
ARTICLE 12--COMPENSATION

12.01 Salary and Supplements:

Each EMPLOYEE shall be compensated in accordance with the yearly-differentiated salary schedules shown in Appendix A. Pursuant to F.S. 1012.22, EMPLOYEES who hold an Annual Contract on or after July 1, 2014, shall be compensated in accordance with the Performance Salary Schedule in Appendix A. All newly hired EMPLOYEES with a start date on or after July 1, 2014, shall be initially placed and compensated in accordance with the Performance Salary Schedule in Appendix A. EMPLOYEES on the Grandfathered Salary Schedule holding a continuing contract or professional service contract may opt into the Performance Salary Schedule if s/he relinquishes such contract and agrees to be employed on an annual contract under F.S. 1012.335. EMPLOYEES may opt into the Performance Salary Schedule in the subsequent school year by submitting a written notice to the Office of Human Resources by February 1 each year. Such EMPLOYEES shall be placed on the Performance Salary Schedule and may not return to continuing contract or professional service contract status. EMPLOYEES who opt into the Performance Salary Schedule may not return to the Grandfathered Salary Schedule. Any negotiated increments or salary adjustments shall be paid to EMPLOYEES with Instructional Practice Scores that earn them a Final Evaluation Rating of at least "Effective" as soon as practicable following BOARD approval of any such increments or adjustments retroactive to the EMPLOYEE'S first contract day of that school year. Any increments of further salary adjustments not previously paid and owed to EMPLOYEES based on receipt of their Final Evaluation Rating (Instructional Practice Score and Student Growth Score) shall be paid subsequent to BOARD approval and the date on which EMPLOYEES receive their Final Evaluation Rating retroactive to the EMPLOYEE'S first contract day of that school year. In the event F.S. 1012.22 is repealed or amended, the Parties agree to renew collective bargaining negotiations for this article as soon as practicable. Supplemental differentiated pay shall be indexed to the base pay for 0 years of experience on the Performance Salary Schedule and made in accordance with the appropriate schedule (see Appendices B through F) attached to this AGREEMENT and by this reference made a part thereof:

Supplemental Positions	Appendix B
Differentiated Pay for Instructional Leadership*	Appendix C
Differentiated Pay for School Activities *	Appendix D
Differentiated Pay for Middle School Athletics *	Appendix E
Differentiated Pay for High School Coaching	Appendix F
*If applicable	

Agreed with the stipulation that the conversion chart will remain on the Salary Schedule.

- 12.11 In order to differentiate salary for experience and education, each new EMPLOYEE shall be initially placed on the appropriate experience step of the Performance Salary Schedule in Appendix A based on validated, full-time related experience. Effective July 1, 2014, each new EMPLOYEE shall be limited to a maximum of ten (10) years of validated, full-time related experience. In determining the salary of said new EMPLOYEE, a year's experience may be validated by full-time related service, including sick leave for which compensation was received but excluding all other types of leave, for a total of more than one-half of the number of days required for the normal contractual period of service for the position held. This experience must be within the same school year, but may be in more than one school. A summation of fractional parts of two or more years will not be considered in computing experience. In the event the Florida Legislature requires compensation be paid for all years of experience, the parties agree to negotiate the impact on EMPLOYEES denied compensation under this provision.

If a former EMPLOYEE returns to the bargaining unit, said EMPLOYEE shall be placed on the Performance Salary Schedule using the last salary previously earned in the bargaining unit, based on 196 days, or using the Performance Salary Schedule initial placement experience scale (1 – 10), whichever salary is greater.

CCPS administrators who accept a position classified in 1.02 of this AGREEMENT shall be placed on the Performance Salary Schedule. They shall receive credit for all CCPS classroom and CCPS administrative educational experience. Initial base salary on the Performance Salary Schedule will be determined by using the salary from the equivalent step on the Bachelor's column of the Grandfathered Salary Schedule.

Any compensation for advanced degrees for EMPLOYEES who are compensated per the Performance Salary Schedule in Appendix A will be designated as supplements and must be in the EMPLOYEE'S area of certification.

Each EMPLOYEE's annual salary shall be determined in accordance with the current Salary Schedules in Appendix A of this Agreement provided the EMPLOYEE's Final Evaluation Rating is "Highly Effective or Effective" overall, pursuant to the Florida Statute 1012.34.

