

# **INSTRUCTIONAL STAFF CONTRACT**

Between:

Liberty County School Board and

Liberty Education Association

**2023-2026**

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## **PREAMBLE**

This Agreement, entered into this 11<sup>th</sup> day of July 2024 by and between the School Board of Liberty County, Florida, hereinafter called the “Board” and the Liberty Education Association, an affiliate of the Florida Education Association, hereinafter called the “Association.”

Witnesseth

Whereas, the Board and the Association, recognize and declare that providing a quality education for the students of Liberty County is their mutual aim, and

Whereas, the Association, as the certified and exclusive representative of teaching personnel, and the Board have agreed to negotiate in good faith with respect to salaries, hours, and terms and conditions of employment, and

Whereas, the parties have reached certain understandings, which they desire to confirm in this agreement, it is agreed as follows:

**ARTICLE I  
RECOGNITION**

1. The Board, recognized by the Association, as the duly elected representative of the people and of the School District of Liberty County, Florida, hereby recognizes the Association, an affiliate of the Florida Education Association, National Education Association, the American Federation of Labor – Congress of Industrial Organizations (AFL – CIO), and the American Federation of Teachers as the certified exclusive and sole bargaining unit for all personnel as set forth in the PERC certification instrument (Case: 8H-RC-774-1023: No. 332) issued by PERC on the 14<sup>th</sup> day of June, 1977, under contract, either verbal or written, employed by the Liberty County School Board.
2. The unit described in the above certification is as follows: The Bargaining Unit shall consist of non-supervisory, certificated instructional personnel as defined by Florida Statutes 1012.01:

The Bargaining Unit shall exclude:

Superintendent  
Supervisors  
Principals  
Assistant Principals

3. The term “Board,” as used in this agreement, shall mean the School Board of Liberty County, Florida, or its duly authorized representatives.
4. The term “employee” as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined and certified by the Public Employment Relations Commission.

**ARTICLE II**  
**PROCEDURES FOR NEGOTIATIONS**

1. When by mutual consent matters not specifically covered by this Agreement but of concern to the parties not subject to negotiations during the period of this Agreement, the parties agree to cooperate in arranging meetings, selecting representatives for such discussion, furnishing necessary information and otherwise constructively considering an attempt to resolve any such matters.
2. Neither party in any negotiations shall have any control over the selection of the bargaining representatives of the other party.
3. Throughout negotiations all tentative agreements shall be signed by representatives designated by each party. There shall be two (2) copies of any final agreement. One (1) copy shall be retained by the Board and one (1) copy for the Association.
4. If any provisions of this Agreement or any application of this Agreement to any employee is declared illegal by a court of competent jurisdiction or as a result of State or Federal legislation, then such provision or application shall not be deemed valid, except to the extent permitted by law. All other provisions or applications shall continue in full force and effect during the term of the Agreement.

ARTICLE III  
**EMPLOYEE RIGHTS AND RESPONSIBILITIES**

1. The Board and the Association agree that employees covered by this Contract retain and reserve unto themselves all powers, rights, authority, duties, and responsibilities conferred upon and vested in them as guaranteed by the laws and the Constitution of the State of Florida and the United States of America.
2. Nothing contained herein shall be construed to deny or restrict any employee such rights as they may have under Florida School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
3. The teacher shall have the right and responsibility to determine grades and other evaluations of students within the grading policies of the Liberty County Board based upon professional judgment of available criteria pertinent to any given subject areas or activity for which the teacher is responsible. Submitted grades can only be changed with approval of the principal in extreme cases, such as teacher incompetency, and only after consultation with the teacher involved. No teacher shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
4. The private and personal life of any employee is the concern of only that individual unless it interferes with the effective performance of his/her prescribed duties or as provided in Florida Statutes.
5. With the approval of the site administrator or his/her designee, employees may leave the site.
6. When school is not in session, employees shall make arrangements with the site administrator to have access to the building.

7. An employee shall not solicit support of a candidate seeking an elective office during regular work hours, nor shall an employee who seeks an elective office engage in any campaign activities that will interfere with the performance of his/her assigned duties.
8. Personnel File Review:
  - a. Each employee shall have the right at any time to review the contents of the employees personnel file. A representative of the Association, or the School Board at the employee or principal's request, may accompany the employee and principal in this review.
  - b. The Board or its administrative representatives, including building principals, shall not establish a separate personnel file, which is not available for the employee's inspection.
  - c. The employee shall have the right to respond to any material contained in said file and to any material to be placed in said file in the future. Such responses shall become part of said file.
  - d. The employee shall have the right to reproduce any of the contents of his/her file at no cost to the employee.
  - e. Pursuant to the State of Florida General Records Schedule GS1-SL, Item #98, a letter of reprimand may be removed from a personnel file upon request of the teacher to whom the letter was issued on or after 5 anniversary years of the date of the final action.
2. Any conference or hearing with a teacher regarding discharge or demotion shall be conducted in a manner so as not to abrogate the teacher's rights, including the right to union representation, according to the Florida School Laws or the provisions of the Agreement.

Whenever a teacher is required to appear before the principal, superintendent or Board for the express purpose of discussing matters that question the teacher's professional or instructional competency, the teacher and the Liberty Education Association shall be given no less than 24 hours written notice of the purpose of such meeting or interview except in the case of unusual or compelling circumstances, and shall be entitled to have a representative of his/her choice present to represent him/her during such meeting or interview.

**ARTICLE IV**  
**ASSOCIATION RIGHTS**

1. The LEA may use the school building after teacher work hours, provided prior approval of the building principal has been secured.
2. Distribution of Association Notices - LEA shall have the right to post notices to employees of activities and matters of concern of the Association on the bulletin board in an area mutually agreed upon by the LEA and the site administrator or via the district email system. The Association shall have the right to use teacher mailboxes for official communications.
3. Temporary duty for LEA Activities – The Board shall grant up to 5 days of temporary duty each fiscal year for official LEA business.
4. Duly authorized representatives of the Association may be permitted to transact official Association business on school property, after making arrangements with the building principal and provided such transaction of business does not interrupt, interfere with or disrupt school business, activities or operations, or violate any applicable law, policy, rule or regulation.
5. The Association building representative shall be allowed to make brief announcements before or after faculty meetings.
6. The rights granted herein to the Association shall not be granted or extended to any other organization claiming to represent a teacher organization for the duration of this contract.
7. Whenever any representative of the Association or any employee participates during normal school hours in negotiations, grievance proceedings, conferences or meetings dealing with contract maintenance, said employee shall suffer no loss in pay or other benefits.
8. The Board shall provide LEA, without charge, a list of employees including the following information: name, classification, salary, step, grade level or subject area, work site, and work phone number.
9. LEA shall have access to District policies and rules and Board agendas available on the district website.
10. The Board agrees to provide LEA, upon request, with information regarding employees not included in the reports described in paragraph 8, above, as well as other identifiable public



records in the custody of the District. If such records and information are included in existing documents, a copy of the documents will be provided without charge. If the information requested must be specially compiled in order to respond to the request, LEA will be provided with an estimated charge for such compilation prior to the District proceeding with the compilation. Materials reasonably related to the negotiations process shall be provided without charge.

11. LEA agrees to hold the Board harmless for any claims arising from the exercise of its rights as described in this section, including the cost of defending such claims.

