

CBA ADDENDUM ARTICLE I
COMMON TO ALL EMPLOYEES

Section 1:01 - Salary Provisions

The following financial items are not subject to renegotiation unless there are changes in state law or state required procedures during the contract term or by mutual agreement of the St. Tammany Parish School Board and the St. Tammany Federation of Teachers and School Employees:

1. All custodians working at schools that host summer camps, summer school, Extended School Year Program (ESYP), and any other school-sponsored summer programs will be eligible for a one-time stipend of \$500 (\$500 for June and \$500 for July as applicable) This would apply to all custodians working in the applicable schools.
2. A SWE paraprofessional shall get paid \$10 per hour when the paraprofessional works as a substitute teacher. The paraprofessional should only be used in case of an emergency if a substitute cannot be procured from the substitute pool. The paraprofessional should only sub for the teacher and classroom they are assigned to.
3. SWE paraprofessionals and bus attendants who are required to perform non-complex medical procedures on students will be eligible to receive a \$500 per year stipend (\$250 per semester). These non-complex medical procedures include catheter, feeding tube, colostomy bag, and Diastat. SWE paraprofessional and bus attendants who already receive a trach stipend are not eligible for this stipend.
4. Food Service employees will be paid a uniform clothing allowance of \$100 each contract year by August 31st. This allowance will be taxable compensation to the employee and no proof of purchase is required.
5. Food Service refrigeration maintenance employees who are on call on a holiday or weekend will receive a flat \$50 per day for the days they are on call. Being on call means an employee is available to work if their Supervisor contacts them. When the maintenance employee responds to the call, they will be paid a rate of pay as per the Collective Bargaining Agreement (Either double pay for holidays or time and a half pay for non-holidays with a two-hour minimum.) or given a compensatory time-off equivalent for each hour worked. Procedures for compensatory time must be followed.
6. All employees will be eligible for an Employee Salary Reserve Fund stipend if the following occurs:
 - a. Once the books are finalized for the prior fiscal year (on or about September 10th), the General Fund has a surplus for the year.
 - b. 50% of any final surplus will be transferred to the Employee Salary Reserve Fund.
 - c. An equal one-time stipend (Including benefits) will be calculated for all employees who (1) were an active employee as of June 30th, (2) were still actively employed as November 1st, and (3) if employee is certificated they must have an effective rating from the state evaluation system for the prior year.
 - d. Employees who are on any form of leave with or without pay including extended sick leave are not eligible for this stipend if the employee did not work at a school or site in the prior school year and will not work at a school or site for the current school year.
 - e. The 50% surplus must be large enough to calculate a minimum of \$100 stipend with benefits for all employees. If the surplus is not large enough to calculate this minimum amount, the stipend will not be paid for the year and the surplus will carry over for distribution in a later year when the criteria is met.
 - f. This stipend if applicable will be paid on November 15th.
 - g. Since this stipend includes benefits, the calculation may not be exact. Any overage or deficit will be carried over to the following year's stipend calculation.
 - h. If the fund balance for General Fund must be utilized for any year, this stipend will not be issued until the fund balance is replenished to the prior level.
7. Non-Management Support Employees who are newly hired with higher education or obtain higher education degrees in the prior school year will have an increase in their salary for higher education as follows:
 - a. Support employees with an Associate Degree will earn one additional step.
 - b. Support employees with a Bachelor's Degree will earn two additional steps.
 - c. Support employees with a Master's Degree will earn three additional steps.
 - d. Support employees with a PHD will earn four additional steps.

Salary, stipends, and other salary schedule pay for future years while under this contract would be negotiated starting February 1st each year and ending on March 31st. A salary schedule must be presented to the School Board for approval in May of each year. Act 311 requires an approved salary schedule by June 30th each year. Benefits and other contract items would only be negotiated if there are changes in state law or state required procedures or by mutual agreement of the St. Tammany Parish School Board and the St. Tammany Federation of Teachers and School Employees.