- 12.12 Salaries for vocational instructors shall be computed as provided herein. In order to differentiate salary for work experience in the field of assignment, instructors may use work experience in lieu of degree status as required for certification by the Department of Education.

Effective for vocational instructors hired on or after July 1, 2002: The six (6) years of work experience required for initial certification will carry experience credit for differentiated salary. EMPLOYEES with a start date on or after July 1, 2014 shall be limited to a maximum of ten (10) years of work experience for the initial salary assignment in lieu of teaching experience on a year for year basis.

EMPLOYEES who are assigned to the LWITC, ITECH, or Workforce and whose program requires, as determined at the sole discretion of the Superintendent, a year-round assignment shall be employed for 236 days. At the sole discretion and approval of the Superintendent, an EMPLOYEE whose program requires a year-round assignment may, by exception and based on the needs of the school district as determined by the exclusive judgment of the Superintendent, be employed for 250 days. Instructors whose programs do not require a year-round assignment will be employed for 196 days. Programs will be evaluated on an individual basis.

- 12.13 In order to differentiate salary for military experience, the compensation entitlement for JROTC instructors shall be established as follows:

- a. Salaries for all currently employed JROTC instructors shall be calculated as the amount paid in the last full month of employment for the previous year plus a percentage of that amount equal to the average percentage increase in the instructional salary schedule made for the year for which the salary is being calculated.
- b. Salaries for new instructors whose initial date of employment is after June 30 of a given year shall be calculated for the remainder of the initial contract year at the minimum salary required by the military pay formula. In subsequent years, the salaries of these instructors shall be calculated as outlined in paragraph a) above.
- c. JROTC salary shall not be affected by increases in the minimum requirement of the military pay formula unless the salary as calculated in a) above falls below the minimum requirement. If this occurs, an adjustment shall be made to increase the salary to the minimum monthly salary required. Any decrease in the minimum requirement due to an increase in retired pay will not affect JROTC salaries for EMPLOYEES hired before July 1, 2013. Retired pay figures for current EMPLOYEES hired before July 1, 2013, will be frozen to those amounts listed on the current pay figures from first JROTC Region dated February 17, 1984. Minimum Instructor Pay (MIP) for JROTC instructors hired on or after July 1, 2013 shall be calculated using their current yearly retirement pay that reflects any adjusted December increase/decrease.
- d. Other provisions of this article notwithstanding, no JROTC instructor shall be paid at a monthly rate, which is less than that paid to a teacher at the appropriate degree and experience step of the instructional salary schedule in effect at the time. It is hereby understood and agreed that no JROTC instructor shall receive as annual compensation from the BOARD an amount that is less than the annual salary earned by a beginning teacher on the instructional salary schedule (Experience Step 0 for a Baccalaureate Degree).

- 12.14 Due to the critical shortage of teachers residing in the areas of Immokalee and Everglades City, salary will be differentiated for teachers in schools in those areas to the following guidelines:

- a. Additional Experience Credit on the Salary Schedule

An EMPLOYEE assigned to Immokalee and/or Everglades City schools on a full-time basis shall be eligible to receive additional experience credit on the salary schedule, beyond the maximum regularly allowed, for verifiable experience earned outside the district. One year of additional experience credit

shall be granted for each two (2) complete years of full-time service in Immokalee and Everglades City schools, until each year of verifiable experience outside the district is credited or until the EMPLOYEE reaches the final step on the salary schedule, whichever occurs first. Each additional year of experience shall be credited at the beginning of the year following the completion of each two-year period of full-time assignment in Immokalee or Everglades City schools. An EMPLOYEE who voluntarily transfers to a school in other than Immokalee or Everglades City during the year in which additional credit is granted shall forfeit the most recent year of additional credit granted, effective as of the date of transfer. However, an EMPLOYEE who is involuntarily reassigned or transferred to a school in a location other than Immokalee or Everglades City during the second year of the two-year assignment in which additional credit is to be earned shall not forfeit the benefit of this provision.

The EMPLOYEE is responsible to apply on the appropriate form provided by the Human Resources Department for the one-step adjustment with the Compensation Office no later than the last day of the 196-day teacher contract of the school year prior to the adjustment. The EMPLOYEE shall be responsible for the submittal of the proper verification forms. The effective date of the adjustment shall be as of the date the experience is verified, but not sooner than the first day of the EMPLOYEE's contract for the subsequent year.

b. Immokalee/Everglades City Teaching Supplement

EMPLOYEES who teach in Immokalee and/or Everglades City shall receive an annualized index supplement of .025 of the base pay of \$42,810, during any year that they teach in Immokalee and/or Everglades City.