## **ARTICLE V DUES DEDUCTION**

The Board shall deduct from the pay of each employee all current membership dues of the Association, provided that at the time of such deduction there is in the possession of the employer a current written authorization for dues deduction, executed by the employee, in the form and according to the terms of the membership form established by the Association. The association shall notify the School Board of the amount of dues to be deducted from each employee's salary for the current school year. Membership forms will be furnished by the Association.

1. An employee may authorize dues deduction by presenting a membership form with the annual amount of deduction specified to the employer. The amount specified will be deducted from the monthly paychecks in equal installments in the September through August paychecks of the current school term.
2. Authorization for dues deduction shall continue from year to year unless revoked in writing by the employees to the employer and employee Association. Authorization for dues deduction is revocable upon written request by the employee on the Employee Association Dues Revocation Form. The employee must first secure the written acknowledgement of the Association on the Form, signed and dated, and then submit the Form to the District Payroll Office. The revocation authorization for dues deduction will be effective thirty (30) school days from written request.
3. All dues deducted by the employer shall be remitted to the Big Bend Service Unit (check made payable to FEA) in monthly installments.
4. The employee Association shall indemnify and save harmless the Board from any and all claims, demands, suits, and costs incurred in connection with any such claim, demand, or suit, resulting

from any action taken or omitted by the employer for the purpose of complying with the provisions of this section.

5. The Board is expressly prohibited from any involvement in the collection of fines, penalties, or special assessments.

## **ARTICLE VI** **GRIEVANCE PROCEDURE**

1. A grievance is any claim by employee/employees that there has been an alleged violation, misinterpretation, or misapplication of any provision of a specific article of this Agreement. An opportunity for the Association representative to be present shall be afforded at all steps of the grievance procedure.
2. The “grievant” is the teacher(s), or Association, directly affected by the specific alleged violation of this agreement.
3. Informal Procedure\_- Within ten (10) working days of the occurrence of the alleged violation, the grievant will orally present his/her concern during non-student contact hours to his/her immediate supervisor. Within ten (10) additional working days after the presentation of the grievance, the supervisor shall give his/her answer orally to the employee.
4. Formal Procedure - The formal grievance procedure for any grievant shall be as follows:
  - Step 1: If the grievant is not satisfied with the informal resolution he/she may, within ten (10) working days of the oral disposition, file a formal grievance on the proper form provided by the Board set forth in Appendix I. The statement of grievance shall cite in writing the facts giving rise to the alleged violation, the relief sought, and shall be signed by the grievant(s). The form shall be filed with the employee’s immediate supervisor who shall within ten (10) working days after receiving the grievance, communicate his/her disposition in writing to the grievant.
  - Step 2: If the grievant is not satisfied with the disposition at Step 1, he/she may within ten (10) working days of the disposition at Step 1, file a copy of the grievance with the Superintendent. The Superintendent or his/her designee may conduct whatever investigation is necessary to make a finding. The Superintendent or

his/her designee within ten (10) working days of receipt of the grievance shall meet with the grievant, indicate the disposition of the grievance in writing and shall furnish a copy thereof to the grievant.

**Step 3: Mediation or Arbitration:**

- a. **Mediation.** The parties may, by written agreement, submit a grievance to mediation to be conducted by the Federal Mediation and Conciliation Service (FMCS) prior to being submitted to arbitration. The written agreement by both parties must be completed within 10 working days of the receipt of the written disposition of Step 2 by the grievant; otherwise the grievance process will advance to Step 3b. When the parties agree to mediate an issue, the time limits to file for arbitration shall automatically be extended for the period necessary to conclude the mediation process.
- b. **Arbitration.** If the grievance remains unresolved at the conclusion of Step 2 or Step 3a, the grievance may be submitted to the American Arbitration Association (AAA) by the Liberty Education Association (LEA). The written notice of submission to arbitration must be submitted to the Superintendent and the American Arbitration Association within ten (10) working days of the receipt of the written disposition of Step 2 by the grievant, or within ten working days following the completion of the mediation process. The grievance must be submitted by registered mail by the grievant. If the parties cannot agree as to the arbitrator within ten (10) working days from the notification date that arbitration will be pursued, the arbitrator shall be selected in accordance with the rules of the American Arbitration Association whose rules shall likewise govern the arbitration proceedings. Neither the Board nor the grievant shall be permitted to assert any grounds or evidence before the arbitrator, which was not previously disclosed to the other party, and the arbitrator shall have no power to alter the terms of this Agreement. Both parties agree that the award of the arbitrator shall be final and binding. The Board and the Association shall share equally the cost of the arbitration.

5. The time limits provided in the Article shall be strictly observed but may be extended by mutual agreement of the Board and the grievant. In the event a grievance is filed after May 15 of any year and strict adherence to time limits may result in hardship to any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. Whenever illness or other incapacity of the aggrieved prevents his/her presence at a grievance meeting, the time limits shall be extended to such time the person can be present. In such cases, the aggrieved may be required to provide the Board with a doctor's certification of illness or other incapacity. When such grievance meetings are held during school hours, each employee whose presence is required shall be excused with pay for that purpose.
6. Adjustment of any grievance as described herein shall not be inconsistent with the provisions of this Agreement.
7. The administration or Board will take no reprisals of any kind against any teacher because of his/her participation in this grievance procedure. All documents, communications and records dealing with the process of a grievance will be filed separately from the personnel files of the participant.
8. Notwithstanding the expiration of this Agreement, any grievance filed prior to the expiration of this Agreement having begun thereunder may be processed through the grievance procedure until resolution.
9. If either party disputes the arbitrability of any grievance, the arbitrator shall decide the issue of arbitrability first, before proceeding, if necessary, to the merits.
10. The failure of a grievant to proceed from one step of the grievance procedure to the next step within the time limits set forth shall be deemed to be an acceptance of the decision rendered.
11. The failure of a site-based administrator/supervisor to communicate his/her decision to the grievant within the specified time limits shall automatically move the grievance to the next step in the grievance procedure.
12. The date of the disposition shall be the date on which the principal or other management official delivers the disposition to the Association, or grievant, whichever is appropriate, or the date of the postmark in those where delivery is by U.S. Mail.

**ARTICLE VII**  
**MANAGEMENT RIGHTS**

1. It is the right of the Board and/or Superintendent to determine the purpose of each of its constituent agencies, set standards of service to be offered to the public, and exercise control and discretion over its organization and operations except as modified by the terms of this Agreement. It is also the right of the public employer to direct its employees, take disciplinary action for just cause, and to relieve its employees from duty because of lack of work or for other legitimate reasons.
2. The Association agrees it will not participate in or encourage its members to strike against the School Board of Liberty County Florida for the duration of this contract.
3. The determination and administration of school policy, the operation and management of the schools and the direction of employees are vested exclusively in the Superintendent and Board.

