

A  
Collaborative  
Effort  
Of

The  
Putnam  
County  
School  
District

And

The  
Putnam  
Federation of  
Teachers /  
United

# Classified Employees

## Career Ladder

Putnam County School District  
David M. Buckles  
Superintendent

Revised: April 2003, May 2005

Putnam County School District  
Career Ladder for Classified Employees

Preamble:

In an effort to provide professional development opportunities to all classified employees, the Putnam County District School Board and the Putnam Federation of Teachers/United present the following **Career Ladder**. Both parties agree that this document will be reviewed and revised annually by a similar joint committee.

## General Provisions/Opportunities

All classified employees are eligible to participate in the Career Ladder. Advancement on the ladder will be credited at the following rates:

### **\$.45**

- Successful completion of an approved job related career ladder;
- Successful completion of approved job-related in-service;
- Twenty-four (24) hours of satisfactory of college credit at an accredited institution.

### **\$.60**

- Forty-eight (48) hours of satisfactory college credit from an accredited institution.

### **\$1.20**

- Sixty (60) hours of satisfactory college credit from an accredited institution or hold an Associate Degree.

### **\$1.50**

- One hundred twenty (120) hours of satisfactory college credit from an accredited institution or hold a Bachelor's Degree, \$1.50 will be added to their rate of pay.

The following general provisions apply:

1. Participation in this program is voluntary.
2. Participation will occur beyond an employee's regular work day with the exception of district in-service/staff development days.
3. All career ladders will consist of no less than forty (40) hours of training.
4. For payroll purposes, increases will be effective upon submission of documentation. It is the employee's responsibility to maintain and submit the appropriate documentation to the Human Resources Department.
5. Employees may submit in-service points as the basis of the hourly incentive pay. The incentive will be added to the salary of an employee who completes 480 in-service points.
6. Employees may submit a combination of job-related military training, vocational training, in-service points including on-line training such as HowtoMaster.com, or academic credit in order to earn the incentive pay. The following conversions will apply:

1 hour training= 1 in-service point

20 in-service points= 1 hour college credit

7. ***Any employee who is eligible for more than one incentive will earn the higher of the incentives.***

*Refer to page 3 for Career Ladder Opportunities*

***In addition to college credit  
and in-service points, the  
following career ladder  
programs have been agreed to  
for specific job categories:***

## **Custodial**

Custodian Assistant  
Custodian  
Head Custodian

### **Custodian Advancement Program**

This advancement program is offered to all custodians who are full time employees. Upon successful completion, an hourly increase of \$.45 will be added to the employee's base rate of pay.

**Employees will attend designated continuing education programs to retain certification. This continuing education will consist of two (2) updates annually.**

*Refer to page 3 for Career Ladder Opportunities*

## Transportation

Bus Aide  
Tire Repairman  
Mechanic  
Parts Clerk  
Bus Driver  
Student Safety Specialist

### Transportation Mechanics

Transportation mechanics may choose to certify in any or all of four (4) areas recognized by the Florida Association for Pupil Transportation (FAPT)

- Master Repair Technician;
- School Bus Inspector Trainer;
- School Bus Inspector;
- Vehicle Service Technician.

Employees will receive an increase of \$.25 per hour per certification with a maximum increase of \$1.00 per hour above the employee's base rate of pay.

**Recertification is encouraged. A lapse in certification will result in a loss of the incentive pay.**

*Refer to page 3 for Career Ladder Opportunities*

## **Food Service**

Food Service Helper  
SFS Worker/Assistant  
Assistant Food Service Manager  
Satellite Assistant SFS Manager

### **Management Training**

The School Board will post notice at all worksites of training available for food service workers who have a desire to advance to the level of Assistant Manager or Manager. The training may include but is not limited to:

Inventory Control  
Record keeping  
Management Skills  
Nutrition Education  
Sanitation  
Federal, State and District Regulations  
Public Relations  
Personnel Relations  
Safety

### **Food Service Course of Study**

Information on the Food Service Course of study will be provided to food service workers at the beginning of each academic year. Continuing Education Units (CEU's) will be awarded for the successful completion of the approved training. Upon successful completion of the approved training, an hourly increase of \$0.45 will be added to the employee's base rate of pay.

**In order for the employee to continue to earn the hourly increase, the employee must earn 45 CEU's every three (3) years.**

*Refer to page 3 for Career Ladder Opportunities*

## **Clerical/Secretarial/Data/Business**

Clerk Typist

Clerk

Data Entry Operator

Secretary

Account Clerk

Assistant Payroll Clerk

Bookkeeper

Employee Benefits Specialist

Personnel Specialist

Senior Data Entry Operator

Statistician

Computer Systems User Educator

Operations Specialist

HowtoMaster.com

*Refer to page 3 for Career Ladder Opportunities*

## **Classroom Support**

Child Care Worker  
Child Care Support Assistant  
Parent Educator  
Pre-K Associate  
Job Coach  
Attendance Officer  
Outreach Recruitment Specialist  
Migrant Ed. Advocate/Recruiter

### **Paraprofessional (Instructional Assistant)**

Passing the Parapro Assessment test with a score of 464 or higher will receive the \$.60 incentive pay.

