

**Article XXI**  
**COMPENSATION**

21.07 Employees are to be given credit for previous experience according to the following plan and consistent with the provisions of the negotiated salary schedule:

- A. Beginning with the ~~1996-97~~ 2018-2019 school year, credit for one year's experience shall be given for each year of teaching or administrative experience in any state or regionally accredited public school (K-12), junior or community college, or university (graduate assistant experience shall not be counted). Credit shall also be given for teaching or administrative experience in schools outside the U.S., including a U.S. government-sponsored military base school, upon a determination by the District that such schools have the equivalent of state or regional accreditation. The affected employee shall be responsible for providing the District's Instructional Section of the Human Resources Department with the necessary documentation of such experience and the determination of the District shall be final. The deadline to provide the documentation of experience is no later than the end of the semester in which they hired.
- B. Credit for up to three (3) years of wartime military experience or three (3) years of instructional experience in the military related to the employee's instructional assignment shall be granted to employees hired after July 1, 1979. Wartime military experience shall be as defined in Sections 238.06 and 121.021(20), F.S. Employees receiving or eligible to receive credit for military experience prior to July 1, 1979, shall receive such credit.
- C. Credit for one year's experience is to be given for a major portion of a year's work (i.e., ½ plus one day). Out-of-state and Florida experience which occurs during the same school year may be combined.
- D. Part-time employees will receive credit for one year's experience when working over fifty (50) percent of the hours required for full-time employees (including sick leave); however, only one year of service may be earned during one school year.
- E. Credit for one year's experience shall be given for each year of verified work experience above that required for vocational certification. ~~For full-time employees appointed after August 1, 2002, the maximum credit given under this provision is ten (10) years.~~
- F. The president of the LCTA shall be granted credit on the salary schedule for years served in that office.
- G. Private School Experience Credit.
  1. Beginning with the 2005-2006 school year, and subject to the provisions in paragraphs 2, 3, and 4, credit is allowed for teaching experience at private schools or institutions that have Southern Association of Colleges and Schools, Western Association of Schools and Colleges, Northwestern Association of Schools and Colleges, North Central Association of Schools and Colleges, New England Association of Schools and Colleges, or Middle States Association of Colleges and Schools accreditation. Credit shall also be allowed for certified teaching experience at schools or institutions with accreditation from agencies equivalent to that provided by the Southern Association of Colleges and Schools such as the National Academy of Early Childhood Programs, the Florida Council of Independent Schools, the Association of Independent Schools of Florida, the Florida Catholic Conference, and the Florida Association of Christian Colleges and Schools.
  2. Credit shall be awarded to employees who held a valid Florida Teacher's Certificate while employed in the appropriate area with an accredited Florida private school.
  3. Beginning with the 2005-2006 school year, teachers who did not hold a valid Florida Teacher's Certificate while employed in a private school or institution shall be awarded credit for each year of private school teaching experience earned in the state of Florida or outside the state, after satisfying the following conditions.
    - a. The employee must establish eligibility for and be granted a Florida Teacher's Certificate.
    - b. The employee must complete one year of satisfactory District teaching service and be reappointed to a District instructional position for the following year.
    - c. The employee must have held a Bachelor's degree during the private school teaching experience.
    - d. Credit will be awarded only for those years of teaching experience during which a private school or institution was accredited by an agency recognized in paragraph 1.  
An employee seeking credit for private school teaching experience under this section is responsible for providing all documentation required in order to verify that the experience meets the conditions described herein.

4. Experience credit granted under this section, and any accompanying salary increase, will be awarded effective the beginning of the contract year after which the employee satisfies all conditions in sections a. through d. but not before the beginning of the 2006-2007 school year.
- H. Beginning with the 1989-90 school year, credit shall be allowed for experience as a psychologist, social worker, counselor, and for exceptional student education personnel, in public or private state-accredited hospitals, state-certified group homes for children or adults, or public or private rehabilitation centers, mental health institutes, or other similar organizations providing Medicare or Medicaid-approved services to children or adults, as well as in the Departments of Education and Children and Family Services or equivalent state or federal agencies. Such credit shall also be allowed for experience as a speech-language pathologist in the referenced organizations, beginning with the 2004-05 school year.
- I. Beginning with the 2000-2001 school year, credit may be provided for professional experience in the field of education other than that described elsewhere in this section. Such experience gained from employment in areas such as educational materials development and education publishing, or with professional education organizations or education agencies or institutions, shall be evaluated by the District for its comparability to experience for which credit is granted under other provisions of this section.