**ARTICLE VIII**  
**EMPLOYEE CONDITIONS AND PRACTICES**

1. The work year for regular contracted employees on a ten-month basis shall be one hundred ninety-six (196) days, six (6) of which shall be paid holidays.
2. Teachers shall not be required to be at school on days when schools are closed to students due to hazardous conditions, created by acts of God or man, when said conditions would be hazardous to the teacher's safety and/or well-being.
3. The employee's workday shall be seven and one-half (7½) hours, which shall include some duty-free lunch as provided by this Article. On days preceding holidays and vacation, the employee's day shall end at the close of the student's day, after buses have departed the campus, except when designated for evaluation or planning. On evaluation/planning (teacher work) days, the employee must complete the remainder of the workday, except if they choose to use their board time with prior approval from the principal.
4. The daily teaching load should not exceed five and one half (5 ½) hours of pupil educational classroom instructional time per day.
5. Staff meetings should be scheduled within the regular teaching workday.
6. In each building the administrator will set up a rotating duty-free lunch schedule. Said schedule shall allow each teacher to have a duty-free lunch period periodically throughout the year, and shall be equitably distributed amongst the staff at each school site. The lunch period shall be no shorter than thirty minutes.
7. Classroom teachers shall have daily preparation time during which they shall not be assigned to any other duties except in cases of emergency as follows:
  - a. Elementary school one (1) class period equivalent to the period scheduled for physical education but not less than forty-five (45) minutes.
  - b. Junior and senior high school time equivalent to one (1) class period during the student day.
8. The Board will provide one (1) room in each school for use as a staff lounge.
9. Employees shall comply with rules, regulations and policies adopted by the Board.
10. Any extra-curricular assignments in addition to the normal work schedule during the regular school year shall be voluntary.
11. The following facilities should be provided at each school site:

- a. Space for each employee within each instructional area in which to store instructional materials and supplies;
  - b. White marker boards in every classroom;
  - c. Books and other such materials required in daily teaching responsibilities;
  - d. A copying machine;
  - e. A computer with Internet and intranet capabilities which also has access to a networked printer, and a telephone in each classroom or workstation.
12. Appropriate arrangements shall be made for employees who work in more than one school building so they can effectively discharge their responsibilities to the students. In so far as possible, a desk and storage area will be provided at each facility for such employees.
  13. Upon mutual agreement by the principal and faculty of a school, vending machines may be installed in the faculty lounge for the exclusive use of the staff.
  14. When school is not in session, teachers shall have access to their building with principal approval.
  15. A duty roster to include all members of the faculty for all duty during the workday (lunchroom, bus, hall, etc.) shall be formulated.
  16. Teachers shall supervise extracurricular or after-hours activities (e.g. school dances, family reading night, math night, PTO meetings, data chats, etc.) voluntarily and shall be assigned board leave time as compensation.
  17. Pursuant to the, Nondiscrimination and Equal Employment Opportunity policy, the School Board will not discriminate on the basis of race, color, ethnicity, religion, national origin, sex, disability, marital status, age, genetic information, or any other legally protected characteristic in its programs and activities, including employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

**ARTICLE IX**  
**CLASS SIZE**

1. The Board agrees to distribute as fairly and equitably as possible the teacher loads. It is the intent of the Board to meet standards of applicable accrediting agencies that are approved by them.
2. State Board of Education regulations will govern special and other areas of instruction where applicable.

**ARTICLE X**  
**EMPLOYEE EVALUATION**

1. The parties recognize the importance and value of developing a procedure for assisting and evaluating the progress and success of the newly employed and experienced personnel. Therefore, the following procedure shall be used to accomplish the above in accordance with the Liberty County School District Instructional Evaluation Plan and the collective bargaining agreement, additionally should there be any changes required by the Department of Education then the changes shall be brought to the Instructional Evaluation Plan Committee (IEPC).
  - a. All teachers shall be informed of the evaluation criteria and the evaluation form within two weeks upon completion. This shall include an explanation and discussion of the evaluation process.
  - b. Group and/or individual orientation to the evaluation process shall be complete within two weeks upon completion. No evaluation shall take place on newly hired instructional personnel until such orientation has been completed.
  - c. Following each such formal observation, but prior to a subsequent formal observation the evaluator shall meet with the teacher to discuss the required written report of the teacher's strengths and areas for growth. The evaluator and teacher shall sign the report before it is placed in the teacher's personal file.
  - d. The employee's signature shall indicate only that the employee has read the evaluation and does not necessarily indicate agreement with the content. The employee shall receive a copy of the written evaluation that shall also be placed in the employee's personnel file.



- e. Nothing herein restricts the principal, or other immediate supervisor, from making additional classroom visitations and completing additional formal or informal teacher evaluations.
- f. All observations which are used for evaluation purposes shall be made in writing and discussed with the teacher, with a copy given to the teacher.
- g. The teacher will be apprised of all written reports to be placed in his/her personnel file and signed by the teacher. The teacher shall have the right to respond in writing to any such reports and to submit additional information to be placed in the teacher's personnel file.
- h. The evaluation of the work of all teachers is a responsibility of the administration. In order that each teacher may be aware of his/her strengths and weaknesses, the required written teacher evaluation will be given to each teacher. The written evaluation will include a statement of strengths and deficiencies, a statement of the improvements desired, a statement of how to attain the desired improvements, and what consequences may occur if the desired improvements are not achieved.
- i. Administrators will schedule performance appraisal feedback as soon as possible after the receipt of Student Growth and Achievement data. In the event data are not available prior to the close of school and teachers are asked to return to the school for their feedback during the summer then teachers will be given release time during pre-planning of the following year.
- j. Only procedures outlined in this article are subject to the grievance procedure as set forth in Article VI.

**ARTICLE XI**  
**TEACHER DISCIPLINE**

1. Any discipline of an employee including reprimand, suspension, demotion and/or discharge shall be the same as designated in management rights.
2. No action against an employee shall be taken on a basis of a complaint by a parent or student without first discussing the complaint with the employee.
3. A teacher shall be entitled to have a representative of his/her choice, including an Association representative, when he/she is disciplined for any infraction of rules or delinquency in professional performance, excluding informal warnings, criticisms or suggestions for improvement which do not form the basis for formal action. When a request for such

representation is made, no action shall be taken with respect to the employee until such representative is present.

### **Professional Discipline**

A competent and qualified workforce is essential to providing a quality education for students. When an employee's performance or conduct is called into question, the first goal of the District should be to assist the employee to improve his/her performance. One method to accomplish this goal is the utilization of progressive discipline. Progressive discipline, when applied properly, results in changes in employee behavior and improved performance. The following steps may be utilized for discipline:

#### **Step 1 - Verbal Warning**

#### **Step 2 - Letter of Instruction**

#### **Step 3 - Letter of Reprimand**

#### **Step 4 - Suspension With or Without Pay (See NOTE below)**

Progressive discipline at the lowest level for a first offense is not always appropriate when the severity of the misconduct demonstrates that discipline should begin at a higher threshold. Both the District and the Association understand that there are violations of conduct where strict adherence to progressive discipline would be a breach of the District's duty

## **ARTICLE XII** **ACADEMIC FREEDOM**

1. The parties agree that student instruction shall be divorced from moral, political, religious and other controversial issues as far as promoting one view over another. The teacher shall present concepts or ideas without personal opinion and all facets of an issue shall be completely and fairly presented. Teacher presentations shall be given in an unbiased manner to permit each student to arrive at his/her own conclusions.

2. Employees shall be entitled to freedom of discussion within the classroom and all matters, which are relevant to the subject matter taught, so long as they stay within the school, district, state and federal guidelines.
3. Controversial issues, which may be expected to have an adverse effect within the community, shall be discussed with the Principal prior to the presentation of materials or discussion of the issue.

