, the employee shall be granted leave without loss of pay for three (3) duty days to travel to and from the funeral location and attendance at the funeral. An employee shall be granted up to two (2) additional duty days to attend out-of-state funerals, provide they must use accrued leave or without pay if the employee does not have any accrued leave for the additional bereavement leave. Bereavement Leave with Pay shall be used within six (6) months of the date of death. Bereavement Leave shall not carry over from year to year.
2. Immediate family is defined as spouse, same sex domestic partner, child (natural, adopted or step), mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent or grandchild.

Additional time may be granted at the discretion of the Administrator. This additional leave will come from the employee's accrued leave or without pay if the employee does not have accrued time.

3. Upon request, the employee must provide to his/her supervisor a copy of the obituary, funeral program or other document showing the name of the deceased, date of death, city of death and the deceased's relationship to the employee upon return from the leave. Failure to provide the requested information may result in the employee being charged accrued leave or without pay if the employee does not have any accrued leave.
 4. The changes to this section shall be applied retroactively to the beginning of the bargaining unit employee's 2024-25 contract year.
- J. In the event the Board seeks to resume the practice of granting sabbatical leave, the District and the Association shall immediately meet to negotiate the provisions governing this sabbatical leave.
- K. The District and the Union will continue to review and implement improvements in the Employee Self Service System (ESS).

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STATUS: As of this 25th day of June, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:

For Orange County Classroom Teachers
Association:



Jeffrey E. Mandel
Chief Negotiator



Clinton McCracken
President

DISTRICT COUNTER PROPOSAL TO CTA PROPOSAL #4
Article XV Work Year – Use of Last Wednesday of Student Attendance
July 9, 2025

TA #2 7-9-25

ARTICLE XV

WORK YEAR



- A. Ten-month employees shall have 197 duty days of which 180 shall include student contact. Eleven-month employees shall have 217 duty days. The calendar for school psychologists shall have 228 days. The total number of paid holidays for ten and 11-month employees shall be six. School psychologists receive one additional paid day off. Twelve-month employees shall be scheduled to work all weekdays when the Ronald Blocker Educational Leadership Center is open for business other than nine paid holidays. Paid holidays and the School Calendars shall be as set forth in Appendix B, which is hereby incorporated into and made a part of this Contract.
- B. The 10-month calendar shall include the following:
1. Six (6) days of pre-planning prior to the first student attendance day, one of which will be a voluntary Staff Development Day, and two days of post-planning following the last student attendance day.
 2. A workday scheduled at the end of each of the approximate nine-week grading periods, the last one of which shall be part of the post-planning period.
 3. A professional day scheduled for a Friday in October, in conjunction with the day chosen as the statewide professional day. Beginning with the 2025-26 school year, the professional day will be scheduled for a Friday in April, that does not negatively impact standardized testing.
 4. There shall be a full (M-F) two-week Winter Holiday.
 5. Instructional personnel shall be permitted to work up to three (3) days prior to preplanning to prepare their classroom. They shall check (✓) in and out upon arrival and departure from their work site. Instructional personnel may be excused for an equivalent number of workdays as identified at the end of each grading period providing they have fulfilled all requirements for submitting grades.
- C. If a full Wednesday student day is required during the weeks of standardized student testing that increases student contact time, then the workday shall mirror the traditional Monday, Tuesday, Thursday, Friday schedule for students and employees. On the following Wednesday when testing has ended, all teachers shall be permitted to leave at the end of

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the scheduled student day. There shall be no mandatory professional development or required administrative meetings for teachers on that Wednesday. If two Wednesdays are required back to back, teachers shall be allowed to leave at the end of the scheduled student day on the following back to back Wednesdays. Other arrangements may be made between a teacher and the administrator with mutual consent.

- D. Beginning with the 2020-21 school year, a maximum of two (2) early release days per month shall be used at the sole discretion of the administrator. Remaining early release days shall be used for uninterrupted planning time after student contact time. Teachers will be provided a copy of the schedule during preplanning for the first semester and before winter break for the second semester.

Before the beginning of the school year, the District will send communication discouraging the scheduling of unnecessary meetings and/or Professional Development scheduled the Wednesday before report cards or progress reports are due.

On the last Wednesday before the end of the school year in which students are in attendance, no meetings and/or professional development shall be scheduled. This day shall be reserved for teacher use for activities related to the close of the academic year.

- E. When it becomes necessary to close a school because of weather or for other reasons as deemed necessary by the Superintendent, the days lost shall be made up by extending the school year for that school, as determined by the Board, after consultation with the Association, without it being a violation of this Contract.
- F. Attendance at in-service activities off the school campus shall be voluntary except when attendance at such activities is necessary for the implementation of a required program. There shall be no mandatory in-service during the first or final day of preschool planning nor during post-school planning for school-based employees.
- G. Teachers who must prepare 504 and/or Individual Educational Plans (IEPs) shall be provided up to four student contact days per year to perform duties related to said preparation, at times mutually agreeable between the teacher and the administrator. Additional time may be requested. Release time from regular duties shall be provided in reasonable time blocks. A teacher may work remotely upon mutual agreement with his/her administrator. Requests shall not be unreasonably denied. The administrator must provide the reason for any denial in writing.

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- H. Any teacher transferred within the student year, or hired after pre-planning, shall be provided at least three student contact days for orientation and preparation prior to assuming responsibilities for teaching students.
- I. If, after the start of the school year, a change is made in an elementary teacher's grade level or a middle school teacher's team assignment, such teacher shall be given two student contact days for orientation and preparation. In secondary schools, such shall be applicable for a teacher reassigned out-of-field, and the two days shall be prorated to conform to the actual number of classes changed. Other secondary teachers whose assignments must be changed during the school year requiring a new preparation shall be given notice of at least two days.
- J. Extended Employment
 - 1. Employees shall be reimbursed for any extensions of employment at their daily rate of pay, per their primary contract for the school year just completed, except as may be provided elsewhere in this Contract.
 - 2. Employees shall be notified of the availability of extended employment opportunities one month before the end of their work year. The acceptance of extended employment is voluntary on the part of the teacher, and such acceptance signifies a commitment to the particular extended employment.
 - 3. Beginning in the 2020-21 school year, JROTC teachers shall work 197 duty days. They shall be offered up to ten (10) duty days of extended employment and the period shall be mutually agreed upon between the administrator and the teachers. The principal has the option to offer additional duty days of extended employment beyond the ten (10) duty days.
 - 4. The athletic director shall be offered up to 20 days of extended employment and the period shall be mutually agreed upon between the administrator and the athletic director.
 - 5. CRTs assigned to elementary schools or special centers may be offered extended employment of up to 20 days during the summer months.
 - 6. Guidance counselors, school psychologists, media specialists, and Magnet Program Coordinators may be offered extended employment for the period following post-planning and/or for the period preceding preplanning.

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- a. School Psychologists may be considered for summer employment for which they are qualified before others are hired.
- 7. Secondary cooperative vocational education teachers and vocational agriculture teachers may be offered extended employment for the summer months. If these secondary schools have a ninth grade center, the days used for the extended employment may be used between the teachers from the main campus and the teachers from the ninth grade center.
- 8. High Schools shall be given a total of five (5) days of extended employment for the athletic trainer (s) to cover athletic practices prior to pre-planning.
- 9. Summer School
 - a. Regular employees shall be considered for summer employment for which they are qualified before others are hired. Such consideration first shall be given to those assigned to the school for the coming year. In post-secondary schools, if a course is continued during the summer session, the position(s) first shall be offered to a teacher who taught that course during the regular school year.
 - b. Nothing herein shall prohibit mutually acceptable agreements between employees and administrators to divide these work assignments in an equitable manner.
 - c. Teachers shall be paid a full day's salary if they report to work in the summer session and there are not enough students to justify the continuance of a class.
 - d. Each high school with a summer academic program will be provided with a minimum of one half-time media specialist for the summer session.
- K. Nothing herein shall preclude the Board from adopting a modified workweek during the summer months. If the workweek for the summer program is modified from a regular five-day workweek to a concentrated five-day workweek, the following shall apply:
 - 1. The duty day shall be nine hours and 22 minutes in length with a required on-site portion of at least eight hours and 30 minutes, including a 30-minute duty free lunch. Employees may leave the school during their duty free lunch.