- 12.15 Beginning in the 2008/09 school year, an EMPLOYEE may earn a year of instructional experience in Collier County Public Schools by working full-time, including sick leave for which compensation was received but excluding all other types of leave, for a total of more than one-half of the number of days required for the normal contractual period of service for the position held. No EMPLOYEE may earn more than one (1) year of experience per fiscal year except as provided in subsection 12.014. This provision applies to salary credit only.

12.16

- a. EMPLOYEES shall be paid on a biweekly basis, except the last pay date for each fiscal year shall be the Friday closest to July 12. Although every-other-Friday will generally be payday, some deviations are appropriate. For example, if a payday falls on a holiday when banks are closed, direct deposits will be made on the weekday immediately preceding the holiday.
- b. EMPLOYEES with 196-day contracts will have the option, annually, to be paid in 22 or 26 payments. The first pay date of the contract year will be the first scheduled Friday pay date following the pay period in which the EMPLOYEE has worked a minimum of one day. Those EMPLOYEES who elect the 26-pay option shall receive a lump sum payment of the balance due for their contract year on the 21st scheduled pay date less one (1) period rate which will be paid on the 22nd scheduled pay date.
- c. An EMPLOYEE with a contract length of more than 196 days and less than 250 days will have the option, annually, to be paid according to the number of pay periods in which he works or 26 payments. The first pay date of the contract year will be the first scheduled Friday pay date following the pay period in which the EMPLOYEE has worked a minimum of one day. Those EMPLOYEES who elect the 26-pay option shall receive a lump sum payment of the balance due for their contract year on their next-to-the-last scheduled pay date in their respective contract year less one (1) period rate which will be on the last scheduled pay date.
- d. Beginning 1990-91, 250-day contract EMPLOYEES will be paid in 26 payments. After July 6, 1990, the 26th pay date shall be the Friday nearest July 12.

12.17 Administrative Designee

An EMPLOYEE assigned to a school who is designated by the Principal to assume the administrative responsibilities for the school in the absence of the Principal and all Assistant Principal(s) shall receive a supplement of .030 per year.

- 12.18 Differentiated Pay recognizing the accomplishments of teachers earning certification from the National Board for Professional Teaching Standards (NBPTS) will be administered as follows:
- Any EMPLOYEE in the District holding or receiving National Board Certification on or before June 30, 2011, will be paid an additional 5% through 2019-2020 of the average state teacher's salary per year for the remainder of his/her 10-year National Board Certification.
- 12.19 EMPLOYEES who volunteer and are selected to evaluate high school course work done during Home Education Programs, or during study at private schools from which the district does not accept transfer credit without further validation, shall be paid fifty (\$50) dollars for each one-half credit course so evaluated. Evaluation of a course shall consist of review of the student's program and work, or administration and evaluation of the final exam for the course as given in the school from which credit is sought, as specified in the Pupil Progression Plan.
- 12.20 To conform with F.S. 1012.22, all EMPLOYEES assigned to a Title I eligible school will receive a supplement in the amount of \$200.00 for the school year. If legislation changes and the requirement to provide this supplement is eliminated, the supplement will no longer be paid.
- 12.21 To conform with F.S. 1012.22, all EMPLOYEES assigned to a school that earned a grade of "F" or three consecutive grades of "D" pursuant to Florida Statute 1008.34 will receive a supplement in the amount of \$100.00 for the school year. The supplement will remain in force for one (1) year following an improved grade for that school. If legislation changes and the requirement to provide this supplement is eliminated, the supplement will no longer be paid.
- 12.22 When state statute requires an extended day at identified schools, the following provisions shall be followed regarding payment of EMPLOYEES at the state identified schools:
- Based on the terms of the state requirement, the District shall determine which days will be extended and which EMPLOYEES will be required to work the extended time; and
 - No day shall be extended more than one (1) hour; and
 - For each half (1/2) hour of extension time beyond the 7.5-hour workday, affected EMPLOYEES shall be paid 6.67 percent of their regular daily rate of pay.
- 12.23 If a salary increment/step is negotiated and provided to EMPLOYEES on the salary schedule, any EMPLOYEE on the Grandfathered Salary Schedule that receives a Final Evaluation Rating of Effective or Highly Effective for the immediately preceding school year and is not otherwise eligible to receive a salary increment/step on the salary schedule will receive a supplement of .0333 of the base pay of \$42,810.
- 12.24 Travel Expense: Any EMPLOYEE who must use his personal automobile or otherwise provide his own transportation when on school district business shall be reimbursed by the BOARD according to the amount established by current BOARD policy.
- 12.25 Home to School: Such mileage reimbursement shall not include routine travel to and from the EMPLOYEE's home and the school to which he is assigned.
- 12.26 Itinerant EMPLOYEE: Itinerant EMPLOYEES are those EMPLOYEES who are assigned to more than one (1) school per day. Each EMPLOYEE shall be assigned a home school. The home school assignment for an itinerant EMPLOYEE shall be the school of assignment nearest to his/her residence. It is the EMPLOYEE's responsibility to commute to and from work each day. Therefore, all mileage driven as part of the EMPLOYEE's regular assignment, LESS the round trip commuting mileage between the EMPLOYEE's residence and his home school, is reimbursable.
- 12.27 Other allowable expenses incidental to travel, such as meals and lodging, when on school district business shall be reimbursed by the BOARD in the manner and to the extent provided by Florida Statutes and/or State Board of Education Rules.