**ARTICLE XIII**  
**PUPIL DISCIPLINE**

1. Discipline on campus is the responsibility of teachers at all times. Teachers shall make corrections or report infractions of school rules to the principal.
2. Each teacher shall handle his/her own disciplinary problems insofar as possible. The teacher, but only when the principal has given prior approval, may administer corporal punishment.
3. When the teacher needs assistance in any individual disciplinary case, the teacher and the principal shall make an effort to alleviate disciplinary problems through parent/teacher conferences. The teacher may request the principal's presence at said conference. In case of major infractions or where the above procedures have been exhausted, the principal shall take necessary action according to district's Code of Conduct.
4. A teacher within the scope of employment may exert only that force which is necessary to protect himself/herself from attack or to prevent injury to another student.

**ARTICLE XIV**  
**LEAVES OF ABSENCE**

Definition: A leave is permission for an employee to be absent from his/her duties for a specified time, and includes the right and responsibility to return to work at the end of this time.

1. Short Term Leave:

a. Sick Leave:

- 1) Each full-time member of the instructional staff shall be entitled to four (4) days of sick leave as of the first day of employment of each current year and thereafter shall be credited with one day of sick leave at the end of each month of employment. However, no employee may earn during a fiscal year, more than the equivalent of one day of sick leave for each month of employment.
- 2) Accumulated sick leave may be transferred from another Florida county upon request of the employee. The employee can only receive credit for transferred leave at the rate of one (1) day per day earned in Liberty County.
- 3) Each teacher shall receive a notice of his/her accrued sick leave each month.
- 4) Any employee who finds it necessary to be absent from his/her position because of illness shall notify his/her immediate supervisor or designee, if possible, before the opening of day's work of his/her absence pursuant to LCSB guidelines.
- 5) Sick leave shall be granted for personal illness, illness or death of father, mother, sister, brother, husband, wife, grandparent, child or their spouse of the employees, and other close relatives, or a member of his/her household. Before receiving compensation for the time absent on sick leave, the Board's prescribed leave form certifying the day or days absent must be filed. Said leave form shall also require approval by the immediate supervisor prior to submission to the Superintendent.

b. Illness-in-line-of-duty: (Certification)

Request for illness-in-line-of-duty resulting from contraction of contagious disease in school shall require a physician's statement, attached to the leave request from the principal, certifying that the teacher making the request was in contact with the disease within the incubation period.

c. Personal leave:

Each teacher shall be allowed six (6) days per year without loss of pay for personal reasons. Personal leave must be requested at least 48 hours in advance. No request will be made for reason or any given except “personal.” Said days to be charged to sick leave allowance of the teacher as provided in Section 1012.61 of the Florida Statutes. In no event shall the number of personal day requests be approved for more than twenty percent (20%) of the total teaching staff on any workday of the school center, except as otherwise approved by the principal.

d. Court duty:

Any regular employee of the school system when called for jury duty in any case or subpoenaed as a witness involving a local, state, or federal government case, shall be given temporary duty leave and shall receive his/her full salary. Any payment made for such services shall be endorsed to the School Board in order to avoid double compensation from public funds for the same period of time.

e. Pre and Post School Leave:

Professional leave up to ten (10) days will be granted by the Board with pay to teachers who are absent during the pre- and post-school conference in order to attend summer school for college coursework which has been approved by the District in advance. To be eligible for such leave, personnel must be under contract for the ensuing year.

f. Bereavement Leave:

All full time employees, upon a request submitted in accordance with the provisions of Board Policy, shall be credited with up to three (3) days bereavement leave in the event of a death in their immediate family. Immediate family is defined as a spouse, parent, sibling, child, grandparents, grandchild, or in-law or step-relative counterparts. Aunts and uncles will be considered immediate family not to include aunt in-law or uncle in-law.

Bereavement leave ordinarily is to be used within twenty (20) days of the death of the family member, unless the employee documents a legitimate reason to extend this period.

g. Board Leave:

Board leave will be awarded as compensation for pre-approved assignments outside the normal work day (i.e. early faculty meetings, supervised extracurricular activities for which the teacher is not being paid a supplement.) A maximum of four (4) hours of board

time may be accrued per quarter and may not be carried forward unless approved by the site administrator.

Each principal/AP shall have the authority to release teachers of their staff for less than one-half (1/2) day for temporary absence in the event that a substitute teacher is not required. The teacher must sign out using a district leave form using accrued board time. It is the responsibility of the teacher to secure an individual to cover the class without expense to the district as approved by the principal/AP except when unforeseen events make such arrangements by the teacher impractical.

## 2. Long Term Leaves:

### a. Professional Leave:

Instructional Personnel in the Liberty County School System may be granted upon request, leave up to one (1) year, one (1) semester, or the balance of a year or a semester, without pay for professional study approved travel or research, etc. Request for professional leave without pay will be approved only if the employee's designated administrator, the Superintendent and the Board are satisfied that the instructional needs of the district can be met. A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year. Upon returning, the teacher shall be allowed the same or similar position for which the teacher is qualified.

### b. Maternity/Paternity Leave:

Maternity/Paternity leave without pay shall be granted to any full-time member of the instructional staff.

- 1) Such leave shall not exceed one (1) year.
- 2) The judgment as to the beginning and ending of such leave shall be left to the discretion of the individual, in consultation with her physician. A letter to this effect, signed by the physician, must be filed with the principal. The teacher shall notify the principal of the dates she will be absent.

- 3) Upon returning, the teacher will be assigned the same or similar position.

Maternity leave is granted without pay, however, the period of time during which the employee's doctor certifies that the employee cannot work may be charged to sick leave. No teacher shall lose contractual status as a result of maternity leave.

c. Extended Personal Leave:

A leave of absence without pay for up to one (1) year may be granted to any employee for personal reasons. Request for personal leave without pay will be approved only if the employee's designated administrator, the Superintendent and the Board are satisfied that the instructional needs of the district can be met. A District employee having leave for the year or for the remaining part thereof, who plans to return to duty the next school fiscal year, shall send a copy of such notice to the administrative supervisor by March 1 of that fiscal year. Upon returning, the employee shall be assigned the same or similar position for which the teacher is qualified.

3. Terminal Leave:

Any full-time member of the instructional staff shall be entitled to terminal pay at normal retirement or to his/her beneficiary if service is terminated by death. Such terminal pay shall be computed at the daily rate of pay of the employee at retirement as per Board Policy #3430.03, multiplied by sixty percent (60%) of the number of accumulated sick leave days, and credited to the employee at the time of retirement. If an employee retires and receives terminal pay benefits based on unused sick leave, all unused sick leave credit shall become invalid; however, if an employee retires without receiving terminal pay benefits and interrupts retirement to return to work, his/her sick leave shall be valid.

4. Miscellaneous Leaves:

a. An employee may transfer up to (5) five days of sick leave to a designated employee of the school district as long as the School Board policies on sick leave are otherwise followed. The minimum transfer amount for each transaction shall be (1) one day and the maximum transfer shall be (5) five days for each donating employee. Transfer of Sick Leave may not be used for maternity leave beyond (7) seven days, except in case of major complications.

b. A teacher providing services away from their regular duty assignment on an approved activity (e.g., sponsoring a study activity, serving on surveys, etc.) will be given temporary duty elsewhere assignment. Such leave shall be approved prior to the activity.

Employees on temporary duty elsewhere will receive their regular pay and may be allowed expenses as provided by the Board.

