



Broward Teachers Union

Engaging & Empowering Educators

ESP RATIFICATION INSTRUCTIONS

April 20, 2021

Dear ESP Steward:

Thank you for agreeing to conduct the ratification vote on the Successor tentative agreement between BTU and the School Board of Broward County. **The vote is to be conducted on one day only, April 26, 2021.**

Below are instructions for conducting the vote.

Inside your packet:

1. Sign in sheet
2. Ratification Notice flyer to post on BTU bulletin board
3. Tally sheets for the vote
4. One (1) GREEN ballot for every bargaining unit member at the site (**both members and non-members are eligible to vote**)
5. A sign to post at the voting site on voting day
6. Copy of the tentative agreement (actual language being voted on). All members and non-members are eligible to vote on the tentative agreement.
7. Highlights of the tentative agreement flyer

You must adhere to the following:

1. Secure a room and time to hold the ratification vote on April 26, 2021.
2. By April 20, post the ratification notice indicating the time and location of voting on BTU bulletin board.
3. Make P.A. announcements with the date, time, and location of the ratification meeting at your worksite.
4. Set up in the announced location in which the secret ballot vote will take place at the announced time on April 26 2021.
5. Post a sign at the voting area that says signing by name on roster indicates receipt of the ballot.
6. Ensure that each voter signs next to his/her name before receiving a green ballot. If the name does not appear, write in the name at the end of the list (if unknown, ask for photo ID).
7. Ensure that the voter places his/her marked green ballot in the ballot box/envelope.
8. At the conclusion of the voting period, count the ballots **in the presence of a member witness** and record the counts in the appropriate place on the tally sheet.
9. **Scan or take a photo of the tally sheet and email it to ballotcount@btuonline.com on April 26, immediately following the vote count.**
10. Place the sign in sheet, the tally sheet and any extra ballots in a manila envelope with the marked ballots and then seal the envelope.
11. **Return the envelope via pony to the Pony Warehouse the next morning. Mark outside of envelope Attn: Broward Teachers Union (do not abbreviate).**

If you have any questions or need further clarification, please contact your field staff representative at 954-486-6250. Thank you.



A Union of Education, Technical Support, Charter School and Education Support Professionals

Broward Teachers Union

Engaging & Empowering Educators

April 20, 2021

POST ON BTU BULLETIN BOARD

ESP RATIFICATION NOTICE

For tentative agreement for

2021-2024 Successor Agreement with Duration & Reopeners

between Broward Teachers Union and the Broward County School District

When: April 26, 2021

**Where: Ratification voting
will take place at your worksite**

Time: _____

Room: _____

Location of Ratification Vote Meeting: _____

All members of the bargaining unit are eligible to vote, regardless of union membership.

Please read the tentative agreement (TA) prior to casting your vote. It is posted under the ESP section of Negotiations on the left side of the home page of the BTU website, btuonline.com, and is available for inspection weekdays between 9 a.m. and 5 p.m. at the BTU office, 6000 N. University Dr., Tamarac, FL 33321. The TA is also posted on the BTU bulletin board at worksites, along with this notice.

All members of the bargaining unit are invited to observe the ballot counting at each worksite. The signed and sealed ratification vote packets will be returned to the BTU office. The tally sheets will be available for inspection at the BTU office, 6000 N. University Drive, Tamarac, FL.

BTU will announce the final results to the bargaining unit within three (3) days of voting completion.

NO BONUSES WILL BE AWARDED UNTIL THE TENTATIVE AGREEMENT HAS BEEN RATIFIED BY THE ESP BARGAINING UNIT AND THE SCHOOL DISTRICT.



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If you have any questions about the TA, please contact your field staff representative at 954.486.6250.
A list of field representatives by work site is posted in the Field Reps menu on btuonline.com.



Broward Teachers Union

Engaging & Empowering Educators

OFFICIAL BALLOT COUNT/TALLY SHEETS

ESP Successor TA Ratification

School/location name: _____

Total votes in favor of ratification: _____

Total votes against ratification: _____

Total votes cast: _____

Counted by:

Print Name

Signature

Print Name

Signature

Date of vote count: _____

Please scan or photograph and email this tally sheet to ballotcount@btuonline.com immediately after votes are counted. Then put this sheet inside the manila envelope used as a ballot box and return your packet via pony to the Pony Warehouse. Mark outside of envelope Attn: Broward Teachers Union (do not abbreviate).