12.28 Those EMPLOYEES assigned to Golden Gate Elementary or Golden Terrace Elementary whose regular daily teaching assignment requires travel between the two school sites will be reimbursed for the required travel per the district mileage rate.

12.03 Terminal Pay: Terminal pay will be paid to an EMPLOYEE (or to his beneficiary if service is terminated by death) in accordance with the following conditions:

- a. Any EMPLOYEE shall be eligible to receive his/her daily rate of pay at the time of termination, and/or normal or disability retirement in accordance with the following table:
 - During the first 3 years of service with the School District of Collier County as defined in 12.016 (hereinafter "service" for purpose of this section), the daily rate of pay multiplied by 35 percent times the number of days of accumulated sick leave.
 - During the next 3 years of service, the daily rate of pay multiplied by 40 percent times the number of days of accumulated sick leave.
 - During the next 3 years of service, the daily rate of pay multiplied by 45 percent times the number of days of accumulated sick leave.
 - During the next 3 years of service, the daily rate of pay multiplied by 50 percent times the number of days of accumulated sick leave.
 - During and after the 13th year of service, the daily rate of pay multiplied by 100 percent times the number of days of accumulated sick leave.

12.31 Terminal pay will not be paid for sick leave days transferred into Collier County from another school district. However, sick leave will be charged against transferred sick leave days prior to the charge of sick leave against days earned in Collier County.

12.32 Payment of terminal pay will be made by the district within thirty (30) calendar days following the EMPLOYEE's retirement or termination date. Said payment shall be deposited in a deferred compensation account in accordance with BOARD policy.

12.33 Once terminal pay has been calculated and paid, the EMPLOYEE will have no remaining balance in his sick leave account.

12.34 Terminal pay shall be reduced by 25% for any EMPLOYEE who gives less than 30 calendar days notice prior to retirement or separation. The SUPERINTENDENT may waive this provision. Terminal pay will not be paid to any EMPLOYEE who is terminated for sexual molestation of students or selling controlled substances to students provided all due process rights have been afforded the EMPLOYEE.

12.35 The EMPLOYEE may elect to transfer their terminal leave to another district by designating so on the voluntary separation form. If this designation is not made at the time of separation, the terminal pay will be processed in accordance with BOARD administrative procedure and Florida Statute. Once terminal pay is calculated and paid, the leave is no longer eligible for transfer.

12.36 In calculating terminal pay, the collective bargaining agreement in effect on the EMPLOYEE's last day of work or paid leave, excluding summer school, will be used to determine the appropriate payoff.