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2. Student contact time per day shall not exceed six hours and 15 minutes excluding passing time.
3. Employees may take 22-minute breaks at their discretion, with the approval of the administrator.
4. The on-site planning period shall be at least 30 minutes per day.
5. Employees shall be paid at their hourly rate of pay.
6. Sick leave shall be prorated on a 9.35 hour day

TENTATIVE AGREEMENT #3

Article VI

7/10/2025

ARTICLE VI

WORKING CONDITIONS

- G. The administrator shall take steps, in cooperation with the employee, to provide reasonable precaution for the employee's safety.
1. If an employee is harassed, upbraided, abused, threatened or suffers from bodily harm or property loss by an individual or a group during the performance of his/her duties, s/he shall immediately notify his/her administrator, in writing, as soon as possible, giving in detail the circumstances thereof. This report shall be forwarded to the Superintendent.
 2. The parties recognize that some employee job responsibilities may require home visits, and that travel into some geographic areas may cause concern in regard to an employee's safety. Employees are encouraged to work in teams where feasible, and to report any concerns to their administrator immediately. The parties also recognize that some employees whose jobs do not require home visits may make them on a voluntary basis.
 - a. The school social worker shall assess the need for a home visit intervention based upon the school's administrator's completion of a checklist which outlines steps to obtain address and contact information.
 - b. Mobile communication devices shall be issued to school social workers. Social workers shall have the device in their possession during work hours.
 3. The Superintendent shall cooperate with the employee in the event of a civil or criminal proceeding, including providing him/her with legal counsel to advise him/her of his/her rights, and shall assist the employee in connection with the handling of the incident with law enforcement and judicial authorities.
 4. A prompt response shall be given to any emergency call made to the main office during the student day. A teacher may directly call 911 in a medical emergency.
 5. Individual schools, through discussions between the administration and the Faculty Advisory Committee, shall be responsible for developing alternative ways of emergency notification in applicable cases where employees do not have access to telephones or intercoms.

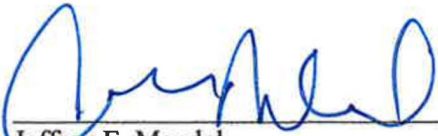
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6. When an employee has reason to anticipate a threatening situation that would be beyond what an employee is normally expected to resolve, the employee and the administrator shall develop communications or security measures appropriate to the situation.
7. It is recognized that an employee needs to be informed of a student's arrest or adjudication following the administrator's receipt of notice from the District, as provided by state law.
8. To ensure the safety of all employees during lockdowns and other emergencies, employees regularly assigned to a worksite(s) will be added to the notification system of the work-site(s).
9. If a student and/or parent complaint results in a closed Professional Standards investigation with a finding of "Unfounded," the administrator will reassign the student related to the complaint, subject to the following. Such reassignment shall occur only if:
 - a. The teacher provides the administrator with a written request to remove the student related to the complaint.
 - b. There is an available alternative assignment within the school while maintaining the student's other classes. Maintenance of "other classes" is not meant to prohibit schedule changes.
 - c. If there is no available alternative assignment pursuant to subparagraph b above, then:
 1. The teacher and the administrator shall meet for the purpose of implementing an alternative plan, which may include virtual classes subject to parent agreement.
 - d. Such assignment must comply with applicable federal and state laws.

For School Board of Orange County, Florida:



Jeffrey E. Mandel
Chief Negotiator

....

For Orange County Classroom Teachers
Association:



Clinton McCracken
President

TA #4
Chuton Mchacha 9/24/25

September 24, 2025

**ARTICLE IV
ASSOCIATION RIGHTS**

- A. Duly authorized representatives of the Association shall be permitted to meet with employees, subject to the following:
1. The representative(s) shall check in and out at the work location upon arrival and departure.
 2. Visits with employees at their work location shall not be permitted during student contact time or during a period of assigned duty. Visits with individual teachers shall not require prior notice.
 3. The administrator will facilitate the visit by assigning a reasonable location for the Association representative to confer with employees. The location should provide a reasonable degree of privacy so that the union and employee(s) may speak confidentially. Further, when reasonably possible such location should not be adjacent to the administration offices.
 4. Upon request, the representative(s) shall have his/her presence announced by the posting of a notice and/or over the intercom system, outside the student day. Such announcement shall include the location and time of the visit, and may be made by either the administrator or the site Association representative.
 5. The Association, with the administrator's consent, shall be permitted to use a work location's facilities for holding meetings which include employees from other work locations, provided such meetings are held outside the employee duty day and the Association bears the actual cost of such meetings at the lowest cost category.
 6. At the beginning of each school year, the Association will be provided a mutually agreeable time on the agenda during the district-wide orientation to speak to new employees.
 7. If new employee orientation(s) are held during the school year, the Association will be notified at least two (2) weeks prior to the opening session(s) of the orientation(s). Subsequently, the District will receive notification from the Association one (1) week prior with their intent to attend the orientation session. The CTA President/designee

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will be given the same opportunity to speak to new employees as at the district- wide orientation.

B. Site Association Representatives

1. Upon conclusion of any faculty meeting, the site Association Representative shall be given the opportunity to make announcements relating to Association business. Continued attendance by employees shall be voluntary. Once a month the site Association Representative(s) shall be given the opportunity to hold a meeting during non-student contact time of all instructional personnel at a school site to make announcements relating to Association business. Attendance by employees shall be voluntary. The site Association Representative(s) shall be given an opportunity to send an Association-approved email message related to Association business to all instructional personnel at a school site.
2. The site Association Representative may use the work location's facilities for the purpose of conducting professional meetings during non-student contact times. Such meetings shall be arranged in advance with the administrator and shall not be unreasonably denied.
3. When the site Association Representatives are either involuntary transferred, or have grade/subject assignment changes and room changes on the work location's campus, the transfer or changes, shall be reviewed by the CTA President and the Superintendent or their designee. The site Association representative must request such a review in writing, and submit the request to the Association within ten (10) days of the transfer or change.
4. The Association will provide each site administrator the name of the CTA Association Representative at his/her school within six weeks of the beginning of each school year. Notification will be given of any changes throughout the year.
5. The Association shall provide and maintain a current list of site Associations Representatives and provide such a list and updates to the Human Resources Department designee(s).
6. The site Association Representative and the Administrator may meet monthly to discuss implementation of the contract and issued within the work location.

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- C. When a PERC sanctioned representation challenge occurs, the challenging organization shall be granted no greater access rights than the Association.
- D. Communications
 - 1. The Association shall have the exclusive right to bulletin board space of at least nine square feet for the purpose of posting materials related to Association business, such as newsletters, Association programs, training, meeting notices and committee reports.
 - a. The Association may, at its own expense, provide an additional bulletin board for its exclusive use subject to the provisions contained in this Section.
 - b. The bulletin board space shall be located in an area mutually determined by the administrator and the site Association representative. The President/designee shall have input into the decision.
 - c. Only the Association Representative or his/her designee may post or remove information on the bulletin board space.
 - 2. The Association shall be permitted to use the courier service for maintenance of this Contract, subject to the following:
 - a. The Association office shall be placed on a service route for pickup and delivery, subject to the rules and regulations of the courier office.
 - b. The Association shall not use the courier for distribution of materials/communications derogatory to the Board, publications advocating legislative positions, (other than mutually agreed upon positions), or campaign literature for candidates for public office. The Association may send out flyers on behalf of each candidate for the Association office.
 - c. An average of one bulk mailing per week may be sent. Bulk mailings may be spot-checked for compliance with the above sections. Mailings not in compliance may be returned to the Association.
 - d. The Association shall indemnify and save the Board harmless against and from any and all claims, demands, suits, or other forms of liability that may arise out of or by the Association's use of the courier. If the Board is notified officially of

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any such potential liability, the courier service shall be suspended until such time the matter may be resolved.

- e. If the Association fails to comply with these provisions, the use of the courier may be suspended upon written notification. Any request for reinstatement of the courier shall be presented by the Association to the Board at a regularly scheduled meeting of the Board.
3. The Association will be permitted to use employee worksite and electronic mailboxes (email). However, the District may deny permission for the Association to use the District's email system if it fails to comply with the provisions of this Section or Section D.4. of Article IV.
4. The Superintendent or designee shall receive a copy of all materials/communications to be distributed district-wide, either through the courier or through email, at least one business day prior to distribution. This shall include Association approved email messages distributed through site association representative(s). The administrator shall receive a copy of all materials/communications to be distributed in the school. When the Association disseminates information without utilizing any District resources such as mailbox, email or courier, the Association is not required to produce a copy to any administrator. Emails that are notices for Association meetings at the Association's office do not have to be sent to the District.

E. Association Leave

1. The Superintendent will recommend and the Board will approve, the duly elected president of the Association, a leave of absence to serve as the CTA president for the term of his/her presidency. The district will serve as the fiscal agent for the payment of his/her salary, fringe benefits, and fixed charges by placing the president in an assigned department for payroll purposes only. The Association shall reimburse the Board 100% of any and all sums paid to or on behalf of said president. The Association agrees to hold harmless the School Board for all claims that arise from actions that occur while the CTA president serves in office. Optional insurance coverage may be continued by paying the premiums due during the approved leave of absence. The bill for the optional insurance coverage will be sent directly to the president to continue the insurance plans.

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The president shall return to the school previously assigned at the end of the term of his/her presidency. The president shall not earn annual leave, nor be covered by the Board's Workers' Compensation Insurance during said term. The president shall be given credit on the salary schedule for the year(s) served as president and seniority shall be accrued during said leave.

The president may transfer any unused sick leave days accrued as president, provided daily attendance is documented by the CTA president during the period served as president. It shall be the Association president's responsibility to assist in securing the requested transfer of sick leave credit from the Association. One day of sick leave may be transferred for each day accrued upon return to Orange County, up to a maximum of 12 days per year. In case of extended illness or retirement, all withheld hours will be transferred immediately.