**ARTICLE XV**  
**TRANSFER & REASSIGNMENT**

1. Definitions:
  - a. Transfer: a move from one assigned campus/location to another campus/location under the authority of the superintendent.
  - b. Reassignment: to assign a person to a new position (e.g. 5th grade to 2<sup>nd</sup> grade or American history to World history) at the same campus/location under the authority of the principal or site-based administrator.
2. The Board and the Association recognize that the transfer of employees shall be the responsibility of the Board upon recommendation of the Superintendent.
3. Any teacher who desires a change in grade and/or subject assignment in the following year or who desires to transfer to another school in the following year shall file, using a form furnished by the Superintendent, a written request to that effect in duplicate, one copy to be filed with the principal and one copy filed with the Superintendent.
4. Such requests shall be considered for the following school year and shall remain active only until the beginning of the school year following the school year in which filed.
5. Assignment of new teachers to positions in the school district shall be made after active requests for reassignment or transfer to such positions have been reviewed.
6. A list of instructional vacancies in the Liberty County School System shall be posted in all schools so interested employees may have an opportunity to apply. Such postings shall be made at least five (5) days for internal vacancies and at least ten (10) days for external vacancies before official school board action.
7. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual employee should be honored to the extent that the transfer does not conflict with the instructional requirements of the school system. If more than one employee has applied for the same position, the determination as to which employee should be made on the basis of teacher evaluation, principal recommendation, certification, academic preparation or seniority.
8. Teachers who have requested transfer shall be notified in writing of the Superintendent's action of said transfer as soon as the action is taken.



9. The Board and the Association recognize that in order to meet the staffing needs of the district, it sometimes becomes necessary to involuntarily transfer a teacher to prevent disruption of the instructional program. Notice of an involuntary transfer shall be given in writing to the teacher(s) involved at least 5 days) prior to official school board action unless there are extenuating/emergency circumstances.
10. When an involuntary transfer in the district is necessary, all qualified volunteers should first be transferred, after which transfers should be made on the basis of factors including but not limited to certification, seniority, those lowest in time of service being transferred first, academic preparation, teacher evaluation or principal recommendation.
11. When an involuntary reassignment in the schedule is necessary, all qualified volunteers should first be considered, after which transfers should be made on the basis of factors including but not limited to certification, seniority, those lowest in time of service being transferred first, academic preparation, teacher evaluation or principal recommendation.
12. The foregoing shall not be construed in such a way as to prohibit the Board from providing a racially balanced staff in each school.

**ARTICLE XVI**  
**OTHER POSITIONS**

1. Any assignment in addition to the normal schedule during the regular work year, including adult education courses, driver education, and summer and evening school and/or programs (courses) shall not be obligatory but shall be with the consent of the employee.
  - a. All vacancies in other positions, and/or special projects, and positions in programs funded by the federal government shall be adequately publicized.
    1. When school is in session, a notice shall be posted in each school as far in advance as practical, at least five (5) days for internal positions and ten (10) days for external positions before the Superintendent recommends a candidate to the Board. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.
    2. Employees who desire to apply for a position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent or designee, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent or the designee shall notify such employees of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practical, at least ten (10) days before the Superintendent recommends a candidate to the Board. In addition, the Superintendent or the designee shall within the same time period, post a list of vacant positions to be filled during the summer period at the administration office, in each school.

- b. In both situations set forth, the qualifications for the position, and the rate of compensation, shall be clearly set forth.
- c. Selection of Applicants:
  - 1. All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Superintendent agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. In filling such vacancies, preference should be given to qualified employees already employed by the Board. Each applicant shall, upon request, receive a written statement from the Superintendent about why he/she did not receive the job, should that be the case.
  - 2. A vacancy for this article only shall include but not be limited to newly created positions, resignations, or non-renewal or existing positions.

**ARTICLE XVII**  
**EMPLOYMENT AND ASSIGNMENT**

1. The Board agrees to hire only certificated personnel holding professional certificates issued by the Florida Department of Education for every teaching assignment.
2. Employees should only be assigned to teach in areas for which they hold credentials issued by the Florida Department of Education. In emergency situations the above provisions may be modified by agreement of the teacher and administrator involved.
3. Employees' tentative class and/or subject assignments should be available two (2) weeks prior to the first (1<sup>st</sup>) semester and two (2) weeks prior to the second (2<sup>nd</sup>) semester for any schedule changes. The individual employee will be given notice in writing upon request.

**ARTICLE XVIII**  
**REDUCTION OR REALIGNMENT OF STAFF**

1. If the Board determines that there is to be a reduction in the number of teachers employed by the Board, the Board shall prior to implementation thereof, give teachers whose employment will be affected by such reduction notice.
2. The Board shall determine in the case of layoff and recall, the program areas, subject areas in secondary schools, positions in elementary schools or other positions in which the reductions shall take place.
3. When staff reductions among certified personnel are necessitated by a decrease in enrollment, budgetary restrictions, or the phasing out or reduction of programs, staff reductions shall be based upon the performance evaluations of employees within the affected program areas in accordance with Ch. 1012.33(5) Florida Statute.
4. The Board upon recommendation by Superintendent shall determine the positions in which recall will be made and the number of teachers to be recalled.
5. Teachers will be recalled based on the Superintendent's recommendation on the highest evaluation rating.
6. No new teacher will be hired in a subject area before teachers who are laid off from other subject areas or grade levels that possess the necessary certificate have been offered the position.
7. No teacher may be prevented from securing other employment during the period of layoff.
8. A letter of intent to re-employ shall be offered seven (7) days prior to the date of re-employment.

**ARTICLE XIX**  
**COMPENSATION**

1. The basic salary schedule for teachers covered by this agreement shall be set forth in Appendix II.
2. Supplemental salary increases shall be maintained as set forth in Appendix III and shall be effective July 1, 2020. All Supplemental positions shall be advertised on the District website for a minimum of ten (10) days. Supplements are to be paid for assignments performed in addition to the regular instructional/supervisory duties. All provisions of this Agreement shall cover all teachers receiving supplements.
3. Employees are to be given credit for previous validated experience according to the following:
  - a. Credit for (1) year's experience shall be given for each year of teaching at any Florida Public School (PK-12);
  - b. Credit shall be allowed for out-of-state teaching in a public school (PK-12), which is accredited by the state or regional accrediting agency.
4. Ten (10) month employees will be paid by twelve (12) equal monthly checks. The Board will decide pay dates and will include such list of these dates as Appendix IV to this Agreement.
5. The Board in accordance with County School Board Policies and Florida Statutes shall reimburse any teacher who must use their personal automobile on approved school district business.
6. Subject to prior approval by district administration, teachers will be compensated at their regular hourly rate of pay for preparation and participation in workshops where the teacher(s) serves as an exhibitor or presenter on days other than their scheduled workdays.
7. The Board agrees to reimburse an employee for one successful exam fee and FLDOE certification change fee when employees earn additional certification to meet the requirements for Highly Qualified at the written request of the district.
8. The School Board will contribute \$476.39 toward the cost of health insurance for employees who are members of the School Board's policy with Capital Health Plan (CHP). In cases where married employees choose employee/spouse or family coverage, only one employee will be assessed for the cost of the health insurance.
  - a. Changes in health insurance benefits will be subject to negotiations. The LEA President or his/her representative will be notified and invited to all health insurance presentations of information regarding insurance at board meetings and workshops.

