

ARTICLE VIII – WORKING CONDITIONS

A. WORK DAY

1. Support Personnel shall report to their assignment stations at the appropriate time. Within the workday, Support Personnel will be available at all reasonable and appropriate times to attend meetings and programs.
2. The normal workday for sSupport pPersonnel is an eight (8) hour day. This does not preclude the establishment of a four (4) day, ten (10) hour per day workweek.

B. LUNCH AND BREAKS

1. All Support Personnel working 8 hours a day will have a total break time of 60 minutes. School based Support Personnel will have a duty-free lunch of not less than 25 minutes and two (2) breaks (not less than 15 minutes) equating a total of sixty (60) minutes. Non-school based Support Personnel will have either a 60-minute lunch break or a lunch break of not less than 25 minutes and two (2) breaks (not less than fifteen (15) minutes) equating a total of sixty (60) minutes. This shall be implemented through an administratively developed and implemented equitable rotation system utilizing all personnel as necessary.
2. Support Personnel working at least 6 hours, but less than 8 hours will be entitled to a total break time of 30 minutes.
3. Support Personnel working at least four (4) hours but less than 6 hours a day will have one (1) 15-minute break.
4. Should Support Personnel be required to work during their duty-free lunch, every effort will be made to provide release time equal to the time that they are scheduled to work. If it is impossible to provide that release time, then they will be compensated monetarily for the loss of this time.

C. LEAVING THE WORK SITE

1. Support Personnel may leave the work site during their break time and will sign in and out giving their destination.
2. By prior arrangement with the administrators, a Support Person who has a supplemental obligation at another school shall be allowed to leave school during non-student contact time and prior to the close of the regular day at no loss of pay, accumulated leave nor be required to make up time missed. If a substitute is needed, the cost will be paid by the school sponsoring the activity.
3. ~~However, t~~This provision shall not exempt Support Personnel from participating in the activities, which normally occur such as: ~~faculty, department, team or grade level~~ scheduled staff meetings, ~~participating in~~ conferences, or assigned duties at their primary work site.

D. SAFETY WORKING CONDITIONS

Support Personnel shall not be required to work under unsafe conditions or in a hazardous environment. Support Personnel may make recommendations toward establishing priorities for this purpose.

No Support Personnel shall be disciplined for refusal to work in an unsafe or hazardous situation.

E. PROFESSIONAL DRESS CODE

Staff shall maintain a neat, clean professional appearance appropriate to the setting in which they work. Dress may not be as unusual or inappropriate as to disrupt classroom or learning activities.

Jeans that are neat and clean shall be permitted when worn with a collared shirt, blouse, or (in the case of designated spirit days) school-related t-shirt.

Examples of INAPPROPRIATE appearance or dress include, but are not limited to ~~INAPPROPRIATE APPEARANCE/DRESS IS DEFINED AS BUT NOT LIMITED TO THE FOLLOWING:~~

- Athletic apparel ~~Sweatpants/wind suits/shorts are prohibited (unless the employee is teaching working in a physical education class or when on duty for special school events such as field trips and outdoor activities where such clothing would be appropriate);~~
- ~~Jeans and T-shirts shall not be worn at the same time during student contact time; however, school staff shirts may be worn with jeans during “spirit days” or other such school sponsored events as determined by the site administrator.~~
- Tops that have straps that are not at least two (2) inches in width unless covered by another article of clothing, such as a sweater, shirt or jacket.
- Clothing that is provocative, revealing, indecent, vulgar, or obscene (including low necklines, bare midriffs and excessively tight clothing, and undergarments visible or worn as an outer garment).
- Flip flops, bedroom shoes
- Un-hemmed clothing
- Hats, sweatbands, bandanas, or sunglasses inside school buildings
- Any item of clothing, jewelry or tattoo that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff.

More casual dress will be acceptable on ~~teacher~~ non-student workdays. However, attire must still be appropriate dress, particularly on parent conference days.

For all instances not specifically prohibited, the site ~~a~~Administrator shall have discretion on matters of appropriate professional dress.

Reasonable accommodations shall be made by the site ~~a~~Administrator for those employees, who, because of religious belief, cultural heritage, or medical reason request a waiver of a particular part of this staff dress code.

~~REDUCTION IN FORCE~~

~~In the event the Superintendent determines that the district-wide Support Personnel staff must be reduced, the Association will be notified by the Superintendent, in writing, with an explanation of the reasons for such Reduction in Force at least seven (7) days prior to the Superintendent's submission of his/her recommendation to the Board for final Board determination.~~

~~The Board shall determine the number of positions and job classifications, which will be eliminated. After the number of positions has been determined, the Superintendent will notify the Association of such determination.~~

~~Lay-offs shall be made by the Superintendent according to the following criteria: needs of the district as determined by the Strategic Plan, and specialized skills related to essential operational functions.~~

~~If all above sections are equal, seniority in the district shall be the determining factor.~~

~~BUMPING~~

~~Should the least senior employee in a ESP classification be a person who has been transferred or promoted into the classification where the layoff is taking place, and be selected for layoff, the employee will have the option of accepting the layoff or returning to their previous ESP classification and seniority provided he/she has more ESP classification seniority than the least senior employee by job classification in the job into which he/she seeks to bump. Should one or more employees who might be affected by a layoff have the same ESP classification seniority date, then total seniority with Citrus County School District shall be used.~~

~~The employee who has successfully bumped into their previous ESP classification to avoid layoff shall be placed at the bottom of that classification seniority list. When the position of the employee selected for layoff is reinstated, the employee shall return to their former position held prior to bumping, and all subsequently bumped employees shall return to their former positions.~~