12.04 College Credit Reimbursement:

Subject to prior approval of the SUPERINTENDENT's Office, the BOARD will reimburse each eligible EMPLOYEE the actual amount of tuition paid, not to exceed 25% (unless otherwise specified in 12.041) of the average resident tuition rate established by the Florida State Board of Regents for Florida State Universities as of September 1, for any courses taken during the succeeding 12 months for each approved graduate or undergraduate semester hour taken. To be eligible for reimbursement under this provision, EMPLOYEES must have completed three (3) consecutive years of experience in the CCEA Bargaining Unit (except in cases where courses satisfy certification requirements) AND meet one of the following criteria:

- a. accepted to and enrolled in a graduate degree seeking program in accordance with section 12.041, or
- b. as otherwise specified in section 12.041

12.41 Area(s) included are:

- a. Subject area(s) included in the EMPLOYEE's area of assignment or courses specifically related to topics within the district-approved curriculum for said EMPLOYEE, or courses in additional areas of certification as approved by the SUPERINTENDENT including educational leadership.
 - b. EMPLOYEES shall be reimbursed for any courses taken which are necessary for certification in areas designated by the SUPERINTENDENT as critical shortage areas as of February 1 of each year.
 - c. EMPLOYEES who are currently teaching out-of-field or have been assigned out-of-field for a future assignment shall be reimbursed for courses that will lead to certification in the assigned field, excluding assignments where an endorsement will satisfy the out-of-field requirement (reimbursement shall be at 100% of the average resident tuition rate established by the Florida State Board of Regents for Florida State Universities as of September 1).
 - d. EMPLOYEES who take courses that qualify for reimbursement from the DOE shall request reimbursement from that source and shall not be eligible for local reimbursement.
 - e. Graduate level courses required to become an approved dual-enrollment instructor as approved by the SUPERINTENDENT (reimbursement shall be at 100% of the average resident tuition rate established by the Florida State Board of Regents for Florida State Universities as of September 1).
 - f. Courses required to earn an initial Florida Professional Teaching Certificate.
- 12.42 Reimbursement shall not be provided for courses outside the area of education; for example, courses leading to a degree in law, engineering, nursing, real estate, business, courses based on travel, etc.
- 12.43 Courses must be taken from an accredited institution.
- 12.44 Evidence of a grade of "B" or better for each credit hour earned must be submitted within six (6) months of the date of completion. No more than four (4) credit hours per fiscal year will be reimbursed for courses that are not graded via letter grade, but receive grades such as "pass" "complete" or "satisfactory". A receipt indicating the amount paid for the course also must be submitted.
- 12.45 EMPLOYEES will not receive reimbursement when on paid sabbatical leave.
- 12.46 EMPLOYEES will not receive reimbursement for expenses such as per diem, travel, or registration.
- 12.47 Reimbursement for courses taken during the summer shall be paid when the EMPLOYEE returns to work for the next school year. No reimbursement shall be paid to those not employed by the district for the next school year.
- 12.48 EMPLOYEES shall be reimbursed for no more than 12 credit hours per school year, up to a maximum of 36 credit hours total while employed by the District.
- 12.49 The District may pursue grant funding to provide additional tuition reimbursement opportunities. Any reimbursement provided using grant funds shall be distributed in accordance with the grant award stipulations. In the event the grant does not stipulate the manner in which funds for reimbursement are distributed, funds for tuition reimbursement shall be distributed in accordance with the reimbursement rate established in this agreement.

12.05 In-service Compensation for EMPLOYEES Receiving Training:

EMPLOYEES shall be compensated for participation in in-service training activities which are outside of, or in addition to, regular hours of duty assignments or a regular day of a contract period for which regular compensation is provided, provided that the EMPLOYEE is specifically selected or assigned, by name individually and in writing by the SUPERINTENDENT's Office, to participate in the in-service-training activity and be so compensated.

- 12.51 EMPLOYEES participating in in-service training shall be compensated at a rate of \$20 per hour of attendance.
- 12.52 EMPLOYEES who must meet requirements for an ESOL endorsement (300 hours of in-service training or 15 semester hours of college course work) to satisfy the DOE/META Consent Decree shall receive compensation and/or reimbursement for training as follows:

- a. EMPLOYEES who meet all or part of these requirements through college course work shall receive tuition reimbursement as noted in 12.04.
- b. EMPLOYEES who meet all or part of these requirements through in-service training will be compensated for each sixty (60) hour training course at the rate, which would have been reimbursed for the equivalent training through college course work.

12.53 EMPLOYEES who teach math, science, social studies or computer literacy and who must receive either sixty (60) hours of in-service training or three (3) semester hours of college course work to satisfy the DOE/META Consent Decree shall receive compensation or reimbursement for training as follows:

- a. EMPLOYEES who meet these requirements through three (3) semester hours of college course work shall receive tuition reimbursement as noted in Article 12.04.
- b. EMPLOYEES who meet these requirements through sixty (60) hours of in-service training shall attend no less than twenty (20) hours of classroom instruction and complete up to forty (40) hours of independent study. Compensation will be paid for classroom instruction time as noted in Article 12.05.

