

# THE SCHOOL BOARD OF TAYLOR COUNTY

AND

## THE TAYLOR COUNTY NON-INSTRUCTIONAL ASSOCIATION (TCNA)

### MEMORANDUM OF UNDERSTANDING

The employer, the District School Board of Taylor County Florida, and the Taylor County Non-Instructional Association, hereby agree to the following

1. That the existing salary schedule has been compressed such that the employees are not best served by the continued use of such salary schedule.
2. That the parties agree that the existing salary schedule shall be abolished effective July 1, 2023.
3. That the District shall make salary adjustments in accordance with the attached "placement schedule". In the future such placement schedule shall be used only to assess proper payment of incoming, new employees based upon their creditable work experience.
4. Together with the adjustments that result from the "placement schedule", the Employer shall provide current employees<sup>1</sup> with a resulting, total salary adjustment (salary increases and steps) of 8%, inclusive of all salary increases received during the 2022-2023 school year. (it is the intent of the parties that the 8% increase be cumulative for the 2-year period, June 30, 2022-June 30, 2024).
5. Both parties acknowledge that the proposal presented by the District may result in increases to some employees in excess of the 8% in total, due to changes in the federal minimum wage law and the District's intent to avoid "leapfrogging" of current employees. (higher wages to new employees rather than current employees)
6. Additionally, all employees who have been continuously employed as a non-instructional employee with the district, as of the date of ratification by both parties, shall receive a bonus from the funds available to the district from the Elementary and Secondary School Emergency Relief Fund (ESSER) according to the attached schedule which provides for payment based upon completed years of service as of July 1, 2023. Such bonus is non-recurring

---

<sup>1</sup> Employees employed as of July 1, 2023.

and will only be available to employees continuously employed by the district as a non-instructional employee. This bonus will be distributed by separate check and not included in a regularly scheduled payroll check.

7. The District agrees to increase the employer health insurance contribution by \$550.00 (total annual contribution \$4,550).
8. Article XIV, Section A, shall be revised as follows:

The salary placement schedule for all non-instructional personnel shall be set forth in Appendix "A".

9. Article XIV, Section B shall be revised as follows:

~~Employees shall be paid according to the revised schedule attached hereto as "Exhibit A". Such schedule incorporates all salary increases tentatively agreed to for 2021 and the steps scheduled for July 1, 2021 and accordingly, steps were waived for 2021. Such waiver shall occur only for the year indicated. All salary increases are retroactive to July 2021. will be negotiated annually.~~

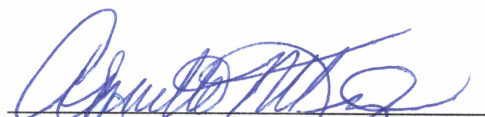
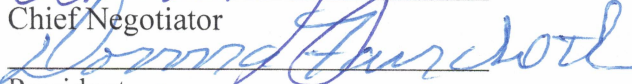
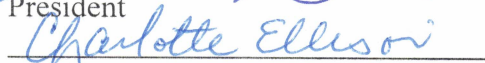
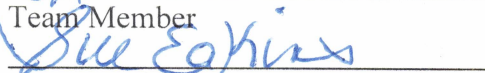
10. Article XIV, section M shall be deleted in its entirety.

It is the intent of the parties that all other provisions of the collective bargaining agreement remain in full force and effect.

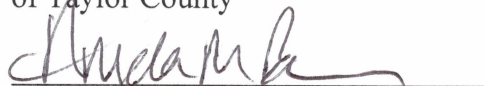
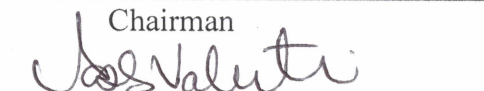
The parties agree that all of the foregoing terms contained herein shall be incorporated into the appropriate contract articles upon negotiation of a new contract.

Dated this 5<sup>th</sup> day of March 2024.

For the TCNA

  
\_\_\_\_\_  
Chief Negotiator  
  
\_\_\_\_\_  
President  
  
\_\_\_\_\_  
Team Member  
  
\_\_\_\_\_  
Team Member

For the District School Board  
of Taylor County

  
\_\_\_\_\_  
Chief Negotiator  
\_\_\_\_\_  
Superintendent  
\_\_\_\_\_  
Chairman  


# 2023-2024 Non-Instructional Placement Schedule

## Para-Professional Placement Schedule

Years of Creditable Experience	A.A. Degree or Equivalent	Para-Professional Certificate Clinic Aide	Behavior Specialist
0-3	\$ 15.90	\$ 15.08	\$ 16.05
4-6	\$ 16.06	\$ 15.23	\$ 16.21
7-9	\$ 16.22	\$ 15.38	\$ 16.37
10+	\$ 16.38	\$ 15.53	\$ 16.53

10 MONTH CONTRACTUAL PERIOD: 197 DAYS/ 7.5 HOURS PER DAY, 1477 TOTAL HOURS

9 MONTH CONTRACTUAL PERIOD: 190 DAYS/ 7 HOURS PER DAY, 1330 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

## Bus Driver / Bus Aide / Crossing Guard Placement Schedule

Years of Creditable Experience	Bus Driver	Bus Aide	Crossing Guard
0-3	\$ 17.25	\$ 15.00	\$ 16.05
4-6	\$ 17.42	\$ 15.15	\$ 16.21
7-9	\$ 17.59	\$ 15.30	\$ 16.37
10+	\$ 17.77	\$ 15.45	\$ 16.53

Contractual Period: 187 DAYS/ 5 HOURS PER DAY, 935 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

Effective July 1, 2024

School Bus Seat Upholster to be paid current minimum wage rate, for hours approved by the Board.