Supplemental pay per the salary schedule will be negotiated annually during the February to March timeframe. All existing pay per the supplemental pay schedule is approved by the Federation and can be re-negotiated each year.

Proposed salaries and stipend pay for FY 2024-2025 are as follows:

1. Experience Pay
 - a. One pay level will be granted for all employees. Pay levels are \$500 Certificated employees and \$350 for support employees.
 - b. Employees who work more than 181 days will receive pay level increases based on days worked.
 - c. Longevity Pay Beginning with FY 2024-2025, one pay level will be granted for all employees who reach an employment milestone in the prior school year (FY 2023-2024). These employees will receive one pay level (permanent) when they have

worked for the School Board 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, and 40 years. The calculation payout is based on the employee's anniversary date.

- i. For example, an employee whose experience with the School Board is 15.85 at June 30, 2024 will receive one additional pay level in FY 2024-2025. The employee must have reached an experience level in years of 5, 10, 15, 20, 25, 30, 35, or 40 at some point during the period July 1, 2023 to June 30, 2024 to receive the additional pay level in FY 2024-2025. This pay is not retroactive and only applies to experience milestones achieved in FY 2023-2024
2. Demand Pay
 - a. A one-time increase to base salary will be made for advanced degrees earned by certificated employees in the prior school year while employed by the School Board as follows:
 - i. Master's Degree \$1,000
 - ii. Masters Plus 30 \$1,000
 - iii. Education Specialist Degree (EDS) \$1,000
 - iv. Doctorate (PHD) \$1,000
 - b. Certificated teachers working at an Urgent Intervention Required (UIR) or a Comprehensive Intervention Required (CIR) school will be eligible for a stipend of \$500. The certificated teacher must be based at one of these schools 100% of the time for FY 2024-2025 to be eligible for this stipend. Itinerant certificated teachers who will work at one of these schools must work at the school at least 50% of their time for FY 2024-2025. This stipend will be payable for FY 2024-2025 on October 31, 2024 if:
 - i. The teacher has an active status as an employee as of June 30, 2024;
 - ii. The teacher has an active status as an employee as of October 1, 2024; and
 - iii. The teacher must have an evaluation rating for FY 2023-2024 and that rating must not be an ineffective rating.
 - iv. Certificated employees who are on any form of leave with or without pay including extended sick leave are not eligible for this stipend if the employee did not work at a school in FY 2023-2024 and will not work in one of these schools for FY 2024-2025.
 - c. Certificated teachers teaching a subject that has a critical hiring shortage as defined yearly by the Administration will be eligible for a stipend of \$500. Subjects being taught will be evaluated as of September 1, 2024, to determine which teachers are eligible. Students with Exceptionalities (SWE) and Out-of-Field Authorization to Teach (OFAT) are not eligible for this stipend as they receive extra pay levels for working in those critical shortage areas. This stipend will be payable for FY 2024-2025 on October 31, 2024, if:
 - i. The teacher has an active status as an employee as of June 30, 2024;
 - ii. The teacher has an active status as an employee as of October 1, 2024; and,
 - iii. The teacher must have an evaluation rating for FY 2023-2024 and that rating must not be an ineffective rating.
 - iv. Certificated employees who are on any form of leave with or without pay including extended sick leave are not eligible for this stipend if the employee did not work at a school in FY 2023-2024 and will not work in one of these schools for FY 2024-2025.
 - d. Certificated employees who were employed for FY 2023-2024 who earn a new SWE certification in FY 2023-2024 to transfer to teach in SWE for FY 2024-2025 will receive an additional two pay levels for FY 2024-2025. The certificated employee must receive an effective rating in the state evaluation system to receive the additional two pay levels. The employee must be certified and teaching in the area to qualify.
 - e. Certificated employees who are not certified in SWE or in a critical shortage area but agree to go on an OFAT for FY 2024-2025 will receive an additional one pay level for FY 2024-2025. The certificated employee must receive an effective rating in the state evaluation system to receive the one additional pay level.
 - f. All newly hired teachers that are not SWE or OFAT will receive an additional two pay levels due to the critical shortage of teachers. Newly hired SWE teachers will receive an additional four pay levels due to the critical shortages in this area. Newly hired OFAT teachers will receive an additional three pay levels due to the critical shortages in this area.
 3. Effectiveness Stipend
 - a. Certificated teachers have the opportunity to earn a stipend of \$1,000 known as an effectiveness stipend. The effectiveness stipend will be awarded if:
 - i. The teacher has an active status as an employee as of June 30, 2024;
 - ii. The teacher has an active status as an employee as of October 1, 2024;
 - iii. The teacher receives a 3.0 or higher rating as defined by the state evaluation system for FY 2023-2024. The effectiveness stipend will be paid October 31, 2024.
 4. Any state awarded stipends as listed below that will be paid to the employees within 30 days of receipt of the funds from the State:
 - a. \$2,000 for certificated employees. Employees who work more than 181 days will receive allocated stipend based on days worked.
 - b. \$1,000 for support employees. Employees who work more than 181 days will receive allocated stipend based on days worked.