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COMPENSATION**

21.18 Method of Salary Payment.

A. The District will provide pay to employees exclusively through direct deposit of the amounts owing to the employees each payday into an account at a financial institution as designated by the employee. ~~Employees will be provided with an option to access their pay from one or more financial institutions without the necessity of opening an account at that institution.~~

B. ~~Ten-month and Twelve month employees have the option of being~~ will be paid their annual salary in ~~either 10 or 12 equal monthly payments. Employees may exercise this option by filing the appropriate forms with their site administrator prior to the end of the second preplanning day. Employees hired after the first day of the employee contract year will have up to five (5) days to determine their payment option. The payment preference decision is irreversible for that school year, but may be revisited annually. Employees who do not make a timely choice will be paid on a 12-payment basis. All employees assigned to year-round tracks in schools shall be on a 12-month pay cycle.~~

C. Ten-month employees who are paid on a 12-payment basis will have their annual pay divided into twelve (12) equal monthly payments to be made on the last workday of the month beginning in August through July of the following year. The first pay period will be set by the Board. ~~For employees who choose the 10-payment option, the Board will establish pay dates.~~

D. ~~Benefits will not be deducted from the first and last payments for employees on the 12-payment option. June and July checks for 12-payment option employees will be delivered to their cost centers for distribution on the last workday of June or July. Employees may choose to have these checks mailed to their home address.~~

E. Paychecks being delivered to employees not actively working, such as may occur when the final pay date is subsequent to the last day the employee works, will be mailed to the address designated by the employee or, if requested in writing, released to a designated individual.

F. Payroll dates for employees shall be listed on the District website.

**Article XVI**  
**PAID LEAVES**

16.02 Employees may be credited with sick leave earned while employed by a State of Florida agency, a Florida public university, or a Florida district school board, provided at least one-half of the leave is established while employed by the Leon County School District. Sick leave may only be transferred to the Leon District if a written request for such transfer is submitted to the District within ~~ninety (90)~~ one hundred twenty (120) calendar days of a person's initial employment with the District or within ~~ninety (90)~~ one hundred twenty (120) calendar days of such sick leave becoming available for transfer. New employees shall be provided written notification of this deadline.

**ARTICLE VII**  
**PROFESSIONAL ASSIGNMENTS AND WORKING CONDITIONS**

7.12 Teachers shall make every reasonable effort to timely enter their grades in FOCUS. Teachers shall have a minimum of two (2) working days at the end of each grading period to submit grades. The final grading period of the year shall be excluded from the above provision.

**Teacher Salary Supplements  
Academic**

ROTC- percentage of supplement base: 6%  
supplement amount: \$1,830

**UNPAID LEAVES**

15.01 Unpaid Leaves of More than Ten Days.

- A. An unpaid leave of absence for more than ten (10) days may be granted at the discretion of the Board, upon affirmative recommendation of the Superintendent, provided that a qualified replacement is available. Except under compelling circumstances, such leave shall not be granted to annual contract employees.
- B. Application for such leave must be made to the principal/site administrator ordinarily at least forty (40) days prior to its commencement and shall include information regarding the purpose and length of the leave. In the interest of continuity in the instructional program, such leaves shall normally be taken in semester increments.
- C. Leave granted under this section shall be limited to two (2) years within a five-year period with the following exception: An employee who wishes to serve in public office may request an exception to the two-year unpaid leave limitation in accordance with the provisions of this section.
- D. Reasons for such leave shall include personal health problems, including rehabilitation and regeneration. Employees may accept gainful employment during such leave to include but not be limited to Peace Corps, religious reasons, Vista, teacher-exchange programs, and work with other government agencies.
- E. An employee granted a leave under this section shall notify the Superintendent, through his/her principal/site administrator, in writing of his/her intent to return or to seek additional leave as follows for leaves granted for:
  - The Fall semester, during the period from October 15 through November 15;
  - The Spring semester or one school year, during the period from February 15 through March 15; or
  - Periods other than a semester or school year, during the period from twenty (20) to forty (40) days prior to the end of the leave.Failure of the employee to so notify the District, absent verifiable documentation of unusual and compelling circumstances, will be considered as abandonment of position and the employee shall be considered to have resigned from his/her position with the District.
- F. An employee granted leave under this Section shall not receive any portion of his/her supplement pay.