

ARTICLE 2 DEFINITION

Wherever used in this Agreement, the following terms shall have the designated meanings:

ADMINISTRATIVE DIRECTIVE - An order from the Superintendent's office.

ADMINISTRATIVE UNIT – An operational unit within the school district. Included in this definition are all departments, cost centers and schools.

AGREEMENT - The document that delineates the wages, hours, terms and conditions of employment that were mutually agreed to as the result of collective bargaining.

BARGAINING UNIT – That group of employees determined by the employer and SEIU, FPSU, and approved by PERC to be appropriate for the purpose of collective bargaining. In this Agreement, the non-instructional personnel included in the unit as certified by the Public Employees Relations Commission (PERC) on April 3, 1996 (Case No. RC-95-058 and RC-95-059).

BOARD - The School Board of Lake County, Florida, the duly elected board under Florida Statutes, Chapter 230.03(2) that has the responsibility for the organization and control of the public schools of Lake County and its designated representatives.

BUMP - Replace an employee with less seniority.

CERTIFICATION - The designation by PERC of an employee organization as the exclusive representative of the employees in an appropriate bargaining unit.

CLASSIFIED SALARY SCHEDULES - The salary schedules developed as the result of negotiations and applicable to all employees included in the bargaining unit.

COLLECTIVE BARGAINING - The performance of the mutual obligations of the public employer and the bargaining agent of the employee organization to meet at reasonable times, to negotiate in good faith, and to execute a written contract with respect to agreements reached concerning the determination of wages, hours of work, and terms and conditions of employment.

COMPENSATORY TIME - Time off in lieu of overtime compensation. Time off will be given at one and one half time for any hours worked over forty (40) hours in a workweek.

DEPARTMENT - An operational unit within the school district

DISTRICT - The School District of Lake County, Florida.

DRUG TESTS - Drug and/or alcohol screening is a unique process conducted under certain circumstances and by the protocol enumerated in the Drug-Free Work Place Policy 4124 and in Article 10 of this Agreement.

EMERGENCY - An unexpected serious occurrence or situation urgently requiring prompt action.

EMPLOYEE ASSISTANCE PROGRAM – The program provided by the Employee Health Care Program that provides a variety of counseling and informational services for mental health problems not normally covered under the mental health provisions of the Group Health Plan such as stress, weight loss, financial issues, family problems and smoking cessation; chemical dependency, alcoholism and drug abuse; depression and other medical concerns such as health screening, rehabilitation and physical handicap.

EMPLOYEE - A person employed in a job classification covered under this Agreement or employed in a job classification that the parties mutually agree to add.

ESTABLISHED PRACTICE - A practice that has gained general acceptance through its use over time.

EXCLUSIVE BARGAINING AGENT - The Service Employees International Union, FPSU, recognized by the public employer and certified by the Public Employees Relations Commission (PERC) as the designated or selected agent by a majority of public employees as their exclusive representative for purposes of collective bargaining, hereinafter referred to as the Union.

FISCAL YEAR - July 1 of one year through June 30 of the following year.

GRIEVANCE - An allegation that there has been a misapplication or misinterpretation of any of the provisions of this Agreement. It is understood that an allegation does not become a grievance until written and submitted at Step Two in the Grievance Procedure.

GRIEVANCE ADMINISTRATOR - A school principal or department head as designated on the Board approved organizational chart.

GRIEVANT - An individual employee, several employees or the Union itself.

IMMEDIATE SUPERVISOR - The administrative officer immediately superior to the employee.

JOB CLASSIFICATION - The grade or classification in which the employee is currently assigned.

JOINT COMMITTEES - Committees comprised of persons selected by the Union and the Board with an equal number of members appointed by each party.

LAKE COUNTY SCHOOLS - All public schools now existing or established in the future and lie wholly within the legally established boundaries of the County of Lake.

LAY-OFF - A reduction in force in an administrative unit.

LEAVE OF ABSENCE - Permission granted by the Board or by District policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave.

NON-EMPLOYEE UNION REPRESENTATIVES - Representatives of the Union who are not employed by the Board who conduct business on behalf of SEIU.

OVERTIME - When employees are directed to work hours in excess of forty (40) hours during the workweek.

PERC - The Public Employees Relations Commission created by Section 447.003, Florida Statutes.

POLICIES - Rules established by the Board under authority of state law.

PROMOTION - The movement of an employee from one job classification to another job classification that carries a higher pay grade.

RECALL - Called back to work from lay-off.

RULES, GUIDELINES, STANDARD OPERATING PROCEDURES - Established by the administration, under authority granted by state law and the Board, to facilitate the operation of the School District.

SCHOOL BOARD - The Board of Lake County, Florida, the duly elected board established under Section 230.03(2), Florida Statutes, that has the responsibility for the organization and control of the School District of Lake County, Florida, hereinafter called the "Board" and its designated representatives.

SCHOOL DISTRICT - The School District of Lake County, Florida.

SCHOOL YEAR – As published by the Board after consultation with the Union.

SENIORITY - The length of continuous service in any job in the school district.

SPECIALIZED PAY TABLE – The specialized pay table is a classified salary schedule developed in 2023 for positions moving from the traditional pay table. Positions on this pay table were identified and agreed upon by both parties through the bargaining process.

CHIEF STEWARD or STEWARD - An employee appointed by the Union as the first-line Union representative at the work site.

STATE REGULATIONS - That body of regulations adopted by the Department of Education of the State of Florida to clarify and implement state statutes relating to education in the state of Florida.

STRIKE - The concerted failure to report for duty; the concerted absence of employees from their assigned positions; the concerted stoppage of work; the concerted submission of resignations; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with a public employer, for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment, or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct that adversely affects the services of the public employer the concerted failure to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage.

SUPERINTENDENT'S DESIGNEE - Any non-bargaining unit employee selected by the Superintendent and assigned to complete a specific task on the Superintendent's behalf.

SUPERINTENDENT - The secretary and executive officer of the Board of Lake County, Florida, who is responsible for the administration of the schools and for supervision of instruction in the Lake County Schools.

TRADITIONAL PAY TABLE – The traditional pay table is a classified salary schedule developed in 2023 for all employees not moved to the specialized pay table. Positions on this pay table were identified and agreed upon by both parties through the bargaining process.

TRANSFER - A change from one work location to another while working at the same job title, or as a lateral move from one job title to another having the same pay grade.

UNION - Service Employees International Union, FSPU.

UNION PRESIDENT - The duly elected President of SEIU, FPSU, Florida Public Service Union.

UNION REPRESENTATIVE - Chief stewards, Union officers, Union staff, Union-appointed members to joint labor-management committees and all others appointed by the Union to represent the interests of the employees in the bargaining unit.

VACANCY - A newly created bargaining unit position or a position that has been vacated by an employee, provided the position has not been eliminated.

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WORKDAY - The total number of hours an employee is expected to be present and performing assigned duties.

WORKING HOURS - Those hours specified when employees are expected to be present and performing assigned duties. This includes any break period.

WORK SITE - The center to which an employee of the School District of Lake County is assigned and from which employees are assigned to receive administrative services (for example, paycheck, sick leave records).

WORKWEEK - A workweek consists of seven consecutive 24-hour periods designated by the employer. The designated workweek for the Lake County School System begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight.

HC for Board 8-25-23
For the Board

Kim Corwin 8-28-23
For SEIU