- b. The parties agree to establish a Health Insurance Committee which will meet 2 or more times if needed to discuss trends, usage, costs and the design of the Liberty health insurance plan. The committee shall provide input to the Board prior to any changes to the plan.
9. When a principal requests a teacher to work extra hours (hours after the normal work day schedule) on the school improvement team and the number of hours is pre-approved by the superintendent, the teacher will be paid their regular hourly rate of pay.
10. In accordance with FL Statute 238.181 re-employed retired personnel of public school systems hired after July 1, 2010 shall be placed and remain, at bachelor's degree placement up to year 15 according to section one (1) above for salary purposes.
11. Teachers who participate in professional development training during the summer months and are not otherwise scheduled to work will receive a \$125 stipend for each day of training.
12. ***ESOL Endorsement/Certification Options***

For the 2022-2023 school year only the District has developed a plan to assist all teachers in meeting the ESOL requirements for the assigned teaching year. We will assist teachers who have ESOL students assigned but have not met the requirements.

### **ESOL Requirements for Category 1**

This category is for teachers responsible for teaching language instruction or reading, such as Elementary, English, Language Arts, Reading, and Exceptional Education.

- **Take 5 required courses to include the following;** Methods of Teaching ESOL, ESOL Curriculum and Materials Development, Cross Cultural Communication and Understanding, Applied Linguistics, Testing and Evaluation of ESOL. **300 in-service points**

### **ESOL Requirements for Category 2**

This category is for teachers responsible for teaching Math, Social Studies, Science or Computer Literacy.

- 60 ESOL in-service points or one approved ESOL course.

### **ESOL Requirements for Category 3**

This category is for teachers responsible for teaching Art, Music, Physical Education or Media Specialists.

- 18 ESOL in-service points or one of the approved ESOL courses.

### **ESOL Requirements for Category 4**

This category is for Administrators or Guidance Counselors.

- 60 ESOL in-service points or one of the approved ESOL courses.

**Option 1** – Take the ESOL certification examination and add this area to your current Florida teaching certificate. Current year, this would be updated annually.

- Provide proof of registration by April 1, 2018 to building principal.
- Take the certification examination by May 31, 2018 and provide score report to Finance Office. This district will provide the following incentive for this option.
- Reimburse the cost of the certification examination (passing score required) \$200
- Reimburse/pay the cost of adding ESOL K-12 Certification to teaching certificate. \$75
- Provide a \$500 incentive upon successful completion of the certification exam and proof of adding the certification to your current Florida teaching certificate.
  - Complete the attached form to receive reimbursement

**Option 2** – Successfully complete the required courses for Category 1-4 teachers.

The district will provide the following incentive for this option.

- \$75 for the cost of each course
  - \$100 upon the successful completion of each course
-



**ARTICLE XX**  
**MISCELLANEOUS**

1. Should any provisions of this Agreement be declared illegal by a court of competent jurisdiction or as a result of state or federal legislation, said provision shall be amended to the extent that it violates the law; but the remaining provisions shall remain in full force and effect for the duration of this Agreement if not affected by the amended provision.
2. This agreement shall supersede any rules, regulations, or practices of the Board, which shall be contrary to or inconsistent with the terms of this Agreement.
3. Any individual contract between the Board and an individual teacher shall be made expressly subject to the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling except as otherwise provided by law or State Board of Education Rules and Regulations.
4. Whenever any notice is required to be given by either of the parties to this Agreement to the other party, either shall do so by letter at the following address:

If by the Association to the Board at:

Liberty County School Board  
P.O. Box 429  
Bristol, Florida 32321

If by the Board to the Association at:

To whomever is President of the Association during the term of the current contract.

5. This Agreement shall be effective as of July 1, 2023, and shall remain in force and effect until June 30, 2026. Negotiations shall be reopened each year on compensation, fringe benefits, and two articles of each party's choice.

Liberty Education Association

Stacey M. Cramer  
President

Chris Seyd  
Chief Negotiator

08/09/24  
Date

Liberty County School Board

Donna R.  
Chairperson

K. J. M.  
Superintendent

7-11-24  
Date

**APPENDIX I**

**LIBERTY COUNTY SCHOOL DISTRICT**

**OFFICIAL GRIEVANCE FORM**

Name of Grievant(s):

Date Filed:

Position Assignment:

Worksite:

STEP I \_\_\_

STEP II \_\_\_\_\_

STEP III \_\_\_\_\_

STEP IV \_\_\_\_\_

---

Contract Citations:

Statement of Grievance:

Relief Sought:

\_\_\_\_\_  
Signature of Grievant

*FOR OFFICE USE*

**RECEIPT OF GRIEVANCE FORM**

\_\_\_\_\_  
Grievance Number

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Receiving Official

\_\_\_\_\_  
Title

Distribution  
: Grievant: 2  
copies,  
Immediate  
Supervisor: 1 copy  
District Office: 1  
copy

**APPENDIX II**  
**SALARY SCHEDULE**

Professional Employee Compensation

Salary Schedule/Calculations for Performance Pay

Under F.S. 1012.22

1. Performance Pay Schedule includes Annual Contract employees who will be placed on the Performance Pay Schedule if hired on or after July 1, 2014.
2. Grandfather Schedule (GF) includes those employees who currently hold a Professional Services Contract or Continuing Contract.
3. A form will be developed to allow teachers on GF Salary Schedule the opportunity for a one time schedule change by September 30<sup>th</sup> of each year to opt into the Performance Pay Schedule pursuant to F.S. 1012.22(1)(c)4.
4. Payment method as well as salary increases will be based on the negotiated funds available and the funding ratios.
5. Teachers rated below effective will not receive a salary increase for that school year.
6. The value of the increase will be added to each employee's base salary. The employee must be on active status at time salary increase is given.
7. Base salary will be that salary ending Fiscal year 2015-2016 going into 2016-2017.
8. Teachers who are on Probationary Contract will receive no base salary increase.
9. The JROTC Instructors are not eligible for any base salary increase associated with Performance Pay due to the fact that they receive, from the ARMY, a salary pay increase every year.
10. HE teachers who retain PSC/CC will receive \$1.00 less than the salary adjustment given to HE/AC teachers on the Performance schedule.
11. All teachers are encouraged to review F.S. 1012.22 as it is related to the new performance pay required by the Student Success Act enacted July 1, 2011. <http://www.leg.state.fl.us/statues>

**Liberty County School Board**  
**Instructional - 10 Month**  
**Salary Schedule**  
**Fiscal Year 2023-2024**

Position	Salary
Teacher, 0 years	43,019
Teacher, 1 years	43,019
Teacher, 2 years	43,019
Teacher, 3 years	43,019
Teacher, 4 years	43,019
Teacher, 5 years	43,019
Teacher, 6 years	43,019
Teacher, 7 years	43,019
Teacher, 8 years	43,019
Teacher, 9 years	43,019
Teacher, 10 years	43,019
Teacher, 11 years	43,019
Teacher, 12 years	43,019
Teacher, 13 years	43,019
Teacher, 14 years	43,019
Teacher, 15 years	44,332
Teacher, 16 years	44,948
Teacher, 17 years	45,564
Teacher, 18 years	46,180
Teacher, 19 years	46,796
Teacher, 20 years	47,412
Teacher, 21 years	48,028
Teacher, 22 years	48,644
Teacher, 23 years	49,260
Teacher, 24 years	49,876
Teacher, 25 years+	50,492

**Note:**

1. All Instructional Personnel must hold a valid Florida Teacher Certificate.
2. All full time Instruction Personnel hired after July 1, 2011, shall receive a supplement for having an advanced degree in their area of certification. The supplement shall be \$2934 for MS \$4534 for SP, and \$4935 for PhD.