For evaluation purposes, the President shall be classified as Category 4 during the years served in office. However, during the first year in office, any salary increases based on the previous year's evaluation scores shall be applied to his/her salary. In subsequent years, while the president is classified as a Category 4 s/he shall receive increases designated as an across the board raise.

2. The Association shall be granted 2% of membership but not less than 105 days of leave per fiscal year for use by its members. No one employee may use more than five of the above days per fiscal year. Additional leave shall be at the discretion of the Superintendent. If the leave is used for a purpose other than direct representational activities, then the CTA will reimburse the District for said leave, and such leave time will not be deducted from the granted Association leave.
3. Site Association representatives and members of the Association's Board of Directors shall be allowed to leave school at the end of the student day for up to three (3) regularly scheduled meetings per month. Bargaining Team members and Joint Committee members shall be allowed to leave school at the end of the day for one (1) regularly scheduled meeting per month.

F. Information

1. The Board shall provide the Association access to public records not exempted by Florida Statutes at mutually agreeable times and with a staff member present. Copies

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- of said materials, if requested, shall be provided at cost, or as specified elsewhere in this Contract.
2. A monthly listing of all employees new to the District shall be provided at no cost per the Association's specifications, provided such is available in the format requested.
 3. The parties agree to explore the use of electronic media as a means of improving communications.
 4. The Association shall be provided a copy of each Board agenda packet at the time of distribution to the Board. An effort shall be made to notify the Association regarding any new item added to the agenda which directly impacts the employees and the Association.
 5. The Association shall receive a copy of all materials for general distribution which pertain to employees and to this agreement. Confidential items related to collective bargaining are exempt from this provision. In addition, the Association shall receive copies of all Board publications and an official copy of School Board policies and any revisions of such.
 6. Rules and procedures outlined in school handbooks shall not violate board policies or provisions in this contract. When requested to sign the handbook, the signature of the teacher indicates receipt and review of the handbook.
- G. The Superintendent and the Association president shall meet at mutually agreeable times to discuss issues which, through these discussions, could lead to improvement in the school system.
- H. The Association shall be notified and allowed to attend meetings of the trustees of the Orange County Public Schools Employee Benefit Trust, given a place on each agenda for comment, and supplied copies of materials distributed to the trustees.
- I. The Superintendent shall meet with the Association in March of each year to receive input on the budget and facility-related concerns of employees.
- J. The Association shall have the opportunity to provide input prior to any recommended revisions of the district grading policy, attendance policy, and/or Code of Student Conduct.

K. Mutual Agreements

1. Prior to March 1 of each year, the parties shall meet to discuss tentative school calendars for the following year and attempt to reach mutual agreement. If agreement is not reached, the Board shall establish its calendar using the parameters set forth in Article XV Section B. If the Board anticipates scheduling the end of the first semester at any time other than at the end of Winter Holiday, and/or scheduling the Spring Holiday at any time other than between the third and fourth marking periods, the parties shall meet for the purpose of impact bargaining such change(s).
2. No changes shall be made in the Supplement Handbook without the two parties meeting to negotiate the changes.
3. The parties agree that selected forms, which are identified in this Contract and required for its maintenance, shall be agreed to and attached to a memorandum of understanding.

L. The District agrees to make a reasonable effort to notify the Association as soon as feasible before changing any school to or from year-round, prototype or charter school status.

M. Any request by the Association for the granting of in-service points for Association-sponsored activities shall be acted upon within 30 days of submission. The request will be judged upon its merits. Denial shall be accompanied by a written reason. Any component submitted by the Association shall be required to meet the established standards for inclusion in the District In-service Master Plan. An employee conducting an Association-sponsored in-service component shall be eligible for payment under the guidelines stated in the Staff Development Instructor Pay Schedule and in accordance with guidelines for eligibility for pay as developed by the Teacher Education Council.

N. **Beginning at the start of the 2026-27 school year, in addition to any other payroll deduction established by this Agreement and upon written authorization from the employee, the District agrees to provide four additional payroll deduction slots for the purpose of union benefits programs or services that are made available to both dues paying and non-dues paying bargaining unit employees. These payroll deduction slots shall not be used for dues, assessments, lobbying, political action, or any purpose other than ~~proving~~ providing benefits or services directly to the individual employee authorizing the deduction. The District will be provided any information to verify compliance with this limitation upon its written request to the Association.**

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

ARTICLE VI
WORKING CONDITIONS

- A. No person shall on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, gender identity or expression, genetic information, or any other reason prohibited by law, be excluded from participation in, be denied the benefits of or be subjected to discrimination, or harassment with respect to such person's employment or application for employment.

Employees are encouraged to report any allegations of discrimination or sexual harassment to their administrators or the applicable district-level departments for prompt investigation. Any claims shall be referred to the District EEO Officer and the employee shall retain all rights to pursue his/her claim through the appropriate federal and/or state agency.

Employees shall not be retaliated against for appropriately reporting discrimination and/or sexual harassment.

- B. The Board agrees that the professional affiliation (as defined by Florida Statutes 447.301(1) - (3)) and private, personal life of any employee, including additional employment, are not within the appropriate concern or attention of the Board, provided that these do not impair the employee's effectiveness and performance as an employee in the school system.
- C. The Board agrees to comply with Florida Statutes as it relates to actions in tort for damages as a result of the negligent or wrongful act or omission of an employee while acting in the scope of his/her employment. The Board shall not be responsible or liable for the actions of an employee who acts in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property. Further, if the employee relies on the Board for tort protection, the Board may exercise its right to settle any claim for damages brought against an employee in any manner the Board deems appropriate.
- D. The Board, upon request by an employee(s), may determine to provide legal services for employees who are charged with civil or criminal actions arising out of and in the course of the performance of assigned duties and responsibilities. However, in any case in which the employee(s) pleads guilty or nolo contendere or is found guilty of any such action, the employee shall reimburse the Board for any legal services which the Board may have supplied pursuant to this provision. Each determination of the Board to expend funds for legal defense of an employee shall be made at a public meeting, with notice pursuant to Section 120.595 Florida Statutes.

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

- E. Any employee who receives a complaint or suspects that a student has been physically, emotionally, or sexually abused by an employee shall be required to report immediately all such suspected cases of abuse or neglect. These employees shall have immunity from liability for such reporting in good faith, and shall be required to comply with follow-up investigations. For each calendar year beginning January 1, 1994, the District shall compile information on the number of investigations of abuse that have resulted in employees being put on relief of duty for that period and shall submit a report to the Association by February 15 of the following year. Such report shall include data relating to the date(s) of the incident(s), the length of the relief of duty, and the disposition of the case.
- F. No employee shall be required to make a statement upon being questioned relative to a school incident prior to seeking Association and/or legal counsel when the statement may, in the mind of the employee, be used against him/her in a civil or criminal action or state agency investigation. An employee who then refuses to provide such statements shall waive his/her right to legal protection provided by the Board, as set forth elsewhere in this Article. When an employee has requested the presence of the CTA Representative, administration shall provide coverage or schedule the meeting at a mutually agreeable time in order to ensure that the CTA Representative may attend a meeting with the requesting employee.
- G. The administrator shall take steps, in cooperation with the employee, to provide reasonable precaution for the employee's safety.
 - 1. If an employee is harassed, upbraided, abused, threatened or suffers from bodily harm or property loss by an individual or a group during the performance of his/her duties, s/he shall immediately notify his/her administrator, in writing, as soon as possible, giving in detail the circumstances thereof. This report shall be forwarded to the Superintendent.
 - 2. The parties recognize that some employee job responsibilities may require home visits, and that travel into some geographic areas may cause concern in regard to an employee's safety. Employees are encouraged to work in teams where feasible, and to report any concerns to their administrator immediately. The parties also recognize that some employees whose jobs do not require home visits may make them on a voluntary basis.
 - a. The school social worker shall assess the need for a home visit intervention based upon the school's administrator's completion of a checklist which outlines steps to obtain address and contact information.

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

- b. Mobile communication devices shall be issued to school social workers. Social workers shall have the device in their possession during work hours.
- 3. The Superintendent shall cooperate with the employee in the event of a civil or criminal proceeding, including providing him/her with legal counsel to advise him/her of his/her rights, and shall assist the employee in connection with the handling of the incident with law enforcement and judicial authorities.
- 4. A prompt response shall be given to any emergency call made to the main office during the student day. A teacher may directly call 911 in a medical emergency.
- 5. Individual schools, through discussions between the administration and the Faculty Advisory Committee, shall be responsible for developing alternative ways of emergency notification in applicable cases where employees do not have access to telephones or intercoms.
- 6. When an employee has reason to anticipate a threatening situation that would be beyond what an employee is normally expected to resolve, the employee and the administrator shall develop communications or security measures appropriate to the situation.
- 7. It is recognized that an employee needs to be informed of a student's arrest or adjudication following the administrator's receipt of notice from the District, as provided by state law.
- 8. To ensure the safety of all employees during lockdowns and other emergencies, employees regularly assigned to a worksite(s) will be added to the notification system of the work-site(s).
- H. Any interviewing of employees during the duty day as part of an internal investigation or by an outside investigative agency on the school campus shall be done in a setting affording privacy. Unless invited by the employee, school personnel shall not be present, except for the school administrator(s) and/or district level personnel who are conducting an internal investigation.
- I. Each employee shall have access in each school center to all School Board Policies, State Board of Education Rules, Florida School Laws and the Superintendent's Management Directives. Employees shall be kept apprised of any District media policy and copies shall be made available upon request. Copies of policies and rules for each individual school shall be distributed to each employee in the school. A copy of the supplement handbook shall

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

be provided to each employee receiving a supplement, other than special duty and shall be made available to any other employee who requests it.