Section 1:02 - Travel Expense

1. Employees who are required to travel in their personal vehicles on school-related or School System-related business for purposes of performing routine, officially required duties shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate applicable at the time of travel. The School Board will adjust mileage rates up or down when released by the IRS. Employees must follow all travel guidelines as outlined in the School Board's written travel policies and procedures.
2. Bus aides that act as a substitute on another bus and have to travel farther than their normal morning and afternoon commute will be paid mileage for any extra miles traveled beyond their established commute miles. The bus aide must submit a detailed monthly travel form to Transportation for approval of these miles beyond their normal commute.

Section 1:03 - Professional License/Certificates

1. Any employee that is required to possess a professional license or certificate (Speech, CDL, etc.) to maintain employment with the St. Tammany Parish School Board or the professional license or certificate benefit their current employment position shall be reimbursed the cost of the renewal provided the employee submits a receipt, proof of renewal, and proof of payment to the School Board's Finance Department.
2. Non-Management support employees who earn or have existing approved certifications/licensures from accredited institutions that benefit their current employment position will be able to submit an application with proof of certification or licensure. Their immediate Supervisor must review and sign the application if the employee meets the criteria. The School Board must be receiving a benefit for this certification/licensure. The applications will then be sent to Administration for vetting and approval. Once approved, the Administration will work with the employee's immediate Supervisor to determine appropriate pay level increases. All approved applications will be eligible for at least one pay level and the Administration may grant additional pay levels at their discretion.

CBA ADDENDUM ARTICLE II **TEACHERS & OTHER CERTIFICATED EMPLOYEES**

Section 2:01 - Substituting

1. Employees shall not be required to serve as substitutes during their planning time except in cases of emergency to bridge coverage for an employee unexpectedly absent and only until the substitute arrives.
2. If a teacher substitutes during his planning period, he will be paid his hourly rate of pay.
3. When a teacher is absent on a day when he is scheduled for duty and a substitute is hired, the substitute shall perform the scheduled duty for the absent teacher. In order to ensure all duties are covered, the teacher shall notify the substitute of all scheduled duties.