**Liberty County School Board**  
**Instructional - 11 Months**  
**Salary Schedule**  
**2023-2024**

Salary Slot	10 Months BS Degree	10%	SALARY CODE <b>IBE</b>	10 Months MA Degree	10%	SALARY CODE <b>IME</b>	10 Months SP Degree	10%	SALARY CODE <b>ISE</b>
0	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
1	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
2	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
3	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
4	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
5	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
6	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
7	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
8	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
9	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
10	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
11	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
12	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
13	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
14	43,019	4,302	47,321	45,953	4,595	50,548	47,553	4,755	52,308
15	44,332	4,433	48,765	47,266	4,727	51,993	48,866	4,887	53,753
16	44,948	4,495	49,443	47,882	4,788	52,670	49,482	4,948	54,430
17	45,564	4,556	50,120	48,498	4,850	53,348	50,098	5,010	55,108
18	46,180	4,618	50,798	49,114	4,911	54,025	50,714	5,071	55,785
19	46,796	4,680	51,476	49,730	4,973	54,703	51,330	5,133	56,463
20	47,412	4,741	52,153	50,346	5,035	55,381	51,946	5,195	57,141
21	48,028	4,803	52,831	50,962	5,096	56,058	52,562	5,256	57,818
22	48,644	4,864	53,508	51,578	5,158	56,736	53,178	5,318	58,496
23	49,260	4,926	54,186	52,194	5,219	57,413	53,794	5,379	59,173
24	49,876	4,988	54,864	52,810	5,281	58,091	54,410	5,441	59,851
25+	50,492	5,049	55,541	53,426	5,343	58,769	55,026	5,503	60,529

**Note:**

1. Eleven-month instructional employees shall receive 10% of the basic scale for the 11th month.
2. All Instructional Personnel must hold a valid Florida Teacher Certificate.
3. All full time Instruction Personnel hired after July 1, 2011, shall receive a supplement for having an advanced degree in their area of certification. The supplement shall be \$2934 for MS \$4534 for SP, and \$4935 for PhD.

**Liberty County School Board**  
**Instructional - 12 Months**  
**Salary Schedule**  
**2023-2024**

Salary Slot	10 Months BS Degree	20%	SALARY CODE <b>IBD</b>	10 Months MA Degree	20%	SALARY CODE <b>IMD</b>	10 Months SP Degree	20%	SALARY CODE <b>ISD</b>
0	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
1	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
2	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
3	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
4	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
5	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
6	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
7	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
8	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
9	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
10	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
11	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
12	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
13	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
14	43,019	8,604	51,623	45,953	9,191	55,144	47,553	9,511	57,064
15	44,332	8,866	53,198	47,266	9,453	56,719	48,866	9,773	58,639
16	44,948	8,990	53,938	47,882	9,576	57,458	49,482	9,896	59,378
17	45,564	9,113	54,677	48,498	9,700	58,198	50,098	10,020	60,118
18	46,180	9,236	55,416	49,114	9,823	58,937	50,714	10,143	60,857
19	46,796	9,359	56,155	49,730	9,946	59,676	51,330	10,266	61,596
20	47,412	9,482	56,894	50,346	10,069	60,415	51,946	10,389	62,335
21	48,028	9,606	57,634	50,962	10,192	61,154	52,562	10,512	63,074
22	48,644	9,729	58,373	51,578	10,316	61,894	53,178	10,636	63,814
23	49,260	9,852	59,112	52,194	10,439	62,633	53,794	10,759	64,553
24	49,876	9,975	59,851	52,810	10,562	63,372	54,410	10,882	65,292
25+	50,492	10,098	60,590	53,426	10,685	64,111	55,026	11,005	66,031

**Note:**

1. Twelve-month instructional employees shall receive 20% of the basic scale for the 11th and 12<sup>th</sup> month.
2. All Instructional Personnel must hold a valid Florida Teacher Certificate.
3. All full time Instruction Personnel hired after July 1, 2011, shall receive a supplement for having an advanced degree in their area of certification. The supplement shall be \$2934 for MS \$4534 for SP, and \$4935 for PhD.

**Liberty County School Board**

**ROTC Positions - 11 Months**  
**Personnel Salary Schedule**  
**Fiscal Year 2023-2024**

<b>Position</b>	<b>Salary</b>
ROTC Senior Army Instructor	*

<b>Position</b>	<b>Salary</b>
ROTC Army Instructor	*

***\* NOTE:*** *The salary on the above positions are based on minimum instructor pay per ROTC Cadet Command current contract which is on file in the Finance Department.*

**Liberty County School Board**  
**Special Positions Instructional (12 Months)**  
**Salary Schedule 2023-2024**

	<b>Position</b>	<b>Salary</b>
<b>Code</b>	<b>INSTRUCTIONAL POSITIONS</b>	
<b>IMT</b>	Adult Education Teacher	•
<b>IMS</b>	Teacher on Special Assignment, Other Instruction	•
	Instructional Technical Coach	<b>55,923</b>
<b>NTS</b>	Information Network Specialist	<b>47,791</b>

\*Salary to be based on the regular teacher's salary at the experience level of the person that is employed in the positions above plus 10% for the 11th months and 20% for 12th months.



**Liberty County School Board**  
**Other Compensation**  
**Fiscal Year 2023-2024**

**SUMMER HOURLY RATES**

<b>Code</b>	<b>Description</b>	<b>Rate Per Hour</b>
IS00	Instructional	\$ 22.00

**Liberty County School Board**  
**Other Compensation**  
**Fiscal Year 2023-2024**

In accordance with Florida Statute 1012.22 (1) (c) (4), the Liberty County School Board adopts the following supplements and pay plan for differentiated pay for both instructional personnel and school-based administrators. The differentiated pay is based on district-determined factors, including, but not limited to, additional responsibilities, critical shortage areas, and level of job performance difficulties.

**1. *Instructional and School Based Administrative Employees***

**A. *Additional Responsibilities*** – Each School Principal will determine the staff needed to perform additional responsibilities and will provide the list to the Superintendent’s Office. The instructional staff may be paid an approved supplement for carrying out the additional responsibilities as determined on the Academic and Athletic Supplement Schedules.

**B. *Critical Shortage Areas*** – A \$1,000 supplement shall be paid to each instructional employee working in a critical shortage area as designated by Liberty County School Board upon recommendation of the Superintendent. Local critical shortage areas are defined as  
(3) consecutive job postings with no applicants. The job postings will be monitored by the Human Resource Department and findings reported to the Superintendent.

**C. *Level of Job Performance Difficulties*** – Principals and assistant principals’ salary is differentiated based on student enrollment, grade level of students, and number of extracurricular activities.