ESP RATIFICATION

VOTE

SIGN IN HERE

YOUR SIGNATURE INDICATES RECEIPT OF
A BALLOT FOR THE VOTE



A Union of Education, Technical Support, Charter School and Education Support Professionals

Broward Teachers Union

Engaging & Empowering Educators

The Broward Teachers Union Educational Support Professionals (BTU-ESP) and Broward County Public Schools reached a tentative agreement for the 2021-2024 Successor Agreement.

Tentative Agreement Highlights:

- Employees will be required to report for an additional planning day immediately prior to the start of their work calendar.
- All unit members who were active on the first day of their work calendar and are active as of the date of ratification will receive a one-time, non-recurring bonus of \$1,500.

Upon successful ratification by the bargaining unit and School Board approval, the District has agreed to work to provide the bonuses as soon as possible.

TA 4/14/21
TA DC
Anastasia
BTU

ARTICLE 6
Terms and Conditions of Employment

- A. **Workday:** The workday of permanent full-time employees shall be seven and one-half (7-1/2) consecutive paid hours, including a lunch period of thirty (30) consecutive minutes. The lunch period shall be duty-free except under emergency circumstances. During the lunch period, employees shall not leave the school grounds without permission of the principal. In the case of employees whose jobs, because of Federal grant requirements, require hours of work not in conformance with the above, they shall have a standard workday of not more than seven and one-half (7-1/2) hours including a duty-free, uninterrupted, paid lunch period of not less than thirty (30) consecutive minutes.

The workday of employees shall be no longer than seven and one-half (7-1/2) hours in accordance with Section A above. The workday of employees shall be no less than seven (7) consecutive hours for ~~186~~187 and 196 calendar-day employees or with the exception of summer school or ESP employees hired to work part-time (e.g., employees hired to work cafeteria duty). The workday of employees hired for the exclusive purpose of cafeteria duty shall be no shorter than four (4) consecutive hours. Substitute employees, part-time employees, temporary employees or volunteers shall not be employed in or assigned to a position to avoid the employment of a full-time employee when such employment would circumvent any provision of this Agreement. If a four (4) day work week is implemented during the summer months, this schedule may be compressed into that period. Said compression shall not result in the reduction of salary or benefits.

- B. **Cafeteria Duty Assignment:** Certified Classroom Assistants, and Certified Teacher Assistants will have cafeteria duty for no more than 90 minutes per day, when feasibly possible except in the following cases: because of Federal restrictions or where ESPs have been hired either on a partial basis or exclusively for cafeteria duty. A rotation list shall be posted. To ensure the safety of all students, ESPs who are assigned to Head Start, unique, or special needs students (including autism) are excluded from cafeteria assignment beyond their specific student assignment(s). Such cafeteria duties shall be performed within the appropriate ESP job description. For example, these ESPs shall not wipe tables, run the trash compactor, or mop floors.
- C. **Breaks:** Employees working for five (5) hours to seven and one-half (7-1/2) hours shall receive two (2) fifteen (15) minute breaks per day. One (1) break shall be in the morning and one (1) shall be in the afternoon, unless there is mutual agreement between the affected administrator and ESP(s) to schedule one (1) thirty (30) minute break in the morning or

BTU-ESP NEGOTIATIONS Session #3 - 04/14/21
SBBC PROPOSAL #1

TA BTU 4/14/2021
TA LC 4/14/2021

afternoon. All employees working less than five (5) hours shall be granted one (1) fifteen (15) minute break.

- D. **Lunch Period:** Employees who work five (5) hours or more shall be granted a thirty (30) minute, duty-free, uninterrupted lunch period, which may or may not be during the normal lunch hours.
- E. **Basic Annual Work Calendar:** The basic annual work calendar for employees shall be one hundred and eighty-six seven (~~186~~187) days, including six (6) paid holidays. If a principal/administrator, at his/her sole discretion, wants to extend an employee's annual work calendar, qualification, attendance, reliability, and seniority in the District shall be among the criteria considered by the administrator in granting the extension. Current employees shall be given first consideration in filling the position. Employees shall receive written verification of their calendar starting date, unit seniority date, number of hours contracted to work per day and location, by the last workday of May of each year and/or in accordance with approved action taken by the District. Upon the conclusion of collective bargaining between the BTU-ESP and the District each year, the negotiated salary schedule and other amended articles shall be distributed to bargaining unit members in accordance with the applicable provisions of this contract.

New employees hired after the last workday of May of each year shall receive the information specified above, in this section, no later than ten (10) days after the Board approves their employment.

- F. **Pre-Planning:** For the 2021-2022 school year, All ESP employees on a 1867-day calendar shall be required to return to work for one (1) additional planning day immediately prior to the start of ~~the student~~ school year ~~their work calendar~~.

