

# EDUCATION SUPPORT PROFESSIONALS INDEX

Page 1 of 7

<u>Subject</u>	<u>Article/Section</u>
Access for Information.....	3 D
Administrative Designee .....	1 B 13
Advanced Degree Incentive.....	17 Q 9
Air Quality and Health/Safety Committee.....	19 E
Agreement Posting.....	18 E
Altering the Agreement .....	18 A
Annual Leave .....	12 T
Annual Work Calendar .....	6 E
Assignments.....	13 C
Arbitration .....	4 D 3
Bargaining Unit Clarification .....	1 C
Basic Annual Work Calendar .....	6 E
Bereavement Leave.....	12 R
Behavioral Complex Student Incentive.....	17 Q 4
Board Furnished Materials.....	5 G
Board Policy .....	18 C
Bomb Threats .....	19 D
Breakfast Supplement .....	Appendix G
Breaks .....	6 C
Broward Teacher Corp Memorandum of Understanding.....	Appendix J
BTU-ESP and Employee Rights .....	5
BTU-ESP Exclusivity.....	5 L
BTU-ESP Leave .....	12 O
BTU-ESP President Leave.....	5 O
Bulletin Boards and Mailboxes, Use of.....	5 E
CAB Email Access .....	5 D
Cafeteria Duty Assignment .....	6 B
Cafeteria Plan .....	15 J
Calendar .....	6 E
Child Abuse Reporting/Employee Protection.....	5 S
Classroom Assistant (Certified) Salary Schedule.....	Appendix C
College Credit Incentive Program .....	Appendix F
Complaints Against an Employee.....	6 I
Computation of Pay for Leave .....	12 G
Contract Posting.....	18 E
Covering Classes.....	6 L
Custodial Duties.....	5 X
Declared Emergency .....	11
Deductions, Payroll.....	5 J
Definitions .....	1 B

# EDUCATION SUPPORT PROFESSIONALS INDEX

<u>Subject</u>	<u>Article/Section</u>
Demotion, Step Placement .....	17 J
Direct Deposit .....	17 O
Disability Income Insurance .....	15 D
Discipline, Employee.....	9
Discrimination.....	4 E 4
Dismissal, Employee.....	6 F
Domestic Violence Leave.....	5 T
Donation of Sick Leave .....	12 Q
Drop Off, Student .....	5 P
Early Release Time, Inservice Training.....	16 F
Early Termination of Leave .....	12 M
Email Access.....	5 D
Emergency School Closing.....	11
Employee and BTU-ESP Rights .....	5
Employees (defined).....	1 B 1
Employee Discipline.....	9
Employee Dismissal.....	6 F
Employee Evaluation .....	8
Employee Protection/Student Discipline .....	6 J
Employee Reimbursement .....	15 H
Employee and BTU-ESP Rights .....	5
Employee School Closing .....	11
Employees, Probationary .....	1 B 6, 6 P
Employees, Temporary .....	6 O
Employment, Terms and Conditions of .....	6
Equipment, Use of.....	5 D
Errors in Paychecks .....	17 G
Evaluation Form .....	Appendix B
Evaluation Post Observations Conference .....	8 B 6
Evaluation Procedure .....	8 B
Evaluation, Employee Response .....	8 B 9
Evaluation, Unsatisfactory.....	8 B 4 a
Examining Students.....	19 H
Exclusivity, BTU-ESP.....	5 L
Exclusive Rights to Process Grievance .....	4 B
Executive Officers of BTU-ESP .....	5 O
Experience Credit.....	6 G
Family Medical Leave .....	12 U
Formal Grievance Procedure.....	4 C 3
Fourth Tier Dependent Rate.....	15 M
Fringe Benefits During Leave .....	12 K