CBA ADDENDUM ARTICLE III **BUS OWNERS, OPERATORS, & ATTENDANTS**

Section 3:01 - Operational Expenses

1. A State Operational Allowance will be paid for all bus owner/operators equal to 1.756 per mile for all buses regardless of passenger size. The 1.756 per mile is for buses that hold greater than 48 passengers as required by state law. The School Board will apply this higher rate to all buses regardless of passenger size.
2. A Local Operational Allowance will be paid for all bus owner/operators equal to .244 per mile regardless of passenger size. This additional local operational allowance will bring the total Operational Allowance to 2.0 per mile.
3. The 2.0 per mile will be paid for 180 days regardless of school closures including hurricanes or other weather-related closures.
4. Each bus owner/operator will receive the local operational stipend of \$100 per month or \$1,200 per year.
5. Each bus owner/operator that the School Board requires to have air conditioning and lifts for their bus will receive a supplemental payment of \$75 per month or \$900 a year. This supplemental payment is required by state law with the amount to be paid to be determined by the School Board. This supplemental payment will be known as "Student with Exceptionalities Bus Supplemental Payment."
6. Each bus owner/operator will be provided with a fleet fuel card. The School Board will pay for fuel for their bus based on the mileage of the driver's daily route, including but not limited to the mileage traveled for picking-up/dropping off aides, coverage, mid-day runs, athletic, or other field/school activity trips. The bus owner/operator will be required to complete certification for use of the card, monthly mileage logs for daily routes and other mileage for field trips, coverage, mid-day runs, and other school board related mileage, the driver must retain actual fuel receipts for 7 years, and must agree to all School Board policies and procedures related to fuel cards. Bus owner/operators that do not turn in monthly mileage logs for daily routes and extra miles by the 10th of the following month may be required to reimburse the School Board for fuel charged with their fuel card pin for that month.
7. The monthly fuel allotment for bus owner/operators will be calculated using the following formula:
 - a. Total route miles (including in-between deadhead miles) multiplied by the number of working days in the month plus any additional mileage driven for work (i.e. the mileage traveled for coverage, mid-day runs, athletic, or other field/school activity trips) divided by 6.5 (representing mpg) = the number of gallons allotted for that month (rounded to the nearest tenth).
 - b. Example: (60 total miles' x 18 working days in August + 50 additional approved miles)/6.5 (mpg) = 173.8462 (173.8 rounded to the nearest tenth).
 - c. The School Board at its discretion will give gallon credits to each driver for the hotter months, idling, fuel left in tank at end of month, etc.
8. Each bus owner/operator accepting a field trip shall be paid the greater of \$100 minimum salary (no miles) or \$20 per hour plus round-trip miles at 2.0 per mile. The School Board's fuel card shall pay for the fuel. The School Board will get reimbursed for the fuel expense from the applicable school's General Fund. Bus Operators will also receive the \$100 minimum or \$20 per hour for field trips when driving School Board owned buses. Bus owner/operators and Bus operators will be paid for field trips by the 15th of the following month including salary and mileage as applicable.
9. The bus owner/operator (or Bus Operator as applicable) and school designee will negotiate the salary/mileage reimbursement for any trips taking place outside of the school day. No minimum and no set amounts. The school will reimburse the School Board for the fuel expense for these trips.
10. As the School Board provides liability insurance coverage for bus owner/operators, bus owner/operators using their school bus for field trip or other activities for non-school board activities (private companies, non-profits, other governments, etc.) will be required

to sign an agreement absolving the School Board of any liability for these trips. The entity you are driving for will also have to sign an agreement and provide proof of insurance with the school board named in that certificate.

11. Bus owner/operators shall be paid \$75 plus \$2 per mile for round trip mid-day runs. Bus Operators shall be paid \$75 for round trip mid-day runs. If it is one way, \$45 (plus \$2 per mile for bus owner/operators). If a bus attendant needs to be picked up or dropped off for a mid-day run, that mileage is included in the allotment amount for bus owner/operators. Mid-day runs will be assigned upon an equitable basis.
12. Bus owner/operators and bus operators will receive \$20 a.m./\$20 p.m. supplemental pay for the coverage of other bus routes not to exceed \$40 per day.
13. Bus owner/operators shall be paid mileage for all coverage routes that are performed. Coverage is defined as any mileage driven due to additional stops or pick-ups not normally on an owner/operator's daily route.
14. A bus owner/operator or bus operator will be paid \$50 per day to train new driver applicants. They are trained on behind the wheel training with children aboard on three different type of buses.
15. Bus owner/operators who exceed the allotment of fuel from their daily routes, including but not limited to the approved mileage for picking-up/dropping off aides, coverage, mid-day runs, athletic, or other field/school activity trips shall reimburse the school system. Reimbursement to the system will be based on the average one-gallon rate that the school board pays for the month, not the pump rate, for fuel on each 6.5 miles driven over the allotment. Bus owner/operators shall see this deduction on the last paycheck on the next month after being notified either by email or text of the cost of the overage.
16. State law specifies that mileage begins with the first pick up of a student. In order to minimize the resulting "deadhead" miles, the Transportation department shall work diligently with any bus owner/operators who request assistance to provide the safe parking for their buses near their routes.
17. Any current bus owner/operator working in the system shall be allowed to purchase and replace their school bus with a diesel bus that meets all School Board specifications for the length of this contract.