- J. The Board will repair or reimburse an employee the current value of any clothing or other personal property damaged or destroyed as a result of assault and/or battery or the quelling of a disturbance suffered in the course of the legal performance of his/her assigned duties unless such loss covered by insurance or reimbursement is attained from other sources not in excess \$400. If it is determined that coverage for verified cases of vandalism to personal property on school premises is permitted by Florida Statutes, such coverage shall be in the amount and under the conditions specified above.
- K. The Board agrees to maintain safe and healthful working conditions, including the provision of safety equipment. The District shall investigate complaints of harmful indoor air quality and take measures to reasonably accommodate employees if necessary. No employee shall be disciplined for refusal to work in an unsafe or hazardous situation where there is an **eminent imminent** danger to the employee's health, safety or well-being, provided that this shall not be applicable in any circumstances where the health and safety of students otherwise clearly require employee intervention.
- L. In the case of an infectious disease outbreak that affects the District's workforce, the procedures in the Emergency Procedures Manual shall be followed. If a school or work location has cause to be shut down because of an outbreak, the Bargaining Team shall meet in an emergency session to bargain the impact.
- M. Recognizing that acts of violence on campus create an unsafe and unstable working environment, the parties agree to continue to work together by means of a task force to find ways to reduce acts of violence.
- N. When a student is identified as an exceptional education student or a student whose special needs are not being met in the classroom, it shall be the responsibility of the employee to request either an Educational Planning Conference or Educational Planning Team meeting to address the situation. This meeting shall take place within a reasonable period of time. The employee shall be kept apprised of actions taken to meet the student's special needs. When an Educational Planning Team meeting, staffing, or Educational Planning Conference is called, all teachers who work with the student shall be provided opportunities for written input and shall receive a copy of any plan written. If teachers are unavailable to attend such meetings due to conflicts in their schedule, they shall be provided the option to submit their input in writing and/or request to reschedule the meeting.

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

- O. A teacher shall be provided, a list of exceptional education and medically fragile students under his/her supervision. This information is for the teacher's use only and may not be copied, shared or displayed. Training of employees who perform invasive medical and other prescribed health services shall be done in accordance with Florida Statutes. Except in case of emergency, clean-up of students of a personal nature shall be done with the presence of another employee in the immediate vicinity.
- P. An employee shall be permitted to use necessary and reasonable force to quell a disturbance, to protect himself/herself or others from possible injury, to restrain a disruptive student or to protect personal property and district property, and such shall not be construed as corporal punishment.
- Q. An employee shall not be required to perform the following duties:
1. Ride buses except for field trips during the duty day or extracurricular activities.
 2. Clean instructional or work areas, such as bathrooms, floors, windows, or sinks on a daily or periodic basis.
 3. Move furniture and/or materials not personally belonging to the employee in and out of rooms or from one room to another.
 4. Transport students in a personal automobile.
 5. Accept gate duty.
 6. Work in the school clinic.
- R. No employee shall be requested to search for bombs.
- S. The Board shall continue to provide opportunities for CPR and AED training and certification.
- T. Creation of Materials
1. Title to patents and copyrights of materials or equipment developed on school time or utilizing school supplies are equally the property of the Board and the employee. Clear title shall vest in the Board if the employee, for any reason, terminates his/her employment. An employee changing work locations within the county may retain physical possession of such materials, with the approval of the employee's current administrator.

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

2. Educational innovations and/or materials created by an employee during non-duty hours and utilizing his/her own supplies are the property of the employee, and the Board hereby waives the right to receive any royalties for any such development.
 3. Any materials or equipment created as a result of an employee's contractual obligations to develop such materials are the property of the Board.
- U. The Board shall provide equipment and supplies to aid employees in the performance of their duties. No employee shall be required to provide personal property for school use. The Board shall not be responsible for loss of any property volunteered by an employee for school use.
1. All employees shall be provided an identification badge upon employment. The Board will, at no cost to the employee, replace badges damaged through normal wear and tear including a faded photograph, or badges which are lost or stolen.
- V. Each school shall provide:
1. Appropriate space for use as a non-student employee lounge.
 2. A room or private area for exclusive use by non-students during the duty-free lunchtime.
 3. A workroom for use by employees.
 4. Restroom facilities at each school for exclusive use by non-students.
 5. A desk, chair, computer and workspace will be provided for each employee. If the desk cannot be locked, the Board will provide the employee with another storage facility such as a filing cabinet or other area that can be locked.
 6. The use of a copier/printer. Access to a copier/printer and a private confidential area conducive to counseling and similar services shall be provided to school psychologists, social workers, speech therapists and other itinerant instructional personnel to meet with students.
 7. At least one outside telephone for use by the employees and other school personnel. The location of the telephone should be such that it affords as much privacy of conversation as possible. Such phones are not to be used for personal calls except in situations which affect the health, safety and welfare of the individual or his/her immediate family. The district shall continue to upgrade the telephone system.

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

- 8. First aid supplies.
- 9. Head lice shampoo when not provided by Workers Compensation.
- W. Employees shall be responsible for maintaining at their school a current home address and telephone number where they may be contacted. The employee shall not be required to notify directly the Employment Services Department of any changes.
- X. Expenditures from a faculty fund, such fund having been created by contributions from employees, shall be at the discretion of the faculty.
- Y. Employees shall not be required to use their personal automobiles for work-related travel except for employees such as teachers who travel between campuses of the same school, teachers who are assigned to travel as part of their school's improvement plan, employees who serve more than one school per day, and itinerant and selected vocational teachers whose job regularly requires such use. Such teachers will be reimbursed mileage for travel from the first work location to other work locations during the day based on their documentation. During preplanning the District shall provide procedures and contact information for implementation of mileage reimbursement travel for such employees.
- Z. Standardized Testing
 - 1. Teachers shall count and sign for standardized tests upon receipt. Upon return of the tests, the person designated to receive them shall count and verify by signature. A signed copy will be provided to the teacher.
 - 2. With respect to district assessments, students who are not testing shall not be in the same room as testing students. This shall not apply to students who have completed a test before the testing time ends.
- AA. Nursing employees are entitled to receive pumping breast milk-related accommodations for a period of up to one calendar year following childbirth. A member requesting these supports will notify their administrator when a need for nursing support is anticipated. The Superintendent or their designee will also review information and resources regarding these supports with members who process a leave of absence for childbirth.

The Superintendent or their designee will ensure the following are provided, if needed:

- A. A secure location with an electrical outlet, other than a bathroom, that is shielded from view and free from intrusion from coworkers, students. and the public for the member

TENTATIVE AGREEMENT #5
Article VI Working Conditions
October 3, 2025

to express breast milk. The Superintendent or their designee will support in identifying an appropriate location through consultation with the member and the administrator.

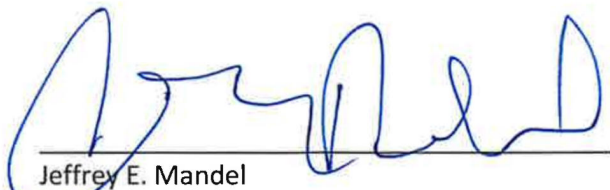
- B. Reasonable break times for a nursing employee to express breast milk each time the employee needs to express breast milk.

BB. Use of Artificial Intelligence (AI)

1. At the beginning of each school year, bargaining unit members will be provided with a list of District approved AI platforms which may be utilized by the teachers for instructional purposes.
2. If, during the school year, the District approves any additional AI platform(s) which may be used by the teachers for instructional purposes, it will provide notification to bargaining unit members and will make available training on how to use the platform(s).
3. Employees shall not be disciplined or held responsible when students fail to follow instructions or misuse AI platform(s) for any technological malfunctions or errors generated by such platform(s); or for any information or responses generated by such platform(s). If a teacher becomes aware of a student's failure to follow instructions or misuse of an AI platform, s/he shall take action to correct the student's noncompliance. If a teacher becomes aware of a student's failure to follow instructions or misuse of an AI platform and s/he does not take action to correct the student's noncompliance, the teacher may be subject to disciplinary action.