12.54 EMPLOYEES who must receive eighteen (18) hours of in-service training to meet the requirements of the META/DOE Consent Decree shall attend no less than six (6) hours of classroom instruction and complete up to twelve (12) hours of independent study. Compensation will be paid for classroom instruction time as noted in Article 12.05.

12.06 In-service Compensation for EMPLOYEES Conducting Training:

EMPLOYEES shall be compensated for planning, organizing and conducting in-service-training activities which are outside of, or in addition to, regular hours of duty assignment or a regular day of a contract period for which regular compensation is provided, provided that the EMPLOYEE is specifically selected or assigned, by name individually and in writing by the SUPERINTENDENT's Office, to plan, organize and conduct the in-service-training activity and be so compensated.

12.61 EMPLOYEES conducting in-service-training activities shall be compensated at a rate of thirty (\$30) dollars per hour for each hour the in-service-training activity is conducted.

12.62 EMPLOYEES planning and organizing in-service-training activities, which they will later conduct, shall be compensated at a rate of thirty (\$30) dollars per hour for such planning and organization. The number of hours compensated for planning and organizing in-service-training activities shall not exceed one-half (1/2) the number of hours involved in the in service training itself. EMPLOYEES conducting the same in-service activity more than once within 90 calendar days shall be compensated for no more than one quarter (1/4) of the number of hours involved in the in-service activity itself for each of the activities beyond the first.

12.07 Benefits:

12.71 Eligibility

Eligibility for health insurance coverage and other benefits (including basic life insurance and optional/voluntary benefits) during the duration of this agreement shall be .75 FTE (28.125 hours per week. Specific information on eligibility requirements is contained in the Health Benefits Plan Summary Plan Description (the SPD) available on the Benefits' website.

12.72 Health Insurance

The District shall make a health insurance plan available to eligible EMPLOYEES.

- a. Enrollment and Waiting Periods: The SPD shall stipulate when an EMPLOYEE or his/her dependents may enroll in the health insurance plan. Enrollment may be subject to limitations or other conditions as defined in the SPD.
- b. Plan Benefits: Each year, prior to the annual enrollment period, EMPLOYEES will receive Enrollment information that will outline the benefits offered next calendar year. Information relative to specific health insurance benefits and limitations will be updated regularly and contained in the SPD. In the event there is a conflict between the provisions of the collective bargaining agreement and the SPD, the District's SPD shall control.

c. Health Insurance Premiums:

1. EMPLOYEE Coverage: The BOARD shall provide and fully fund (100% District paid) comprehensive health insurance as defined in the SPD for all eligible EMPLOYEES covered under this section, excluding those grandfathered employees referred to in Section 12.071.
2. Dependent Coverage: EMPLOYEES selecting dependent coverage pursuant to the SPD shall be responsible for the payment of premiums as set on an annual basis. Premiums are effective January 1 and may be adjusted each year during the term of this agreement pursuant to an actuarial recommendation.
3. Annual Premium Adjustment: Each fiscal year, the health insurance premiums shall be set to ensure that the rates are actuarially sound and meet any and all federal, state and other requirements. Premiums for dependent coverage, set for the fiscal year, will begin effective January 1. The premiums may increase annually.

12.73 Cafeteria (Section 125) Plan/Voluntary Benefits

The BOARD shall provide eligible EMPLOYEES a Cafeteria Plan, subject to Section 125 of the Internal Revenue Code, to select benefits provided in the District's Cafeteria Plan. The Cafeteria Plan shall include such benefits as agreed to by the joint Collaborative Study Committee on Employee Health Insurance and Benefits. Premiums for benefits provided in the Cafeteria Plan shall be paid by the EMPLOYEE.

12.74 Life Insurance: Each eligible EMPLOYEE (per 12.071) shall receive term life insurance with a benefit of \$30,000, or one times (1 x's) the EMPLOYEE's annualized salary up to \$100,000, whichever is greater.

12.75 Retired EMPLOYEES shall be permitted to participate in the basic health care plan with any primary coordinating coverage offset at no cost to the BOARD. EMPLOYEES retiring during the current school year will be accepted into the plan within 30 days of their retirement date.

