

**HILLSBOROUGH CLASSROOM TEACHERS ASSOCIATION
AND
SCHOOL BOARD OF HILLSBOROUGH COUNTY**

**2015-2018
PROPOSED ESP LANGUAGE CHANGES**

1.2.2 Clerical Bargaining Unit

Included:

Accounting Clerk I	Maintenance Unit Clerk
Accounting Clerk II	Micrographics Clerk
Accounting Clerk III	Micrographics Technician I
Admin. Services Specialist	Micrographics Technician II
Admin. Svcs. Spec., Sr.	Migrant Recruiter
Braille Transcriber	Ofc. Network Computer Spec.
Call Center Support Rep. 1	Personnel Clerk
Call Center Support Rep. 2	Procurement Assistant
Call Center Support Rep, Sr	Property Control Clerk
Central Place Specialist 1	Purchasing Tech.
Central Place Specialist 2	Receptionist 2
Central Place Specialist 3	Registrar
Clerical Trainee	Safety Clerk
Clerk I	School Bookkeeper I
Clerk II	School Bookkeeper II
Clerk III	Secretary I
Clerk IV	Secretary II
Computer Operator	Secretary III
Control Clerk	Senior Computer Operator
Customer Service Rep.	Sr. Maintenance Unit Clerk
Data Preparation Operator II	Sr. Micrographics Technician
Data Processor	Site Survey Technician I
Department Representative	Switchboard Operator
Executive Secretary	Visual Aids Library Spec.
	Word Processing Operator

Excluded:

All other employees of the employer including managerial employees defined by the Act and confidential employees specifically defined as: Executive Secretary and Secretary III in the Office of the Superintendent, Executive Secretary to the Chief Negotiator, Administrative Secretary, Executive Secretaries to the General Managers and Managers presently serving on the employer's collective bargaining, negotiating and consulting teams, Secretary IIIs to Supervisors presently serving on the employer's collective bargaining consulting team, Secretary IVs (Elementary School Personal Secretaries, Middle School Personal Secretaries, and Senior High School Personal Secretaries).

1.2.3

Paraprofessional Bargaining Unit

Paraprofessionals shall be identified as instructional or support. Requirements of No Child Left Behind shall be the determining factor for distinguishing between the two types of paraprofessionals. For the purpose of unit loss, layoff, and seniority, Group B shall be treated as one department.

Group B

Includes all paraprofessional job titles on Paygrade 14 except those listed in Group O. This includes: ~~but is not limited to: Kindergarten aide, PEP/LIFT, SWP Aide, Speech Records Aide, Title I Aide, Exceptional Student Education Aide, Work Evaluator Aide/VOC. I.A. Aide, Social Worker Aide, ILAP Aide, Social Service Aide, Support Services Aide.~~

ATOSS Aide
Dropout Prevention Aide
Parent Liaison Aide
Social Service Aide
Speech Aide

Speech Records Aide
Teacher Aide-Adult
Teen Parent Aide
Title I Aide
Vocational Aide

Others

(Separate pool for each job title listed below – No Grouping)

Advanced Kindergarten Para	One-On-One Attendants
Alternative Education Aide	Paraprofessional (non- ESE)
Assistant Teacher	Paraprofessional 1, ESE
Attendant, ESE*	Paraprofessional 2, ESE
Attendant, Bus Rider	Paraprofessional 3, ESE
ATOSS Aide	Parent Liaison Aide
Attendance Monitor	PH Attendant*
Autistic Aide	Physical Therapist Assistant
Bilingual Int BD Lvl Translator	Pre K Aide
Bilingual Aide	SED Aide*
Braille Specialist	SLH Edu Interpreter Aide
Computer Lab Aide	SLH Interpreter
ECLC Aide	Speech Aide
ECLC Instructor	Speech Language Assistant
EELP Attendant*	SPMH Aide*
Headstart Aide	SPMH Attendant*
Headstart Instructor	Teacher-Adult Aide
Health Assistant	Teen Parent Aide
Health Transp. Aide, Headstart	TMH Aide*
Hearing Technician	TMH Attendant*
IEP Assistant	Tutor Companion Aide
Kindergarten Assistant	Unique Needs Aide
LPN	Unique Needs Attendant
Certified Occupational Therapist Asst.	Visually Handicapped Aide*
One-On-One Aides,	Vocational Placement Advisors