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:


Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:


Clinton McCracken
President

TENTATIVE AGREEMENT #6

Article XIV Duty Day

October 3, 2025

ARTICLE XIV

DUTY DAY

- A. Except as otherwise provided in this Contract, the employee duty day shall be seven hours and 30 minutes including a duty-free lunch, or 37 ½ hours per week total.
- B. As part of an ongoing program of school improvement, and in recognition of individual schools' needs to be given increased responsibility for site-based decision making, the parties agree to the following relating to the employee duty day:
 - 1. The duly elected Faculty Advisory Committee and the administrator, with input from the school staff may mutually agree on scheduling arrangements for teachers to include, teaching load(s), student contact time, planning time, duty time, extended-duty assignments, compensatory time, coverage of classes in lieu of using substitutes, scheduling of elementary teachers, the use of flexible time blocks, common planning time, end of course testing schedules, scheduling of special area teachers and the implementation of any mandated school wide programs which affect any of the provisions found in this article. At the end of each school year, each teacher may submit scheduling preferences for elementary special area teachers to this process for consideration.
 - 2. Such agreements shall be conditioned upon a majority vote of support by secret ballot of those voting from the faculty, reduced to writing and distributed to each teacher at the school. The agreement(s) shall remain in effect until the end of the school year. The FAC shall conduct the election. The faculty shall receive notice of the election in writing at least two duty days prior to the voting. The voting period shall extend for up to two duty days. The most senior Association Representative shall be present at ballot counting. If there is no Association Representative, the administrator shall contact the Association President/designee prior to the ballot counting so that s/he may be present to observe.
 - 3. In the absence of mutual agreement, the following provisions shall apply to those areas where such agreement cannot be reached:
 - a. When an emergency situation arises, an extended duty assignment beyond the regular duty day may be made. When such becomes necessary, volunteers shall be sought first. If no one volunteers, consideration shall be given to the employees' personal commitments which cannot be rescheduled. Employees so assigned shall be allowed to take an equal amount of time off during non-

TENTATIVE AGREEMENT #6

Article XIV Duty Day

October 3, 2025

student contact time, within ten duty days or at a time mutually agreeable between the teacher and the principal. Employees may receive time off for voluntarily participating in school activities occurring outside of their regular workday.

- b. When a medical or legal appointment involving the employee or a member of his/her immediate family, or a school-related conference involving the employee's dependent, is required that cannot be scheduled outside the employee duty day, or when an employee attending in-service or college classes needs reasonable commuting time, an employee may be allowed to leave at the end of the regular student day, provided acceptable arrangements to accommodate duty or other school activities have been made and are communicated.
- c. When a personal emergency results in an employee either having to arrive late or leave early, the employee shall be charged with appropriate leave, only when the absence exceeds one-quarter day and/or requires the use of a substitute.
- d. No teacher shall be assigned responsibility for students for more than three continuous hours.
- e. Except as may be provided elsewhere in this Contract, assigned instructional responsibility shall be based upon approximately 25.5 hours per week, except in post-secondary schools and Voluntary Pre-Kindergarten classes where it shall be based upon no more than 30 hours per week. In the secondary schools, assignments to a supervised study hall or non-compensated extra-curricular activity during school hours shall be considered assigned instructional responsibility, however passing time shall not.
- f. In the event supervision of students, both within and/or outside of the regular student day, is required, assignments shall be rotated on an equitable basis to the extent possible.
- g. Administrators will cooperate with employees in making arrangements for a break in either the morning or afternoon. Employees needing to use the restroom may call the office at any time of the day to receive relief without a delay.
- h. Elementary teachers shall have an average daily planning time of 60 minutes, at least 45 of which shall be contiguous. Middle and high school teachers shall have

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a contiguous daily planning time equal to a student academic period or 50 minutes, whichever is less. The parties recognize that in some cases, contiguous planning time may need to be temporarily adjusted due to unanticipated circumstances. Post-secondary teachers shall have an average daily planning time of at least 50 minutes, at least 35 of which shall be contiguous.

Planning time shall be used for purposes of preparation, which may also include conferences with parents, administrators, or other teachers, and/or giving special assistance to students. A teacher shall not be restricted to remain in a particular area of the school during his/her planning time; however, this provision does not apply to common planning time. A reasonable effort shall be made by the administrator to provide a special area for planning. Schools shall provide a common planning time once a week for instruction.

Teachers who assume additional teaching or duty assignments or have rotational assigned supervision during the student day may not necessarily be guaranteed the planning time outlined above.

- C. The Board agrees to provide substitute teachers for art, music, and physical education teachers and media specialists. No teacher shall be used as a substitute for another teacher except in cases of emergency or unforeseen circumstances. The District shall maintain a substitute pool for the filling of vacancies due to absenteeism.

The District will provide a long-term certified substitute for non-classroom certified personnel who are on a long-term leave, where possible. Upon written request from the Union, the District will notify the Union of the reason for not providing a long-term certified substitute within twenty (20) duty days of the written request.

1. In cases of non-emergency, teachers cannot be required to substitute for another teacher. In cases of emergency, teachers may be required to substitute for another teacher, however, classified staff and non-classroom teachers should be used to cover classes prior to resorting to splitting classes.
2. The definition of emergency is a sudden unexpected happening; an unforeseen occurrence or condition; perplexing contingency or complication of circumstances; a sudden or unexpected occasion for action; exigency; pressing necessity. Emergency is an unforeseen combination of circumstances that calls for immediate action without time for full deliberation. Examples include, but are not limited to, a sudden

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unexpected and severe medical event at school, or when a teacher has a family crisis during the school day requiring his/her immediate attention.

3. It is not an emergency when:
 - a. a teacher arrives late due to reasons such as illness, car problems, or traffic and misses less than a quarter day of work;
 - b. a teacher needs one or two periods of class coverage to attend meetings on campus and other events, such as picture days, awards ceremonies and giving guest lectures in colleagues' classes;
 - c. a teacher leaves early due to a doctor's appointment;
 - d. a Kelly Services substitute arrives after the start of a work day; or
 - e. teachers are released to attend professional development either off-site or on-site.
 4. School administrators are precluded from cancelling substitutes and will be notified of such limitation on their authority.
 5. Any bargaining unit member required to split classes or substitute for another teacher will receive a proportionate share of compensation that a substitute teacher is paid to cover absences in that particular school.
- D. Media centers in all schools shall observe a flexible schedule.
- E. The Board shall encourage class sizes consistent with District goals, the nature of different subject matter, instructional objectives, the requirements of different instructional processes, the capacities of the physical facilities, state laws and regulations, and the special needs of students.
1. If an individual teacher feels a class has an excessive number of students, s/he may request a meeting with the administrator who will discuss the issue with the teacher and attempt to resolve it.
 2. If the matter cannot be resolved within two weeks at the school level, it shall be referred by the administrator to the appropriate chief, area superintendent, or associate superintendent who will within two weeks assess the situation and make a final decision as to whether an adjustment in class size should be made. Said decision will be communicated to the teacher and will state the reasons.

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3. If district-wide ratios for students to social workers not assigned to schools exceed the prior year's ratio, the designated lead social workers may request a meeting with the Superintendent or designee to discuss the issues and attempt to resolve them.
 4. If the district-wide ratios for students to school psychologists not assigned to schools exceed the prior year's ratio, the designated lead school psychologist may request a meeting with the Superintendent or designee to discuss the issues and attempt to resolve them.
- F. Employees shall check (√) in and out upon arrival and departure from their work site.
- G. On the day before a scheduled holiday, the employee duty day shall end at the close of the student day. Non-school based personnel may leave 30 minutes before the end of their regular day. If the day before the Winter and/or Spring Holiday period for school based teachers is a non-student contact day, it shall be 6.5 hours in length.
- H. The parties recognize the importance of employees' participation in school-related activities, such as open house, PTA, and other school functions, which occur outside of normal working hours and flex time may be used for affected teachers. The administrator may require attendance at the school's annual open house.
- I. On election days, employees whose duty day usually begins 45 minutes or more before the student day who wish to vote before the duty day begins, may opt for reporting to work 15 minutes before the student day. In the alternative, employees may leave at the end of the student day for purposes of voting.
- J. An employee, other than an itinerant employee, who is required to leave his/her work site in the performance of assigned duties, shall leave with his/her administrator a daily itinerary, so that the employee can be reached throughout the duty day. An itinerant employee shall provide a weekly schedule to the administrator of each school s/he serves during the week. The schedule shall include a duty-free lunch, planning time (if applicable) and travel time. Each itinerant teacher shall be assigned a private space to provide instruction.
- K. Employees may, with the approval of the administrator, take part in activities outside the school building which are of interest to their present and prospective students. These activities shall include, but are not limited to, liaison activities with community and social agencies, vocational/educational guidance workshops, parental contact, exceptional education home visits, and job and educational placement activities.

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- L. Middle and senior high school teachers shall not be required to teach more than two subject areas.
- M. Employees shall be scheduled for a minimum of ~~25~~ **30** minutes for lunch (except for elementary teachers on Wednesdays when they will receive a minimum of 25 minutes), which shall be within the scheduled lunch periods for students except on field trips or in unplanned emergencies. On student contact days, in work locations where there is no lunchroom or in job assignments which permit flexible lunch schedules, an employee may be given approximately one hour for lunch by mutual agreement with his/her administrator. In such cases, the workday for the employee may be proportionately extended to provide for equity with other employees, without violating this Contract. On any non-student contact day, employees shall have a lunch period of one hour which may be off site.
- N. An employee may leave the work site, upon receiving permission, during his /her planning time and duty-free lunch. No reasonable request shall be denied.
- O. When post –secondary courses are taught in three-hour blocks and students are given a break, teachers shall be entitled to the same break.
- P. Irregular Scheduling
 - 1. The parties recognize that certain post-secondary, district-level and/or special programs may require variations in scheduling. Such irregular scheduling shall be voluntary and may be used when insufficient student enrollment exists, based on current program standards, to justify a regular assignment of an employee.
 - a. Student Minimums in Career Technical and Adult General Education Programs shall be determined by school based administration. Exceptions to the standards shall be considered on an individual program basis.
 - b. When a need for an irregular schedule exists, the administrator shall meet with the affected employee at least ten duty days prior to said assignment. Volunteers shall be sought first. When certification and job experience are equal, preference shall be given to the most senior employee who volunteers. If no volunteers are available, then the administrator shall select the least senior qualified employee eligible for a teaching assignment in the affected area. The affected employee may request a review of other options which might modify the need for split shifts.