**APPENDIX III**

Liberty County School Board Supplementary Salary Schedule

**Liberty County School Board**  
**Other Compensation**  
**Fiscal Year 2023-2024**

<b>LCHS ATHLETIC SUPPLEMENTS</b>			
<b>Codes</b>	<b>Position</b>	<b>Number of Employees</b>	<b>Supplement</b>
<b>SUA05</b>	LCHS Head Football Coach (3,700) LCHS Athletic Director (2,000)	1	\$ 5,700.00
<b>SUA</b>	LCHS Varsity Assistant Football Coaches (Fall)	5	\$ 2,600.00
<b>SUA</b>	LCHS Varsity Assistant Football Coaches (Spring)	5	\$ 640.00
<b>SUA07</b>	LCHS Head JV Football Coach	1	\$ 2,600.00
<b>SUA08</b>	LCHS Assistant JV Football Coach	1	\$ 1,900.00
<b>SUA09</b>	LCHS Boys Varsity Basketball Coach	1	\$ 3,500.00
<b>SUA10</b>	LCHS Girls Varsity Basketball Coach	1	\$ 3,500.00
<b>SUA11</b>	LCHS Boys Jr. Varsity Basketball Coach	1	\$ 2,600.00
<b>SUA12</b>	LCHS Girls Jr. Varsity Basketball Coach	1	\$ 2,600.00
<b>SUA13</b>	LCHS Weightlifting Coach (1 Boy's coach and 1 Girl's Coach)	2	\$ 2,600.00
<b>SUA14</b>	LCHS Varsity Volleyball Coach	1	\$ 3,500.00
<b>SUA15</b>	LCHS Varsity Softball Coach	1	\$ 3,500.00
<b>SUA16</b>	LCHS Jr. Varsity Softball Coach	1	\$ 2,600.00
<b>SUA17</b>	LCHS Varsity Baseball Coach	1	\$ 3,500.00
<b>SUA18</b>	LCHS Jr. Varsity Baseball Coach	1	\$ 2,600.00
<b>SUA19</b>	LCHS Boy's Track Coach	1	\$ 2,600.00
<b>SUA20</b>	LCHS Girl's Track Coach	1	\$ 2,600.00
<b>SUA22</b>	LCHS Jr. Varsity Volleyball	1	\$ 2,600.00
<b>SUA</b>	LCHS Co-Ed Cross Country Coach	1	\$ 2,600.00
<b>SUA</b>	LCHS Co-Ed Wrestling Coach	1	\$ 2,600.00
<b>SUA</b>	LCHS Beach Volleyball Coach	1	\$ 2,600.00

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**K-8 ATHLETIC SUPPLEMENTS**

<b>Codes</b>	<b>Position</b>	<b>Number of employees</b>	<b>Supplement</b>
<b>SUAJ1</b>	Athletic Director	2	\$ 1,300.00
<b>SUAJ2</b>	Softball Coach	2	\$ 2,100.00
<b>SUAJ3</b>	Girls Basketball Coach	2	\$ 2,100.00
<b>SUAJ4</b>	Boys Basketball Coach	2	\$ 2,100.00
<b>SUAJ5</b>	Volleyball Coach	2	\$ 2,100.00
<b>SUAJ6</b>	Boys Baseball Coach	2	\$ 2,100.00
<b>SUA</b>	Head Middle Football Coach	1	\$ 2,600.00
<b>SUA</b>	Assistant Middle Football Coach	1	\$ 1,900.00
<b>SUA</b>	Middle School Cheerleading Sponsor	1	\$ 2,100.00

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<b>ADDITIONAL SUPPLEMENTS</b>			
<b>Codes</b>	<b>Position</b>	<b>Number of employees</b>	<b>Supplement</b>
<b>SUB01</b>	Band Director	1	\$ 3,500.00
<b>SUB03</b>	LCHS Curriculum Coordinator		\$ 1,900.00
<b>SUB</b>	Tolar and Hosford Curriculum Coordinator		\$ 1,300.00
<b>SUB24</b>	Dual Enrollment Instructor	2	\$ 3,500.00
<b>SUB05</b>	Early Childhood Supervisor	1	\$ 450.00
	Early Childhood Supervisor Supplement paid from PreK Funds		
<b>SUB07</b>	School Technology Coordinator	2	\$ 1,600.00
	School Technology Coordinator (Hosford) <i>(for 23-24 SY to provide tech support outside of the school day – 8 hrs. weekly)</i>	1	\$8,700.00
	WIDA Access Supplement	1	\$ 1,000.00
<b>SUB09</b>	Take Stock in Children	****	****
	90% of allocation from Take Stock in Children Grant.		
<b>SUB21</b>	LCHS Cheerleader Sponsor	1	\$ 3,000.00
<b>SUB23</b>	ROTC Instructors	2	\$ 2,000.00
<b>SUB</b>	Teacher of The Year (District)		\$ 1,000.00
<b>SUB</b>	Teacher of The Year (School)		\$ 500.00
<b>SUB</b>	Employee of The Year (Non-Instructional) (District)		\$ 500.00
<b>SUB</b>	Employee of The Year (Non-Instructional) (School)		\$ 250.00
	Benefits are included in the amount listed above. Reimb from Health Dept.		
	** Part time teacher is based on beginning teacher salary times portion of periods working in a day divided by 12. pays will give you the salary. **		
<b>SUBPK</b>	Pre-K CDA Para-Professional Supplement		\$ 450.00
	Must hold a valid CDA license and working in a Pre-K Classroom.		

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<b>ACADEMIC SUPPLEMENTS</b>			
<b>Codes</b>	<b>Position</b>	<b>Number of Employee's</b>	<b>Supplement</b>
<b>SUB02</b>	Vocational Agriculture Teacher	1	<b>2,000</b>
<b>SUB08</b>	District Yearbook Sponsor	1	<b>2,100</b>
<b>SUB15</b>	Sr. Beta Club Sponsor	1	<b>900</b>
<b>SUB16</b>	High School Student Council Sponsor	1	<b>900</b>
<b>SUB17</b>	Garnet & Gold Club Sponsor	1	<b>900</b>
<b>SUB18</b>	Brain Bowl	1	<b>900</b>
<b>SUB19</b>	Senior Coordinator	1	<b>1,200</b>
<b>SUB</b>	Junior Sponsor (Lead-Prom Coordinator)	1	<b>500</b>
<b>SUB</b>	HOSA	1	<b>900</b>

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<b>OTHER SUPPLEMENTS</b>			
<b>Codes</b>	<b>Position</b>	<b>Number of employees</b>	<b>Supplement</b>
<b>SUG01</b>	Hosford Duty Teachers	1	<b>1,500</b>
<b>SUGCI</b>	Custodian Supplement	3	<b>1,500</b>
	Non-Instructional Bus Driver Supplement	1	<b>10,000</b>
<b>SUG33</b>	GED Testing Supplement-Assistant Superintendent	1	<b>2,500</b>
<b>SUG33</b>	GED Testing Supplement-Supervisor of Food Service	1	<b>2,500</b>
<b>SUGEK</b>	Data Entry Clerk---Hosford	1	<b>3,500</b>



## APPENDIX IV

### Payroll Disbursement Dates

- A. Nine month, Ten month, and Twelve month personnel will be paid on the last day of each pay period.**
  
- B. Twelve month personnel will be paid as above except for the month of December which will allow for an early pay day.**

NOTE: Ten Month personnel will be paid on the 13<sup>th</sup> of each month, unless it is on a weekend or holiday, wherein the check will be issued the last working day prior to the 13<sup>th</sup>. For eligible personnel, two payoff checks given in the summer will be paid on the 13<sup>th</sup> of June, unless it falls on a weekend or holiday wherein the check will be issued the last working day prior to the 13<sup>th</sup>.

Nine and Twelve Month personnel will be paid on the last working day of the month, except for the month of December, as indicated in Section B above.

Nine month personnel's summer payoff checks will be paid on the last working day in June.