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BTU-ESP NEGOTIATIONS SESSION #3 - 4/14/21
SBBC Counter Proposal # _____

GT. TA 4/14/2021
BTU

TA SC

4/14/2021

ARTICLE 17
Wages

- A. For the ~~2019-2020~~ 2020-2021 school year, all eligible employees shall receive ~~an increase~~ a one-time \$1500 bonus effective July 1, ~~2019~~ 2020, in accordance with Appendices C and D, and E, and other applicable provisions of this Agreement.

...

**CERTIFIED CLASSROOM ASSISTANT
SALARY SCHEDULE
2019-2020 2020-2021**

1.A. Ut. 4/14/2021
APPENDIX C STD
TA Sc
4/14/2021

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
HOURLY	11,510.22	11,854.30	12,276.93	12,643.82	13,021.75	13,410.99	13,818.66	14,234.70	14,649.91	15,003.96	15,452.45	15,910.35	16,360.04	16,879.95	17,384.50	17,904.14
*DAILY	86.33	88.91	92.08	94.83	97.66	100.58	103.59	106.69	109.87	112.53	115.89	119.36	122.93	126.60	130.38	134.28
ANNUAL																

SALARY SCHEDULE
* Daily Rate: This schedule is based on a 7 1/2 hour workday.

For the 2020-2021 school year, bargaining unit employees who were in an active status on the first day of their work calendar and are in an active status as of the date of full ratification, will receive a one-time bonus (non-secure, non-RIS eligible) equal to \$1500.

2019-2020 Salary Program Schedule: Hourly rates for all steps on the 674.650 Classroom Assistant Salary Schedule and employees on base salary 140.11 shall increase by 2.0% effective July 1, 2019. Employees who are employed at the state of Florida approval of this agreement will receive the increase retroactive to July 1, 2019.

THIS SALARY SCHEDULE IS SUBJECT TO THE PROVISIONS OF ARTICLE 17-M.

INCENTIVES
A. SPECIAL EDUCATION CENTERS

As of the 2016-2017 school year, education support professionals employed at the following Exceptional Education Centers: Bright Horizons School, Seagull Center ESE Program, Sunset School, The Quest Center, Wingate Oaks Center, Whispering Pines, Cross Creek, Exceptional shall receive an incentive in the amount of four hundred forty-five dollars (\$445) annually.

As of the 2016-2017 school year, education support professionals employed at the following alternative high school/centers: Cypress Run Education Center, Dawn Thomas Education Center, Hallandale Adult & Community, Pine Ridge Alternative Center, Whiddon Rogers Education Center and Lanier James Education Center shall receive an incentive in the amount of four hundred forty-five dollars (\$445) annually.

B. Supplements shall be pro-rated for employees who are hired after October 1st of the school year.

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 STV
 APPENDIX D

CERTIFIED TEACHER ASSISTANT
 SALARY SCHEDULE
 2019-2020 2020-2021

TA & C
 4/14/2021

GRADE 13

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
HOURLY	13,267.34	13,664.05	14,150.02	14,572.90	15,007.77	15,455.62	15,917.05	16,301.19	16,787.87	17,289.10	17,805.27	18,337.23	18,884.33	19,444.84	20,028.78	20,630.27
*DAILY	99.51	102.48	106.33	109.29	112.56	115.92	119.38	122.26	125.91	129.67	133.54	137.53	141.63	145.84	150.22	154.73
ANNUAL																

Determine annual salary based on hourly rate associated with step placement, actual daily work hours, and assigned annual calendar.

SALARY SCHEDULE

* Daily Rate: This schedule is based on a 7 1/2 hour workday.

For the 2020-2021 school year, bargaining unit employees who were in an active status on the first day of their work calendar and are in an active status as of the date of full ratification, will receive a one-time bonus from recurring, non-FRS eligible equal to \$1500.

2019-2020 Salary Program Schedule - Hourly rates for all steps on the STEPS Teachers Assistant Salary Schedule and employee salaries subject to it shall increase by 2.0% effective July 1, 2019. Employees who are employed as of the date of Board approval of this agreement will receive the increase retroactive to July 1, 2019.

THIS SALARY SCHEDULE IS SUBJECT TO THE PROVISIONS OF ARTICLE 17-M.

INCENTIVES
 A. SPECIAL EDUCATION CENTERS

As of 2016-2017 school year, education support professionals employed at the following Exceptional Education Centers: Bright Horizons School, Seagull Center ESE Program, Sunset School, The Quest Center, Wingate Oaks Center, Whispering Pines, Cross Creek Exceptional shall receive an incentive in the amount of four hundred forty-five dollars (\$445) annually.