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- c. An employee who is assigned an irregular schedule shall be informed of the reason for and the specific duration of the assignment. Within 45 student contact days, the program will be re-evaluated. The duration may be extended because of specific program needs for the remainder of the school year. There shall be no expectation of such extended hours from year to year. If sufficient enrollment then exists, the employee shall be returned to a regular schedule.
- 2. Employees other than those on split shifts, who work flexible hours within the regular work day shall be given compensatory time so that they do not work in excess of 37½ hours per week. If the work week is extended beyond 37½ hours in order not to disrupt the quality of a program, the excess hours shall be accrued under the provisions of Section B.1.a.
- Q. Required meetings or other required activities relating to the Teacher Induction Program normally shall not be scheduled so as to infringe upon teacher planning time or lunch of either the peer teacher or the beginning teacher. Arrangements shall be made to relieve these teachers of student contact time or other required duties for a period equal to that utilized in required meetings or activities relating to the Teacher Induction Program.
- R. If district-wide committees/task forces or School Advisory Councils on which teachers serve, schedule their meetings during a part of or all of the duty day, teachers shall be given release time to attend.
- S. Workdays shall be used primarily for grading and planning, and other requirements shall not exceed approximately one hour. Grades shall not be required more than one hour prior to the close of the day.
- T. Teachers shall attend faculty meetings as called by the administrator. Any meetings called to solicit funds from teachers shall be pre-announced as to the meeting's purpose and teacher attendance shall be voluntary. Faculty meetings shall be called for specific reasons, and except during preplanning and post-planning, shall not exceed approximately one hour per week except for emergencies. Scheduled activities during preplanning will be limited to the equivalent of no more than two and one-half (2 ½) duty days so as not to significantly impede the teachers' time for preparation for the coming school year. This does not apply to new hires to the District and/or work location, schools assigned to the School Transformation Office, or schools identified as Corrective Program Schools.
- U. Physical education teachers who are routinely responsible for multiple classes and are regularly provided assistance shall be assured of similar support in the event of absenteeism.

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- V. During the contract year, whenever a fifth Wednesday of the month falls on a duty day, teachers will receive an uninterrupted planning period after student contact time. No meetings, workshops or professional development will be scheduled during this time.
- W. A classroom teacher may work remotely on non-student contact days upon mutual agreement with his/her administrator. A non-classroom teacher may work remotely on days when they do not have students assigned. Requests shall not be unreasonably denied. The administrator must provide the reason for any denial in writing.

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:



Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:



Clinton McCracken
President

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ARTICLE XVI

SALARY

- A. Salaries shall be as set forth in Appendix A, which is incorporated into, and hereby made a part of this Contract and shall be retroactive to the first duty day of the current school year. For school year ~~2024-25~~ 2025-26, there will be no retroactive pay for any teacher who leaves the district prior to final ratification.

- ~~1. There will be a cost of living adjustment of 0.20% for all personnel regardless of instructional practice score. For the 2025-26 school year, the parties agree to increase the minimum salary for the Salary Structure for Performance Pay (Appendix A) to \$50,000 and to make compression adjustments based on experience. Any teacher whose current base salary falls below the experience range minimums will receive an increase to the new range minimum effective with the employee's first duty day of the 2025-26 school year.~~

Compression Adjustment	
Years of Exp	Experience Range Minimum
0-1	\$50,000
2-4	\$50,225
5-9	\$50,575
10-14	\$51,000
15-19	\$53,000
20-24	\$55,000
25-29	\$60,000
30-31	\$65,000
32+	\$70,000

2. Teachers with a summative performance rating of Effective shall receive an additional ~~1.50~~ 3.01%
3. Teachers with a summative performance rating of Highly Effective shall receive an additional ~~2.05~~ 4.01%.
4. ~~The cost of living adjustment shall be paid beginning with the first check after ratification of this Contract.~~ Raises based on performance shall be paid after the Student Growth scores have been finalized and combined with the Instructional Practice score to create the Summative Evaluation score. This will occur after all

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assessment scores used in the calculation of local student learning growth models are received by the district, verified, and final calculations completed.

B. Differential Pay

1. Supplement for Advanced Degrees

a. The Advanced Degree Supplement shall be subject to the following:

- 1) The employee must provide an official college transcript of record showing the award of the earned degree to the Employment Services Department.**
- 2) If the transcript does not indicate the date on which the degree was awarded, the employee must provide additional confirmation of the degree by submitting an updated transcript showing the date of the award, a copy of an official letter from the institution indicating the date the degree was awarded, or a copy of an official diploma from the institution indicating the date the advanced degree was awarded.**
- 3) It is understood that the advanced degree shall have been granted by a standard institution or shall have been properly validated as described in the State Board of Education Rules.**

b. The advanced degree differential shall be at least the same percentage as the increase in the entry teacher's salary.

c. Teachers shall be paid the supplement once the advanced degree is verified. The supplement for advanced degrees shall be retroactive to the date the degree was awarded or the beginning of the teacher's primary contract school year, whichever is later.

3. Differential pay/Supplemental activities shall be compensated as set forth in Appendices A-1 through A-4 which is incorporated into, and hereby made a part of, this Contract.

4. Supplement Handbook

a. The Board shall publish and post a Supplement Handbook on the websites: www.ocps.net/es/laborrelations and www.orangecta.fea.aft.org.

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- b. The Supplement Handbook will provide information regarding the use of supplements, requirements of the supplement receiver, number of each supplement, and related information.
 - c. No changes shall be made in the Supplement Handbook without CTA and the District meeting to negotiate such changes.
5. Additional Period Pay
- a. The parties recognize that in some K-12 schools, teachers may volunteer to teach more than the required number of teaching periods. Teachers who accept these extended teaching assignments may not be scheduled with the same amounts of planning time, student contact time, or other duty assignments as other teachers. If more teachers volunteer than are needed, teachers shall be selected according to seniority from among those qualified to hold a position.
 - b. For teaching each additional instructional period during, before or after the regular student day, the amount of the supplement the teacher receives for teaching the additional period should be based on the hourly rate of pay for an entry teacher with no experience based on the ~~current~~ previous year's salary schedule. Calculations will be as follows: the annual salary of entry teacher based on the previous year's salary schedule/197 days in a teacher's contract year/7.5 hours in a teacher's workday x 180 instructional days of instruction in a year, rounded to the nearest one hundred dollars. This amount may be prorated by semester based on the school's academic needs. For teachers with the additional instructional period before or after the regular student day, the normal teacher load must be completed during the regular student day.
 - c. This shall not preclude a teacher whose primary assignment is non-classroom teaching from receiving the supplement in B.5.a. above upon approval of the Superintendent's designee.
 - d. Any Florida statutory requirement of schools to provide additional instruction outside of the standard student day or year shall adhere to the following:
 - 1) The assignment for instructors at these schools to teach during the extended day or year is required on the part of the teacher. In doing so, these teachers shall receive an additional pay equal to their hourly rate.
 - 2) Teachers at the designated schools may request in writing a transfer within ten (10) days of notification. A teacher shall be placed in his/her same school

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level (elementary, middle, or high) if such a vacancy exists. If a school level vacancy does not exist, the teacher shall be placed in a vacancy for which s/he is certified. Teachers shall be placed in their equivalent school if such vacancies exist. The District shall make a reasonable effort to transfer the teacher to a position in close proximity to his/her original assignment.

- 3) Class size requirements for the additional instructional period shall follow state guidelines
- 4) Observations made during the additional instructional period are for feedback purposes only and shall not be used as a part of the Instructional Evaluation System
- 5) Support with curriculum and materials shall be provided to the teacher upon request to assist in planning for the additional instructional period.

6. Irregular Schedule Pay

Employees, who are assigned irregular schedules in accordance with Article XIV Section P, shall be compensated as follows:

- a. Teachers assigned a split shift on a regular basis for a 37.5 hour week including meal breaks shall be paid an additional \$2,520 per year. A split shift shall be defined as a shift that is not continuous.
 - b. Teachers in post-secondary schools who are given an additional hour of assigned instructional responsibility per day beyond the normal six hours shall be paid an additional \$3,000 per year.
 - c. Teachers selected for these supplements who have not had a break in service since 1996-97, shall be assured of the applicable amount as set forth above or the amount received in 1996-97, whichever is greater.
- C. The fiscal year for 10 and 11 month teachers begins with the first day of their primary contract. The number of duty days in a teacher's primary contract is specified in Article XV.A. The daily rate of pay for teachers shall be determined by dividing their annual salary for their primary contract of employment by the number of duty days specified therein.
- D. In-service training and planning on a non-duty day will be compensated at a minimum of \$75 for a three hour day and \$150 for a six hour day, provided the funding is available. Non-monetary consideration in lieu of the above may be agreed to between the administrator and the employee. This provision shall apply to compensate teachers newly hired to the

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District for work performed prior to the start of their contract. Such payment shall be authorized only upon successful completion of background screening including fingerprinting and drug testing. This will not become effective until the date of final ratification of the 2014-15 contract. This language is not retroactive to the beginning of the 2014-15 SY.