- 9.2.3 The work day for **full-time permanent ESE Paraprofessionals (Paraprofessional 1,2,3), IEP Assistants, Assistant Teachers, and Aides**, shall be seven hours and thirty minutes including a thirty minute duty-free, paid lunch. ~~ESE shall be seven hours and thirty minutes including thirty minutes duty-free, paid lunch.~~ Paraprofessionals, **IEP Assistants, Assistant Teachers, and Aides** are not entitled to breaks.
- ~~9.2.4 The work day for Instructors, IEP Assistants, and Assistant Teachers shall be seven hours and thirty minutes including thirty minutes, duty-free, paid lunch. Instructors, IEP Assistants, and Assistant Teachers are not entitled to breaks.~~
- 9.2.54 ~~The work day for ESE Attendants employed before July 29, 1991, shall be seven and one-half hours excluding their non-paid lunch period. The work day for ESE Attendants employed after July 29, 1991, shall be seven hours excluding their non-paid lunch period.~~ The work day for **ESE Attendant Riders Bus Rider Attendants** shall be a guaranteed minimum of **five six** hours excluding their non-paid lunch period. Required work time beyond the **five six** hour minimum shall also be paid.
- 9.2.65 The work day for Hearing Technicians shall be seven and one-half hours excluding their non-paid lunch period. **Hearing Technicians shall receive two 15-minute breaks.**
- 9.2.76 The work day for Physical Therapy Assistants, Health Assistants, LPNs and Occupational Therapy Assistants shall be eight hours including their paid lunch period.
- 9.2.87 The work day for **non-ESE Paraprofessionals and Vocational Placement Advisors** shall be eight hours excluding their non-paid lunch period. **Non-ESE Paraprofessionals and Vocational Placement Advisors shall receive two 15-minute breaks.**
- ~~9.2.9 Each full-time paraprofessional shall be provided a minimum of thirty minutes for duty-free lunch period.~~

~~9.2.10 All full-time ESE Attendants, Hearing Technicians, and Vocational Paraprofessionals, shall receive two fifteen-minute paid breaks within their regular paid work hours.~~

9.2.118 Paraprofessionals shall be notified of their tentative schedule, or grade level assignment for the ensuing year as soon as the master schedule is prepared. In addition, they will be notified of any changes in their tentative program, schedule, or grade level assignment for the ensuing year, including the school to which they will be assigned, as soon as practicable.

9.2.129 Changes in assignment within groups of paraprofessionals may be made at the discretion of the principal at the beginning of each school year. Changes in assignment within groups during the year shall only be made due to extenuating circumstances.

9.2.1310 Changes in assignment from one paraprofessional group to another shall only be made if both the principal and the paraprofessional agree to the change.

9.2.1411 ESP assignments shall be made without regard to race, creed, color, national origin, sex, marital status, or membership in any organization. Qualifications and experience levels of ESP employees will be given consideration in terms of school, schedule, program, or grade level assignment.

9.2.1512 The length of day for ESP employees is the same on non-student days as it is on regular student days. However, school-based ESP employees shall be allowed to use compensatory time, personal day time, vacation time, and/or non-paid personal time on these days in order to match the work day of teachers.

9.2.1613 Schools shall not schedule conference nights or open house on the second Thursday of any month except in a case of emergency. The exception must be approved by the Assistant Superintendent for Administration.

9.2.1714 Sign in/out procedures for ESP shall be uniform across the district.

- 11.2.1 Each ESP shall be assessed on their overall work performance once a year in April. Evaluations shall also occur for ESP employees in the Career Observation process (see Section ~~13.1.2~~12.3). ESP employees shall complete a self- evaluation annually. The self-evaluation shall occur no later than the first week in April of each year.
- 11.3.1 ESP shall be evaluated according to the currently approved evaluation ~~form~~ **instrument** for clericals and paraprofessionals. This shall be the ~~only~~ **exclusive** form used for all **performance** evaluations. Prior to the written assessment, ~~each individual~~ **the ESP** shall be informed of the criteria and ~~the~~ procedure to be used.
- 12.2.2 ESP employees who are promoted shall serve a six month promotional observation period. This promotional observation period may be extended for up to six additional months following the procedures as set forth in ~~13.1.1, 13.1.2 and 13.1.5~~ Career Observation, **12.3**.
- 17.1.3 With the exception of sick leave, all other requests for leave, paid or non-paid, must be submitted to the site administrator on the appropriate form(s). The site administrator is responsible for timely submittal of leave forms to the Division of Human **Resources**.
- 17.8.9 The Board shall continue to provide **its portion of** the employee's health and life insurance when the ESP is on any approved Workers' Compensation leave.
- 17.15.2 The Board shall provide **its portion of** the employee health and life insurance when the ESP is granted any extended health leave. However, this obligation shall not extend past the end of the fiscal year in which the health leave was initially granted. For leave extending past end of fiscal year, please see Section 24.1.6. This language in no way infringes upon or diminishes the rights of covered employees under the FMLA.

17.17.2 The Board shall provide **its portion of** the employee health and life insurance when the ESP is granted an extended maternity leave. *******However, this obligation shall not extend past the end of the fiscal year in which the maternity **leave** was initially granted. For maternity leave extending past this time, please see Section 24.1.6. This language in no way infringes upon or diminishes the rights of covered employees under the FMLA.