As of the 2016-2017 school year, education support professionals employed at the following alternative high school/centers: Cypress Run Education Center, Dave Thomas Education Center, Hallendale Adult & Community, Pine Ridge Alternative Center, Whiddon Rogers Education Center and Lanier James Education Center shall receive an incentive in the amount of four hundred forty-five dollars (\$445) annually.

B. Supplements shall be pro-rated for employees who are hired after October 1st of the school year.

**PROGRAM ASSISTANT
SALARY SCHEDULE
2019-2020 2020-2021**

Job Title	Pay Level
Behavioral Technician	1
Broward Advisor's for Continuing Education (BRACE):	
Associate's Degree	1
Bachelor's Degree	2
Community Liaison	1
Home Service Educator, Even Start	1
Job Coach	1
Job Coach, Educational Assistant	1
Parent Educator	1
Vocational and Career Advisor	1
Associate's Degree	1
Bachelor's Degree	2

AZ TA STU 7/14/2021
APPENDIX E
TA & C
4/14/2021

Level 1 Applies to ALL Program Assistant classifications, except as identified at Level 2

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
HOURLY	20,61834	21,23484	21,86976	22,52367	23,19713	23,89072	24,60505	25,34074	26,09841	26,87876	27,68244	28,51014	29,36261	30,24054	31,14474

Level 2 Applies to BRACE Advisor or Vocational and Career Advisor ONLY with Bachelors Degree

STEPS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
HOURLY	25,77673	26,54746	27,34222	28,15872	29,00067	29,86779	30,76083	31,68059	32,62784	33,60340	34,60815	35,64293	36,70866	37,80625	38,93665

SALARY SCHEDULE

*Hourly rate will be converted to annual rate based on employee calendar and workday.

For the 2020-2021 school year, bargaining unit employees who were in an active status on the first day of their work calendar and are in an active status as of the date of full ratification, will receive a one-time bonus (non-recurring, non-FRS eligible) equal to \$1500.

2019-2020 Salary Program--Hourly rates for all steps on the BRACE Program Assistant Salary Schedule and employee salaries subject to half increase by 2.0% effective July 1, 2019; Employees who are employed as of the date of board approval of the agreement will receive the increase retroactive to July 1, 2019.

THIS SALARY SCHEDULE IS SUBJECT TO THE PROVISIONS OF ARTICLE 17-M.

INCENTIVES - Special Education Centers

As of the 2016-2017 school year, education support professionals employed at the following Exceptional Education Centers: Bright Horizons School, Seagull Center ESE Program, Sunset School, The Quest Center, Wingate Oaks Center, Whispering Pines, Cross Creek Exceptional shall receive an Incentive in the amount of four hundred forty-five dollars (\$445) annually.

As of the 2016-2017 school year, education support professionals employed at the following alternative high school/centers: Cypress Run Education Center, Dave Thomas Education Center, Hallandale Adult & Community, Pine Ridge Alternative Center, Whitdon Rogers Education Center and Lanier James Education Center shall receive an Incentive in the amount of four hundred forty-five dollars (\$445) annually.

**ARTICLE 20
TERM OF AGREEMENT**

T.A. Q.F. BTU
4/14/2021
TA SC 4/14/2021

A. This Agreement shall remain in effect through June 30, 2024 ~~2020~~, at which time it will expire. This agreement shall be renewed automatically from year to year thereafter, unless either party has given written notice of its desire to negotiate revisions in the terms and conditions of the contract.

For the ~~2018-2019 and 2019-2020~~ 2021-2022, 2022-2023, 2023-2024 school years, each party may select three (3) articles to be re-opened for negotiation purposes, in addition to Article 15 (Insurance) and Article 17 (Wages).

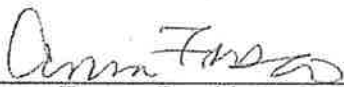
B. Either the School Board or the BTU-ESP may require commencement of negotiations, by written notice to the President of the Broward Teachers Union-Education Support Professionals or the Superintendent of Schools, respectively, prior to May June 1 of each year.

Dated this 14th day of April, 2021 ~~2020~~.

The School Board of Broward
County, Florida


Broward Teachers Union-
Educational Support Professionals

Chair



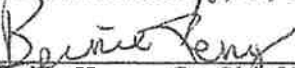
Anna Fusco, President

Robert W. Runcie, Superintendent of Schools



Roosevelt McClary, III, Chief Negotiator

Susan L. Cooper, Chief Negotiator



Bernie Kemp, Co-Chief Negotiator