E. Summer session employment shall be paid at the teacher's rate of pay per their primary contract for the school year just completed.

F. Method of Payment

1. Ten-Month Employees

1a. Employees shall be paid biweekly beginning on the third week of their work year. The number of payments to be issued will correspond to the length of time from the first to the last duty day in the school year. One (1) payment per year will be for eight days each and will occur during a pay period where there are no insurance deductions. The remaining payments will be for equal amounts of nine days each, in so far as possible.

1)2. If requested in the MyOCPS portal,

- No later than the last day of preplanning, ten-month teachers may select to defer 16% of their wages and shall be placed on deferred pay status. These employees will be paid the deferred monies in four separate paychecks on a bi-weekly schedule following the employee's final payment of the school year. Employees that choose this option may not change percentages until the following school year and no later than the last day of preplanning.
- Ten-month teachers may elect to defer 11%, 12% 13% or 14% of their wages and shall be placed on deferred pay status. These employees will be paid the deferred monies in one check following ~~shall receive their regular salary in biweekly installments, and their remaining salary shall be paid at the time of~~ the employee's final payment of the school year.

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2. Eleven-Month Employees

- a. Employees shall be paid bi-weekly. The number of payments to be issued will correspond to the length of time from the first to the last duty day in the school year.
 3. To the extent permitted by law, and provided employees will not be paid in advance of time worked, payments shall be issued biweekly. When a payday falls on a bank holiday, the payment will be made on the business day prior to the bank holiday.
 4. The parties agree to mandatory direct deposit effective for all employees by December 31, 2006. Upon request of an employee, the Board shall provide direct deposit of each of his/her payment to the financial institution of the employee's choice, subject to regulations relating to direct deposit.
 5. The Board shall issue payments to employees employed in summer school in equal installments on a biweekly schedule, insofar as possible.
 6. Under normal circumstances, supplements will be included in the employee's regular payment.
 - a. Payment for high school winter sports will begin in November and for spring sports in February.
 - b. Payment for middle school sports will begin the month following the beginning of each sport season.
 - c. Up to \$100 of the agribusiness and/or FFA supplements may be held until after completion of all required activities during the month of June.
 7. Payments shall be generated in a manner that guarantees privacy.
 8. Any payment which must be rewritten due to an employee's absence(s) near or at the end of the work year shall be reissued within one week following his/her last ~~duty day~~ paycheck.
 9. It is understood that the last payment in the fiscal year may not be distributed until after the final duty day.
- G. If active service is terminated by death, all salary owed at the time of death shall be paid to the employee's designated beneficiary or estate if no beneficiary has been designated.

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- H. Employees shall be paid entry salary with no experience until such time as verification for experience is received by the Board. Upon verification of experience any adjustment of salary shall be made by the end of the next payroll period. Any salary adjustment for experience credit shall be retroactive to the first duty day of the employee's primary contract, in the fiscal year in which the verification is received.

One day more than the number of days constituting one-half year of another district's regular school year shall be considered as one year of credit.

A teacher shall be paid on the salary schedule, based upon the following criteria:

1. Teaching Experience

- a. In-state public school teaching experience: Credit shall be given for each year of full-time public school teaching service earned in the state of Florida which is verified by previous employer(s). Experience credit shall be reviewed and pay shall be based on what similar teachers with the same amount of experience credit are compensated.

For 2014-2015, newly hired teachers who worked at another Florida school district or charter school during the 2013-2014 school year will receive a one-time recruitment bonus, equivalent to half of the respective 2014-2015 salary increase amounts (COLA plus performance) based on their officially documented 2013-2014 summative evaluation rating. Documentation consisting of print screens of the evaluation rating must be provided to Human Resources during the teacher's first calendar year. Teachers who did work at OCPS during the 2013-14 school year and received a final evaluation rating, are ineligible for this bonus and will return to OCPS at their previous salary plus 2014-2015 increase (COLA plus performance).

- b. Out of state public school teaching experience: Instructional personnel hired from outside of the state of Florida shall receive credit for each year of full-time public-school teaching which is verified by the previous employer. Experience credit shall be reviewed and pay shall be based on what similar teachers with the same amount of experience credit are compensated.
- c. Instructional personnel hired from private schools (or school systems, including college) shall receive credit for each year of full time teaching. Teaching experience may be added to all prior public school experience credit. Experience

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credit shall be reviewed and pay shall be based on what similar teachers with the same amount of experience credit are compensated.

- d. Instructional personnel shall provide verification of effective performance for all years of experience to the Human Resources Department.
- e. Paid holidays shall be counted in computations which apply to credit for teaching.
- f. Half-time: Effective July 1, 2011, half-time teaching shall be counted year for year for salary credit. Half-time teaching prior to July 1, 2011 will continue to be combined so two one-half years equals one year of experience. Half-time experience shall continue to count as one-half of full-time experience for the purpose of calculating seniority.
- g. Half Year: Work less than the number of days constituting one-half year of another district's regular school year. Teachers may combine two one-half years of experience for a full year of teaching credit. One-half year of teaching shall be defined as at least 26% to 50% of the total number of days, 26% of which must be continuous duty days, in any regular school year.
- h. Teaching experience credit shall apply to equivalent school employment, such as guidance counselor, media specialist, and curriculum resource teacher. Working in the position of a four-year degreed permanent substitute in the District shall count as equivalent school employment.
- i. No salary credit shall be given for substitute teaching, graduate assistantships, private nursery school pre-k or kindergarten teaching, unless pre-k kindergarten teaching was a part of an elementary school or school district.
- j. Teachers shall receive no salary credit for teaching for any time prior to being awarded a four-year degree.

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2. Work Experience

- a. All years of work related experience, excluding those years required for certification, shall be granted for salary purposes to those positions requiring work experience for certification and to school psychologists, social workers, audiologists, and speech therapists. Experience credit shall be reviewed and pay shall be based on what similar teachers with the same amount of experience credit are compensated.
- b. Upon initial employment, teachers who fill positions for which work experience may be used or is required for certification, shall be granted either work experience credit (above that used toward certification) or teaching credit, for salary purposes.
- c. Work experience may be combined for salary credit in the same manner as such combinations apply to certification based on work experience.
- d. If a teacher transfers into a position for which work experience may be used or is required for certification, the teacher may apply work experience (above that which would have been used for certification) in lieu of teaching experience for salary purposes. Such adjustment shall be retroactive to the first day of employment of the fiscal year in which the teacher applies for the adjustment.
- e. In no case shall both work experience and teaching experience, as used in conjunction with one another above, be granted for salary purposes if earned during the same calendar year.
- f. Teachers who are certifiable in the critical needs areas of mathematics, science and exceptional education may be granted, upon initial employment, work experience credit for all years of work related experience. Work experience must be directly related to the position for which the teacher is hired, and documentation must be provided by the teacher for review and approval by Employment Services.
- g. Military Experience – If honorably discharged, including a general discharge under honorable conditions, credit for pay purposes shall be granted for up to four years of active military duty in the armed forces of the United States of America. This credit will be granted upon receipt of the employee's DD 214 by Employment Services.

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3. JROTC

- a. It is understood the JROTC instructor will have retired from active military duty.
- b. The following procedures shall apply to pay upon hire:
 - 1) The difference between the active duty pay and the retirement pay is the Minimum Instructor Pay (MIP). This documentation is provided by the JROTC instructor's branch of the military.
 - 2) Until documentation is provided or if that amount falls below the salary of similar teachers with four (4) years of experience, pay upon hire will be the same as similar teachers with four years of experience.
 - 3) If the MIP amount is more than the amount paid to teachers with fifteen (15) years of experience, the employee shall be paid the MIP and shall not receive district increases, until such time as the amount those with 15 years of experience are earning meets or exceeds that amount.
 - 4) Active JROTC Instructors whose salaries are frozen, therefore ineligible for performance pay increase shall receive lump sum bonuses in the same increase amounts (performance + COLA) for the respective evaluation ratings based on their individual summative evaluations. Payout of the bonus will occur after ratification of salary.
- c. Any increase on the salary schedule in subsequent years shall be in accordance with the pay increase of other bargaining unit members, which is contingent upon negotiated contractual provisions. However, eligible JROTC instructors shall only receive the higher salary increase of either the MIP or what is granted to other eligible instructional personnel, not both.
- d. The parties recognize that should any of the above provisions be held to be contrary to law, Article II.E. shall apply.