~~The ESP bargaining unit members who accept a transfer or promotion to a Citrus County School Board position that is outside of the ESP bargaining unit will have their seniority frozen at the time they leave the classification. In the event an employee returns to their former classification in the ESP bargaining unit, their seniority in that classification shall resume from the point they left and had their seniority frozen. If seniority in the district is equal then performance shall be the determining factor.~~

- ~~• Performance will consist of the last five (5) years evaluations and discipline record being compared by a committee of two (2) from management and two (2) union representatives.~~

~~If the criteria is comparable the Superintendent/designee will make the determining selection.~~

~~Where a Support Person is in the final year needed to make a person eligible for participation in Florida Retirement System (FRS), the Support Person will be permitted to finish the year.~~

~~Any employee, who is laid off as part of a Reduction in Force, will be notified as per federal law of their right to participate in group insurance programs.~~

~~RECALL~~

~~The Board shall determine the number of positions and classifications in which recall will be made the recall will be in inverse order of lay off.~~

- ~~a. Probationary Support Personnel shall not have recall rights.~~
- ~~b. As long as vacancies exist for which there are Support Personnel who have experience in the classification being filled, no new Support Personnel shall be hired during the recall period. The recall period shall expire after 12 months following Board action authorizing the RIF.~~
- ~~c. It shall be the responsibility of the laid off Support Personnel to be certain that the Personnel Office has a correct, current address during lay off and to be available for mail notification. Failure to do so may result in the forfeiture of recall rights.~~
- ~~d. A laid off Support Personnel who is notified by registered mail of recall must respond within three (3) workdays from receipt of notification, whether or not they accept the recall. Failure of the Support Personnel to respond within that time shall terminate the Support Personnel's right to recall. If the laid off Support Personnel declines a position, any further recall rights are forfeited. Any notification returned as undeliverable will result in forfeiture of recall rights.~~
- ~~e. No credit on the salary schedule shall accrue during the laid off period.~~

~~SENIORITY~~

~~Seniority shall be defined as the length of service in the Citrus County School District. Seniority shall be calculated from the first duty day of the most recent period of continuous employment within the district, exclusive of long term leaves of absence without pay. Seniority shall accrue annually. One year of service shall be awarded for working one day more than half of the employee's contracted year.~~

~~F. SUPPORT PERSONNEL TRAVEL~~

~~Support Personnel whose duties require travel between work sites are authorized reimbursement for automobile use. They will be paid per Florida Statute and current school board policy.~~

~~DRESS CODE~~

~~Staff shall maintain a neat, clean professional appearance. Dress may not be as unusual or inappropriate as to disrupt classroom or learning activities.~~

~~INAPPROPRIATE APPEARANCE/DRESS IS DEFINED AS BUT NOT LIMITED TO THE FOLLOWING:~~

- ~~● Sweat pants/wind suits/shorts are prohibited unless the employee is teaching a physical education class or when on duty for special school events such as field trips and outdoor activities where such clothing would be appropriate.~~
- ~~● Jeans and T-shirts shall not be worn at the same time during student contact time; however, school staff shirts may be worn with jeans during "spirit days" or other such school sponsored events as determined by the site administrator.~~
- ~~● Tops that have straps that are not at least 2 inches in width unless covered by another article of clothing, such as a sweater, shirt or jacket.~~
- ~~● Clothing that is provocative, revealing, indecent, vulgar, or obscene.~~
- ~~● Low necklines, bare midriffs and excessively tight clothing, undergarments visible or worn as an outer garment.~~
- ~~● Flip flops, bedroom shoes~~
- ~~● Unhemmed clothing~~
- ~~● Hats, sweatbands, bandanas, or sunglasses inside the school buildings.~~
- ~~● Any item of clothing, jewelry or tattoo that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff.~~
- ~~● More casual dress will be acceptable on teacher workdays. However, attire must still be appropriate dress, particularly on parent conference days.~~
- ~~● For all instances not specifically prohibited, the site administrator shall have discretion on matters of appropriate professional dress.~~

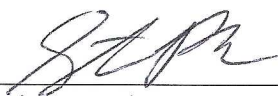
~~Reasonable accommodations shall be made by the site administrator for those employees, who, because of religious belief, cultural heritage, or medical reason request a waiver of a particular part of this staff dress code.~~

G. ELECTRONIC COMMUNICATION

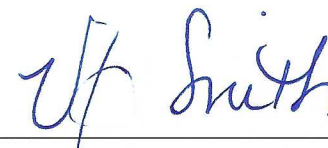
The Board agrees to make available an adequate number of phone lines and telephones for Support Personnel access to phones on a private basis and access to electronic communication services at each work site provided such access does not involve additional expense to the Board and does not interfere with normal operations and functions of school personnel.

H. SUPPORT PERSONNEL AUTHORITY AND STUDENT DISCIPLINE

1. The District's Code of Student Conduct will be enforced at all grade levels.
2. Support Personnel will have the full support of Administration in maintaining appropriate student behavior.
3. Support Personnel who work directly with students and request training in classroom management, de-escalation, and other behavioral strategies, shall be provided time and opportunity to participate in such trainings.
4. When a student is disobedient, violent, uncontrollable, or disruptive to the learning environment, the Support Person may report the behavior to the teacher responsible for the student or directly to administration for assistance.
5. A Support Person who is directly responsible for supervision of a student who has been arrested for any type of felony charge will be notified as soon as possible after the District learns of such arrest. Such notice will be treated as privileged and confidential information.

TA# 28

For the Board10/20/25

Date

For the Union10/20/25

Date