12.76 It is the responsibility of the eligible EMPLOYEES to report in writing, or by the use of e-mail, within thirty (30) days, any change in marital, dependent or any other status for the purpose of updating insurance records for the District's Benefits Office.

12.77 CCEA shall be afforded the opportunity to name three (3) representatives to a joint ASSOCIATION/Administration committee, which shall meet quarterly to review and make recommendations to the SUPERINTENDENT regarding EMPLOYEE insurance benefits.

The mission of the health care program shall be to achieve the following four goals:

- a. Ensure financial access to clinically efficacious health care services for plan participants
- b. Protect plan participants from extreme financial hardship due to major health care needs
- c. Minimize the total cost of the health plan over the long term
- d. Simplify, wherever possible, the administrative burden of the health plan

12.78 The joint ASSOCIATION/Administration committee will convene no later than November 15 of each year to make recommendations to the SUPERINTENDENT regarding EMPLOYEE insurance benefits. The ASSOCIATION will provide names of their three representatives to the district's Benefits Office no later than October 1 of each year. The committee will provide a list of consensus recommendations and the related estimated costs to the SUPERINTENDENT for his/her considerations no later than February 15 of each year for implementation in the following plan or program year.

12.08 Paid Holidays: Less than 250-day EMPLOYEES shall receive six (6) paid holidays.

12.09 Sick Leave Buyout: At the discretion of the EMPLOYEE and the annual approval of the BOARD, accumulated personal sick leave may be purchased by the BOARD under the following conditions:

- a. A minimum balance of twenty (20) days must be maintained at all times

- b. The maximum number of days eligible for purchase by the BOARD shall be in accordance with F.S. 1012.61(2) (a) (3).
- c. The purchase price of the sick leave days purchased shall be set at the EMPLOYEE's current daily rate of pay multiplied by 50% for an EMPLOYEE with zero (0) to twelve (12) years of experience in Collier County and by 80% for EMPLOYEES with thirteen (13) or more years of experience in the Collier County Schools. Experience is defined in Article 12.016.
- d. Days for which an EMPLOYEE receives payment will be deducted from the accumulated leave balance at 100% value even if restricted by item (c) above.
- e. All payments made under this section will be considered as salary and, therefore, be subject to federal income tax and social security tax.
- f. Application letters must be submitted to the Human Resources/Compensation Office prior to June 30th of each year to be paid the following school year and must include the total number of days requested. In calculating buyout pay, the collective bargaining AGREEMENT in effect at the time the EMPLOYEE elects the buyout provision will be used to determine the appropriate pay. The EMPLOYEE may choose between payment either in the first contractual pay period in the fall or the first pay period in January in the following school year.

12.10 Fingerprinting of EMPLOYEES

The BOARD shall pay the FBI processing fee only for EMPLOYEES hired by the District prior to October 1, 1990, and required to have a criminal background investigation (reference FS 1012.32(3)(a)) as amended, 231.1725 and 231.28). This provision does not apply to EMPLOYEES who have a break in service. The District will provide the ASSOCIATION with general guidelines as to the disposition of any negative findings as a result of this provision.

12.11 EMPLOYEES Directed to Substitute for another EMPLOYEE

Each EMPLOYEE who is directed by his Principal to substitute in an instructional capacity or to proctor assessments during his/her planning period block in the absence of another EMPLOYEE shall receive a stipend as follows:

Minutes	Stipend
≥ 15 & <41	\$20
≥ 41 & <81	\$30
≥ 81	\$45

When a class is divided among other classes in the absence of another EMPLOYEE, then each EMPLOYEE receiving students shall receive the proportionate amount (proportion determined by the number of teachers) of the below stipend as follows:

Minutes	Stipend
≥ 15 & <100	\$45
≥ 100 & <200	\$85
≥ 200	\$125

- 12.12 Upon request, the district will provide each EMPLOYEE with a separation packet including benefits and procedures due upon termination or retirement. This packet will be provided to the EMPLOYEE, upon their request, within 45 calendar days of notification of the EMPLOYEE's intention to retire or terminate and will include:

- 1. Daily/hourly rate of pay
- 2. Current status if sick leave accrual

3. Explanation of options to continue health insurance
4. All necessary forms for the Florida Retirement System, if eligible for retirement

12.13 When processed by the Office of Human Resources, the BOARD will waive the fee associated with adding a Reading, Gifted, and/or Autism Endorsement to the EMPLOYEE's Florida Teaching Certificate.