- 4. Former employees who are re-hired after retiring under any Orange County Public Schools retirement incentive shall be placed on the salary schedule entry teacher pay.
- 5. Former employees who are re-hired shall return to their previous salary less any differential as outlined in Article XVI. B., or be placed on the new teacher entry placement schedule, whichever is greater.

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- I. Salary adjustments for administrative mistakes in granting salary credit shall be retroactive. The retroactive period for back pay shall include the current year and up to a maximum of five previous years. The district will correct an error involving wages or other means of compensation up to two years from the date the error was identified per F.S. 95.11. The employee shall receive back pay, once s/he has brought the matter to the attention of the Employment Services Department, at the end of the next payroll period. If an employee has been overpaid, an adjustment shall be made at the end of the next payroll period, and arrangements shall be made whereby the employee may take a period of time, up to the end of that school year, to reimburse the Board for such an overpayment. In extreme cases, the time may be extended. Except in cases where an employee knew or should have known of the overpayment, the total amount due for an overpayment on the salary schedule shall only be retroactive to the beginning of the school year in which the over payment was discovered. It is the employee's responsibility to review his/her salary statements for accuracy.
- J. An employee shall be responsible for providing documentation of academic degrees and experience for salary, differential pay and supplement purposes to the Employment Services Department.
- K. A PSC/CC teacher's salary may be frozen if identifiable less than effective performance exists. The following procedures shall be used:
 - 1. The administrator shall notify the teacher in writing of the less than effective performance, including specific examples. Notification shall occur prior to the beginning of the second semester.
 - 2. A conference shall be held between the administrator and the teacher within ten duty days to review the matter. A specific written plan, including reasonable timelines, shall be developed by the administrator to assist the teacher in improving performance.
 - 3. Within ten duty days of the development of this plan, the teacher may request an independent review of the matter by the applicable associate superintendent.
 - 4. Failure to demonstrate significant improvement prior to one month before the end of the teacher's work year may result in a recommendation by the administrator for retention of the teacher on the salary schedule.
 - 5. The Superintendent shall make a decision for retention on the salary schedule prior to the end of the teacher's work year and shall so notify the teacher in writing, with a copy to the Association

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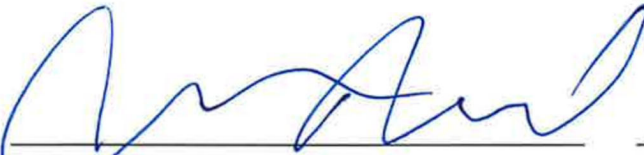
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6. The teacher shall be entitled to Association representation throughout this procedure.
 7. Such freezing of a teacher's salary shall not be used two years in a row, unless the provisions of Article XII Section C. have been initiated.
- L. For any solicitations of contributions from instructional personnel, the District shall ensure that all contributions and information about contributions shall be kept confidential.

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:



Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:



Clinton McCracken
President

TENTATIVE AGREEMENT #8
Appendix A Salary Structures for Performance Pay
October 3, 2025

APPENDIX A

Salary Structure for Performance Pay

<u>Open Range Schedule</u>	
<u>Minimum</u>	<u>Maximum</u>
<u>\$49,475</u> <u>50,000</u>	<u>\$117,000</u>

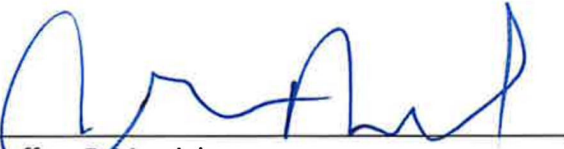
- Non Degreed Registered Nurses: 3 years of work experience shall serve in lieu of a Bachelor's Degree.
- Adjuncts/Technical Adult: Placement at Level A and based on degree or its equivalent. The degree or its vocational equivalent is as defined in Article VIII, Section L.
- New hires shall be placed on the schedule at the same level as teachers with comparable years of instructional experience.

**Salary Structure for Performance Pay
for School Psychologists**

<u>Open Range Schedule</u>	
<u>Minimum</u>	<u>Maximum</u>
<u>\$58,410</u>	<u>\$118,000</u>

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:


Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:


Clinton McCracken
President

TENTATIVE AGREEMENT #9
Appendix A-2 Supplement Schedule
October 3, 2025

APPENDIX A-2
SUPPLEMENT SCHEDULE

ADVANCED DEGREES SUPPLEMENTS

Masters: ~~\$3,480~~**\$3,517**

Specialist: ~~\$5,339~~**\$5,396**

Doctorate: ~~\$7,040~~**\$7,115**

In order to receive credit for advanced degrees, (Masters, Specialist and Doctorate) employees must provide an official transcript of record showing the award of the earned degree to Employment Services.

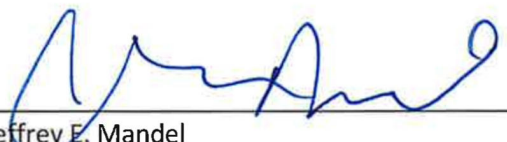
Eleven month employees add 0.10 to the above amounts.

Twelve month employees add 0.20 to above amounts.

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:

For Orange County Classroom Teachers
Association:



Jeffrey E. Mandel
Chief Negotiator



Clinton McCracken
President

TENTATIVE AGREEMENT #10

Appendix A-5
October 3, 2025

APPENDIX A-5

RETENTION SUPPLEMENT FOR INSTRUCTIONAL EMPLOYEES

~~The Orange County Classroom Teachers Association, the Orange County School Board and the Superintendent recognize and value the work performed by the instructional employees of Orange County Public Schools and wish to demonstrate their appreciation by awarding instructional personnel with a retention supplement.~~

~~This supplement for 2024-25 as outlined below will be distributed to all eligible, instructional personnel based on cumulative years of District employment in a benefited position with the District as of the initial date of payout for each year of the program.~~

~~All eligible, instructional personnel must have an active employment status on the date(s) the supplement is paid. Those employees who retire between the date of execution of the Resolution of Disputed Issue — Retention Supplement and the date(s) of payout who otherwise are eligible to receive the supplement will be included.~~

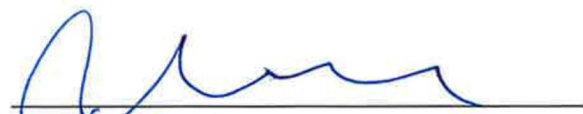
~~The supplement is scheduled to be paid in one (1) annual installment. The District will distribute the supplement during the 2024-25 school year.~~

2024-25 School Year

	5-9 Years	10-14 Years	15-19 Years	20-24 Years	25-29 Years	30+ Years
Supplement	\$625	\$1,250	\$1,875	\$2,500	\$3,125	\$3,750

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:


Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:


Clinton McCracken
President

TENTATIVE AGREEMENT #11
Appendix A-6 Select Supplements for 2025-26
October 3, 2025

APPENDIX A-6

SELECT SUPPLEMENTS FOR SCHOOL YEAR 2025-26

A. Exceptional Student Education (ESE)

1. Classroom teachers assigned to a self-contained unit with at least one student identified as ASD (Autism Spectrum Disorder) or EBD (Emotional/Behavioral Disability) will receive an annual supplement of \$4,000.
2. Behavior Specialist who are not assigned to a self-contained unit with at least one student identified as ASD (Autism Spectrum Disorder) or EBD (Emotional/Behavioral Disability) will receive an annual supplement of \$2,500
3. Staffing Specialists and 504 Coordinators will receive an annual supplement of \$2,000.
4. Exceptional Student Education teachers including EMH, emotionally handicapped, Prek handicapped, profoundly handicapped, SLD, speech therapy, teacher of the deaf, TMH teacher, varying exceptionalities, visually handicapped, vocational education/exceptional education who provide services listed on a student's IEP but are not covered by paragraphs A.1, A.2, or A.3 above will receive an annual supplement of \$1,500.

B. Certificate of Clinical Competence

Speech Language Pathologists and Audiologists holding a current Certificate of Clinical Competence and employed as a speech language pathologists or audiologists will receive an annual supplement of \$8,000.

C. Licensed Clinical Social Workers, Mental Health Counselors, and Registered Nurses.

Licensed Clinical Social Workers, Licensed Mental Health Counselors, Licensed Registered Nurses holding a current license and employed as a social worker, mental health counselor, registered nurse respectively will receive an annual supplement of \$5,000.

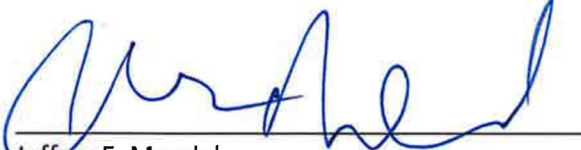
D. Payment for supplements is added to the employee's regular paycheck,

If an employee starts a supplemented position late or terminates from it early or for any other reason cannot complete all of the requirements to receive the full supplement, s/he shall be paid a prorated amount based on the period of time during which the supplemented position was held.

TENTATIVE AGREEMENT #11
Appendix A-6 Select Supplements for 2025-26
October 3, 2025

STATUS: As of this 3rd day of October, 2025, tentatively agreed to and closed.

For School Board of Orange County, Florida:



Jeffrey E. Mandel
Chief Negotiator

For Orange County Classroom Teachers
Association:



Clinton McCracken
President