# EDUCATION SUPPORT PROFESSIONALS INDEX

Page 3 of 7

<u>Subject</u>	<u>Article/Section</u>
Grievance Procedure .....	4
Grievance Form.....	Appendix A1
Grievance Waiver Form .....	Appendix A2
Group Insurance Plan.....	15 I
Group Term Life Insurance.....	15 B
Hardship Transfers .....	13 G 1
Hardship Overpayment .....	17 G 4 f
Hardship Transfer Request.....	Appendix M
Harassment.....	9 B
Harassment of Steward(s).....	9 C
Health and Safety .....	19
Holidays .....	10
Illness in Line of Duty .....	12 D
Immediate Family Member (defined).....	12 R 3
Incentives.....	17 Q
Incentive, Behaviorally Complex Students Incentive .....	17 Q 4
Incentive, Medical Procedures Incentive.....	17 Q 2
Incentive, Monitoring Special Needs Student on Bus .....	17 Q 3
Incentive, Special Education Centers Incentive .....	17 Q 5,6
Inclusion, Inservice Training .....	16 G
Inclusion of Contract .....	1 A
Information to the Union.....	5B
Inservice Study Committee .....	16 A
Insurance .....	15
Insurance, Opt-Out of Coverage.....	15 C 3
Involuntary Transfers .....	13 G 2
Job Description, Notification of.....	1 C 2
Joint Orientation Program.....	Appendix K
Just Cause.....	6 H
Jury Duty.....	12 F
Labor Management/Committee Meetings .....	3 E
Labor Management Team Members .....	3 C
Layoff .....	14
Leave, Early Termination of .....	12 M
Leave, BTU-ESP .....	12 O
Leaves .....	12
Legal Commitments Leave .....	12 F
Liability Insurance.....	15 E

# EDUCATION SUPPORT PROFESSIONALS INDEX

Page 4 of 7

<u>Subject</u>	<u>Article/Section</u>
Lounges .....	6 L
Lunch Period.....	6 D
Management Rights .....	2
Managing Workforce.....	2 C
Mailboxes and Bulletin Boards, Use of.....	5 E
Materials, Board Furnished.....	5 G
Maternity/Personal Leave .....	12 E
Medical Coverage Affidavit.....	Appendix I
Medical Procedures and Medical Administration .....	19 I
Medical Procedures Incentive .....	17 Q 2
Membership Requirements for Sick Leave Bank .....	12 P 2
Mileage Reimbursement.....	17 F
Military Reserve Leave.....	12 H
(Active) Military Service Status .....	12 H 6
Miscellaneous.....	18
Monitoring Special Needs Student on Bus .....	17 Q 3
Negotiations (procedure) .....	3
Negotiation Team Members .....	3 C
Non-Reprisal Clause .....	5 K
Notification, Reduction in Force .....	14 A
Observations, Classroom.....	8 B 4
Official Grievance Form .....	Appendix A1
Off-Street Parking.....	6 M
Opt-Out of Insurance Coverage.....	15 C 3
Order of Reduction, Reduction in Force .....	14 B
Overpayments .....	17 G
Paid Holidays.....	10 A
Parking/I.D. Passes.....	5 U
Parking, Off-Street .....	6 M
Paycheck Errors .....	17 G
Personal Day, Before/After a Holiday .....	12 B 2
Personal Reason Notification .....	12 B 1
Personal/Maternity Leave .....	12 E
Payroll Deductions .....	5 J
Personnel Files .....	7
Personal Leave (long term) .....	12 J
Personal Property Loss .....	15 H
Personal Reasons Leave.....	12 B