Section 3:02 - Employee Training

Employees shall be trained to perform duties which are new to them. Training shall take place during regular working hours. If not, employees will be compensated according to the supplementary salary schedule for training time spent outside of regular working hours.

Section 3:03 - Participation in State Instructional Program

Pursuant to La. R.S. 17:497.2, any school bus driver who participates in the school bus drivers' instructional program provided through the State Department of Education shall receive a remuneration the sum of \$6.00 (six dollars) for each hour of instruction in such program, not to exceed \$48.00 (forty-eight dollars) per school year. The remuneration will be in addition to the employee's rate of pay based on the supplementary salary schedule when attending during the workday or in addition to their hourly rate of pay when attending outside of the workday.

CBA ADDENDUM ARTICLE IV **CUSTODIAL EMPLOYEES**

Section 4:01 - Call Out – Compensation

Twelve-month employees who receive pay for school holidays or emergency days and who are called out to their worksites to perform work on such days will be paid double time for all time worked in addition to their pay.

1. Twelve-month employees who are not on duty and are called out to their worksites to perform work on a non-holiday (e.g. after regular working hours, weekends, scheduled day off) shall be compensated in accordance with the Fair Labor Standards Act, but shall be guaranteed a two (2) hour minimum.
2. Custodians responsible for turning off alarms shall be compensated in accordance with the FLSA but shall not be guaranteed a minimum.
3. The employee shall decide whether to compensate overtime with extra pay or with compensatory time off. Note: this decision can only be changed annually.

Section 4:02 - Employee Training

Employees shall be trained to perform duties which are new to them. Training shall take place during regular working hours. If not, employees will be compensated for training time spent outside of regular working hours.

CBA ADDENDUM ARTICLE V **FOOD SERVICE EMPLOYEES**

Section 5:01 - Employee Training

1. Whenever possible, in-service training will take place during the workday. If employees are required to attend meetings or training after the workday or to attend training which impacts performance ratings, compensation shall be made at the normal rate of pay.
2. Any food service technician who desires to take the District Cafeteria Manager certification training shall be provided with the opportunity to do so. For the computer-based training, duties will be shared with site management and other food service staff while the employee is training.

Section 6:02 - On-Call Compensation

Food Service refrigeration maintenance employees who are on call on a holiday or weekend will receive a flat \$50 per day for the days on call. Being on call means an employee is available to work if their Supervisor contacts them. When the maintenance employee responds to the call, he will be paid a rate of pay as per the Collective Bargaining Agreement (either double pay for holidays or time and a half pay for non-holidays with a two-hour minimum) or given a compensatory time-off equivalent for each hour worked. Procedures for compensatory time must be followed.

CBA ADDENDUM ARTICLE VI **MAINTENANCE EMPLOYEES**

Section 6:01 - Employee Training

Employees shall be trained to perform duties which are new to them. Training shall take place during regular working hours. If not, employees will be compensated for training time spent outside of regular working hours.

Section 6:02 - Call-Out Compensation

Twelve-month employees who receive pay for school holidays or emergency days and who are called out to their worksites to perform work on such days will be paid double time for all time worked in addition to their pay.