### **CDA**

Those support employees for whom a CDA is not a prerequisite of employment will receive the \$.45 incentive pay upon completion of the CDA course of study and submission of the necessary documentation.

*Refer to page 3 for Career Ladder Opportunities*

## **Maintenance**

Worker

Deliveryman

Installer/HVAC Filter

Maintenance Worker/Maintenance Specialist

HVAC Specialist

Equipment Mechanic

*Refer to page 3 for Career Ladder Opportunities*

## Technology/Trades

Painter/Lead Painter  
A/C & Refrigeration Mechanic  
Electrician/Electrician Technician  
Carpenter  
Plumber  
Tradesworker  
Cabinet Maker/Lead Cabinet Maker  
Audio-Visual Technician  
Media Technician

## Licensure

Any employee who obtains an optional license in his/her field will receive the following incentives:

- Journeyman= \$.45
- Master= \$.90

*Refer to page 3 for Career Ladder Opportunities*

## **Professional**

CNA  
LPN  
RN

*Refer to page 3 for Career Ladder Opportunities*

2003-2004 School Year

**PROFESSIONAL OPPORTUNITIES PROGRAM  
SALARY UP-GRADE REQUEST**

Appendix "B"  
Classified Contract

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
School \_\_\_\_\_ Position \_\_\_\_\_

*Check appropriate line*

- A. \_\_\_\_\_ \$ .25
- \_\_\_\_\_ \$ .45
- \_\_\_\_\_ \$ .90
- B. \_\_\_\_\_ \$ .60
- \*\* \_\_\_\_\_ \$ .15
- C. \_\_\_\_\_ \$ 1.20
- D. \_\_\_\_\_ \$ 1.50

**It is the responsibility of the employee to complete this application in order for the new rates to be applied**

- A. For those classified employees providing documentation of completion of any of the career ladders offered in the new Handbook.
- B. For those employees providing documentation of the following, \$0.60 will be added to their hourly rate of pay:
  - 1. Forty-eight (48) hours of college credit from an accredited institution, or
  - 2. For paraprofessionals, pass a state-approved certification exam.
 \*\* (See Memorandum of agreement for CDA's)
- C. For those employees providing documentation of the following, \$1.20 will be added to their hourly rate of pay:
  - 1. Sixty (60) hours of satisfactory academic college credit from an accredited institution, or
  - 2. Hold an Associate Degree
- D. For those employees providing documentation of the following, \$1.50 will be added to their hourly rate of pay:
  - 1. One hundred twenty (120) hours of satisfactory academic college credit from an accredited institution; or
  - 2. Hold a Bachelor of Arts or Bachelor of Science Degree.

**This form must be returned to Human Resources**  
**Incomplete forms may cause a delay in your upgrade**

(Note: Any employee of the District who is currently receiving an incentive pay prior to December 9, 2002, will not lose any of the said incentive.)

**FOR OFFICE USE ONLY**

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Signature of Director of Human Resources \_\_\_\_\_ Date Approved \_\_\_\_\_  
CC: Payroll \_\_\_\_\_  
Employee \_\_\_\_\_  
Personnel file \_\_\_\_\_  
Effective date: \_\_\_\_\_

## Memorandum of Agreement

The Putnam Federation of Teachers/United and the District School Board of Putnam County agree to the following:

To apply the Professional Opportunities Program/Career Ladder Plan as designed by a joint committee. We acknowledge that this plan is to be reviewed annually by a joint committee and is subject to revision at that time.

Sharon Hughes  
Putnam Federation of Teachers/  
United  
Date 8-11-03

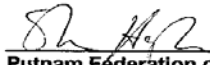
Ray M. Cant  
District School Board of Putnam  
County, Florida  
Date 8/11/03

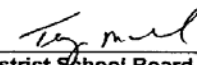
CC: Mr. David Buckles  
Mr. John Theobald  
Ms. Sharon Hughes  
Mr. Tony Thompson

## Memorandum Of Agreement

*The Putnam Federation of Teachers/United and the District School Board of Putnam County agree to the following:*

Those classified personnel who were receiving a CDA Supplement of \$.68/hour prior to December 9, 2002 will receive an additional \$.15/hour upon successful completion of the ParaPro exam.

  
\_\_\_\_\_  
Putnam Federation of Teachers  
United

  
\_\_\_\_\_  
District School Board of  
Putnam County, Florida

6/18/03  
\_\_\_\_\_  
Date

6/14/03  
\_\_\_\_\_  
Date