**EDUCATION SUPPORT PROFESSIONALS INDEX**

<u>Subject</u>	<u>Article/Section</u>
Physical Restraint Training .....	5 Q
Pick Up, Student .....	5 P
Post-Observation Conference, Evaluation .....	8 B 6
Premium Amount, Insurance .....	15 B 1
President Leave, BTU-ESP.....	5 ON
Printing of the Agreement .....	18 E
Probationary Employee Layoff .....	14 D 7
Probationary Employees .....	1 B 6, 6 P
Probationary Period.....	1 B 6, 8 C
Procedure for Future Negotiations.....	3
Professional Development.....	5 R
Program Assistant Salary Schedule .....	Appendix E
Promotions .....	13 F
Promotion, Step Placement .....	17 I
Property Damage.....	15 H
Purpose of Evaluation.....	8 A
Reappointments .....	13 B
Reassignment.....	13 D
Recall Procedure, Reduction in Force.....	14 C
Recognition of BTU-ESP.....	1
Reduction in Force.....	14
Reduction in Service near Retirement .....	14 D 6
Reimbursement for Property Damage .....	15 H
Re-Openers for Negotiations.....	20
Reporting Incidents.....	6 J
Representation for grievances .....	4 B, 9 1
Reserve Military Leave.....	12 H
Response to Evaluation .....	8 B 9
Rest Areas .....	6 L
Retirement, Pay of Sick Time .....	12 C
Return from Leave.....	12 N
Rights of Management .....	2
Right to Address the School Board .....	5 H
Rosters.....	5 N
Safety Equipment .....	19 B
Salary Payments.....	17 N
Salary Schedules .....	Appendix C, D & E
Savings Clause .....	18 B
School Closing Emergency .....	11
School Facilities, Use of.....	5 D
School Visitation.....	5 I

# EDUCATION SUPPORT PROFESSIONALS INDEX

<u>Subject</u>	<u>Article/Section</u>
Super Seniority for Stewards .....	5 W
Sick Leave .....	12 A
Sick Leave Abuse.....	12 A 3
Sick Leave at Retirement .....	12 C
Sick Leave Bank .....	12 P
Sick Leave Bank Committee.....	12 P 3
Sick Leave, Before/After a Holiday .....	12 A 3
Sick Leave Buy Back .....	12 S
Sick Leave, Donation of.....	12 Q
Sick Leave, Half or Full Day .....	12 A 2
Seniority.....	1 B 5
Special Education Centers Incentive.....	17 Q 1
Step Placement from Promotion .....	17 I
Student Discipline/Employee Protection .....	6 J
Student Pick Up and Drop Off .....	5 P
Student Ratio to Education Support Professional.....	5 V
Subpoenas.....	12 F
Substitute Calling Supplement .....	17 P 1
Substitute List/Labor Management .....	6 Q
Substitute or Temporary Employee Pay .....	17 H
Summer Paychecks .....	17 N 5
Summer School/Super Session Vacancies .....	13 E, 18 F
Super Seniority/Layoffs.....	5 W
Super Sessions .....	13 E, Appendix H
Supplement, Breakfast .....	17 P 3
Supplement, Substitute Calling .....	17 P 1
Supplement, Textbook Chairperson .....	17 P 2
Supplements .....	17 P
Teacher Assistant (Certified) Salary Schedule.....	Appendix D
Teacher Corp.....	Appendix J
Telephones .....	6 N
Temporary Duty Leave.....	5 O, 12 L
Temporary Employees .....	6 O
Terminal Pay.....	12 C
Term of Agreement .....	20
Terms and Conditions of Employment .....	6
Timeline of Evaluation.....	8 B 3
Textbook Chairperson Supplement .....	17 P 2
Tools for Schools Program.....	19 F
Transaction of Association Business .....	5 F
Transfers .....	13 G
Transfers, Hardship .....	13 G 1

**EDUCATION SUPPORT PROFESSIONALS INDEX**

<u>Subject</u>	<u>Article/Section</u>
Transfers, Involuntary .....	13 G 2
Underpayments .....	17 G 3
Unsafe/Hazardous Conditions .....	19 A
Unsatisfactory Evaluation .....	8 B 4 a
Unsatisfactory Evaluation, Wage Increase .....	17 A 2
Use of Bulletin Boards & Mailboxes .....	5 E
Use of School Board Buildings .....	5 C
Use of School Facilities and Equipment .....	5 D
Vacancies .....	13 A, 14 C
Vehicles Damage .....	15 H
Vision Care Program .....	15 K
Visitation, School .....	5 I
Wages .....	17, Appendix C, D, E
Waiver Form, Grievances .....	Appendix A
Withdrawal from Sick Bank .....	12 P 4
Work Calendar .....	17 D
Work Calendar, Basic Annual .....	6 E
Workday .....	6 A
Year Round Pay .....	17 N 5