1. Twelve-month employees who are not on duty and are called out to their worksites to perform work on a non-holiday or emergency day (e.g. after regular working hours, weekends, scheduled day off) shall be compensated in accordance with the Fair Labor Standards Act, but shall be guaranteed a two (2) hour minimum.
2. The employee shall decide whether to compensate overtime with extra pay or with compensatory time off. Note: this decision can only be changed annually.

Section 6:03 - Upgrades/Compensation

When the foreman is absent and a member of the Bargaining Unit is appointed as a temporary foreman for ten (10) consecutive workdays or longer, upgrade pay shall be awarded commencing on the eleventh day for the duration of the upgrade.

CBA ADDENDUM ARTICLE VII **PARAPROFESSIONALS**

Section 7:01 - Non-Complex Medical Procedures

Students with Exceptionalities paraprofessionals and bus attendants who are required to perform non-complex medical procedures on students will be eligible to receive a \$500 per year stipend (\$250 per semester). These non-complex medical procedures include catheter, feeding tube, colostomy bag, and rectal Diastat. SWE paraprofessional and bus attendants who already receive a trach stipend are not eligible for this stipend.

Section 7:02 - Extended School Year – Compensation

Employees who work before or after the regular school year shall be compensated therefore at a per diem rate for each full day. The per diem rate shall be based on the employee's annual salary as prescribed in the salary schedule for the regular school year, which is part of this Agreement, divided by the number of employee workdays. This Section shall have no application to employees engaged in extracurricular activities either before, after or during the regular school year.

Section 7:03 - Paraprofessional Responsibilities/Teacher Substitutes

In the event a substitute is not procured and the paraprofessional must remain in their assigned program or setting as a substitute teacher for an hour or more, the paraprofessional shall receive a differential pay flat stipend of ten dollars per hour in addition to their normal pay for each full hour worked

Section 7:04 - Paraprofessional Training

Paraprofessionals newly assigned to Students with Exceptionalities classes shall be trained in their job responsibilities. They shall be compensated if such training is conducted outside of regular working hours.

CBA ADDENDUM ARTICLE VIII **SECRETARIES & CLERKS**

Section 8:01 - Call Out Compensation

- A. Twelve-month employees who receive pay for school holidays or emergency days and who are called out to their worksite to perform work on such days will be paid double time for all time worked in addition to their pay.

- B. Twelve-month employees who are not on duty and are called out to their worksite to perform work on a non-holiday (e.g. after regular working hours, weekends, scheduled day off) shall be compensated in accordance with the Fair Labor Standards Act, but shall be guaranteed a two (2) hour minimum.
- C. All non-twelve-month employees who are called out to their worksite to perform work at times outside of their regular schedules (e.g. after regular working hours, weekends, scheduled time off) shall be compensated in accordance with the Fair Labor Standards Act, but shall be guaranteed a two (2) hour minimum, except as follows: custodians responsible for turning off alarms, or other employees whose call out is part of their routine responsibilities shall be compensated in accordance with the Fair Labor Standards Act but shall not be guaranteed a minimum.
- D. The employee shall decide whether to compensate his overtime with extra pay or compensatory time off. NOTE: This decision can only be changed annually.

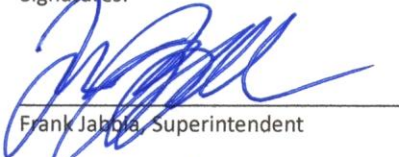
Section 8:02 - Compensation for Special Training

If an employee is required to undertake special or additional training in order to become qualified to perform new or additional duties added to his job description, the Board will provide such training at its expense.

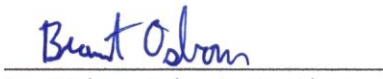
Section 8:03 - Employee Training

Employees shall be trained to perform duties which are new to them. Training shall take place during regular working hours. If not, employees will be compensated for training time spent outside of regular working hours.

Signatures:



Frank Jabola, Superintendent
10/22/2024
Date



Brant Osborn, Federation President
10/22/24
Date