\*\*\* Employees transferring between jobs will receive the percentage adjustment to their hourly rate based on the difference in the base.



# 2023-2024 Non-Instructional Placement Schedule

## Secretarial Placement Schedule

Years of Creditable Experience	Secretary I Clerk Typist	Secretary II Student Services Secretary BBTC	Secretary III, Data Entry, Accounts Payable, Payroll Clerk, Student Services Secretary TCHS	Fiscal Manager Office Manager II	Food Service Secretary
0-3	\$ 15.15	\$ 15.30	\$ 16.05	\$ 16.20	\$ 15.45
4-6	\$ 15.30	\$ 15.45	\$ 16.21	\$ 16.36	\$ 15.60
7-9	\$ 15.45	\$ 15.60	\$ 16.37	\$ 16.52	\$ 15.76
10+	\$ 15.60	\$ 15.76	\$ 16.53	\$ 16.69	\$ 15.92

12 MONTH CONTRACTUAL PERIOD: 260 DAYS/ 8 HOURS PER DAY, 2080 TOTAL HOURS

11 MONTH CONTRACTUAL PERIOD: 225 DAYS/ 8 HOURS PER DAY, 1800 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

## Food Service Placement Schedule

Years of Creditable Experience	FS Manager I & II	FS Assistant Manager	FS Assistant
0-3	\$ 15.75	\$ 15.30	\$ 15.00
4-6	\$ 15.91	\$ 15.45	\$ 15.15
7-9	\$ 16.07	\$ 15.60	\$ 15.30
10+	\$ 16.23	\$ 15.76	\$ 15.45

10 MONTH CONTRACTUAL PERIOD: 197 DAYS/ 8 HOURS PER DAY, 1576 TOTAL HOURS

9 MONTH CONTRACTUAL PERIOD: 190 DAYS/ 7.5 HOURS PER DAY, 1425 TOTAL HOURS

9 MONTH CONTRACTUAL PERIOD: 190 DAYS/ 6.5 HOURS PER DAY, 1235 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

\*\*\* Employees transferring between jobs will receive the percentage adjustment to their hourly rate based on the difference in the base.

# 2023-2024 Non-Instructional Placement Schedule

## Custodial Placement Schedule

Years of Creditable Experience	Head Custodian	Custodian	Grounds
0-3	\$ 15.15	\$ 15.00	\$ 15.00
4-6	\$ 15.30	\$ 15.15	\$ 15.15
7-9	\$ 15.45	\$ 15.30	\$ 15.30
10+	\$ 15.60	\$ 15.45	\$ 15.45

12 MONTH CONTRACTUAL PERIOD: 260 DAYS/ 8 HOURS PER DAY, 2080 TOTAL HOURS

11 MONTH CONTRACTUAL PERIOD: 225 DAYS/ 8 HOURS PER DAY, 1800 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

## Maintenance / Mechanic / MIS Technician Placement Schedule

Years of Creditable Experience	Mechanic Maintenance Journeyman	HVAC	MIS Tech
0-3	\$ 16.50	\$ 17.25	\$ 17.70
4-6	\$ 16.67	\$ 17.42	\$ 17.88
7-9	\$ 16.84	\$ 17.59	\$ 18.06
10+	\$ 17.01	\$ 17.77	\$ 18.24

12 MONTH CONTRACTUAL PERIOD: 260 DAYS/ 8 HOURS PER DAY, 2080 TOTAL HOURS

Any Board approved contractual period that differs from the above shall be compensated accordingly.

\*\*\* Employees transferring between jobs will receive the percentage adjustment to their hourly rate based on the difference in the base.

Any non-instructional employee hired after July 1, 2023 holding an AA degree or equivalent, or who receives an AA degree thereafter, will be paid an annual salary supplement of **\$475.00**. Employees paid according to the Para-Professional placement schedule with AA degree or equivalent, are excluded from receiving this supplement.

# ESSER Retention Bonus

Adjustment	950		
* Years of Service	# of Employees	Amount	Total
0-5	96	\$ 475.00	\$ 45,600.00
6-10	34	\$ 950.00	\$ 32,300.00
11-15	16	\$ 1,187.50	\$ 19,000.00
16-20	16	\$ 1,425.00	\$ 22,800.00
21-25	16	\$ 1,710.00	\$ 27,360.00
26+	23	\$ 1,995.00	\$ 45,885.00
	201		
			\$ 192,945.00
			\$ 210,348.64

Total w/benefits  
 \$ 49,713.12  
 \$ 35,213.46  
 \$ 20,713.80  
 \$ 24,856.56  
 \$ 29,827.87  
 \$ 50,023.83

One-Time Bonus based on continuous years of service as a non-instructional employee with Taylor County School District

\* completed years of service as of July 1, 2023

TA 3/5/24  
 [Signature]  
 [Signature]  
 CE  
 \$E