



Education Association of St. Lucie LOCAL 3616

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The VOICE

Editor: Maureen Sinnott
371 East Midway Road
Ft. Pierce, FL 34982

Your Contract . . . Clarified! with CTA Vice-President Rebecca Petrie

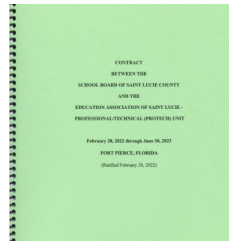
Last month, we looked at CTA and CU Compensatory (Comp) Time... how it is earned and how it can be used. This month, we will highlight the ProTech contract and Comp Time.

In order to know which language to refer to, members of the ProTech bargaining unit will first need to identify whether they are classified as **NON-EXEMPT** or **EXEMPT** employees. You can do this by looking at your job description which can be found here:

<https://www.stlucie.k12.fl.us/departments/human-resources/job-descriptions/>

Once you know your exempt/non-exempt status, you can read on to learn about how Comp Time is earned and how it can be used.

ProTech Contract
ARTICLE V - - Working Conditions
A. General Provisions
5. Compensatory Time



A. Non-Exempt Employees:

When an employee is required or requested to perform functions before or after the regular workday, this time may be used as compensatory straight time if less than 40 hours in a work week and granted by the appropriate administrator. Preauthorized work performed by employees in excess of forty (40) hours in a work week shall be compensated at a rate of one and one-half or compensatory time at one and one-half hours. This choice is at the option of the employee. An employee who has requested use of compensatory time shall be permitted by the employer to use compensatory time in a reasonable period after making the request if the use does not unduly disrupt the operation of the School Board.

- 1. Compensatory time must be taken during the current school year in which it was granted. Employees are limited to a maximum of forty hours of accrual. Compensatory time accrued at the end of the year will be paid in accordance with the Fair Labor Standards Act.*
- 2. For purposes of overtime or compensatory time computation, only time actually worked will be considered, except paid holidays shall be used as a basis for computing overtime.*
- 3. Management will determine which employees will be assigned overtime work.*
- 4. All reasonable requests to attend school recognition ceremonies for their children during the employee's workday will be approved by their supervisor. Time will be approved when it results in minimum disruption of the educational program. Employees may use compensatory or personal leave.*
- 5. The work week for overtime or compensatory time computation shall run from 12:01 a.m. on Sunday to 12:00 midnight Saturday.*

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Your Contract . . . Clarified!

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So... what does this mean for **non-exempt ProTech employees**?

If you are asked to work outside the regular workday, you will receive that number of hours of Comp Time. If you work more than 40 hours of work in a week, you have the option to be compensated at time and a half OR to earn comp time at the same time and a half for the hours over 40. The choice is yours, not your supervisor's. You can accrue up to 40 hours of comp time in a year and must use your accrued comp time within the school year that it is earned. Unused accrued comp time can be paid out at the end of the year.

B. Exempt Employees:

All work outside the regular workday shall be compensated either monetarily or with compensatory time. ProTech members shall not be required to perform functions on their regularly scheduled days off. Use of such time will be approved by the administrator with a result of minimum disruption of educational program. Compensatory time must be taken during the current school year in which it was earned.

- 1. Compensatory time must be taken during the current school year in which it was granted. Employees are limited to a maximum of forty hours of accrual.*
- 2. For purposes of compensatory time computation, only time actually worked will be considered, except paid holidays shall be used as a basis for computing overtime.*
- 3. All reasonable requests to attend school recognition ceremonies for their children during the employee's workday will be approved by their supervisor. Time will be approved when it results in a minimum disruption of the educational program. Employees may use compensatory or personal leave.*
- 4. The work week for overtime or compensatory time computation shall run from 2:01Aa.m. on Sunday to 12:00 midnight Saturday.*

So... what does this mean for **exempt ProTech employees**?

If you are asked to work outside the regular workday, you will receive that number of hours of Comp Time. You can accrue up to 40 hours of comp time in a year and must use it within the year it was earned.

Whether you are a non-exempt or an exempt employee in the ProTech bargaining unit, if you have any questions or concerns about Comp Time, please let us know.

We are here to help!

Your contract can be located on the district's webpage as well as ours.

Visit **www.EASL3616.org** and click the Resources tab. All three of our most-recently ratified contracts are available online!



**Focus on CU
with CU Vice President
Sandy Rohn**

Hi all and welcome to December. Now is a good time to reflect on the past year and how many wonderful things happened:

- We negotiated raises for all support staff—the new minimum salary of \$15, which is historic;
- We won the right to grieve the dismissal of support staff;
- Health paras were moved to a new pay scale which is more in line with the work they do.

In addition, we are finally having a year with less Covid and, although not entirely, a return to a more normal school year.

Though we were out for two hurricanes, we do

not have to makeup those days as we have enough educational time for students.

I hope if you have co-workers that are not yet members of our union, you will remind them of all we have achieved and ask them to join us.

I wish you all a wonderful and relaxing holiday season. Remember, we are stronger together.

Sandy



Join Us



Roster Verification

Teachers, once published, please pay careful attention to the Roster Verification dates. We have not yet confirmed the verification window but it should be sometime in the month of December.



We highly encourage you to verify each and every student on each and every roster that you have. You are not only verifying that you teach those particular students but also the course codes that you are assigned to teach. Be sure that all of the information you are verifying is correct.

Once the window closes, your opportunity to verify your students and course codes ends. Roster verification impacts your evaluation. Failing to complete your roster verification can also impact your ability to appeal your evaluation. Other issues, such as Out-of-Field status and certification problems, can potentially be avoided by proper roster verification. If you have any questions about the verification process, please speak with a member of your administrative team.

Let us know if you have any concerns.



**Education Association of St. Lucie
Local 3616**

371 E. Midway Road
Ft. Pierce, FL 34982
Office: 772-464-6430
Fax: 772-464-7446

EASL Executive Board

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LeAnne Carangelo, CTA Executive Board At-Large: OHK8

Union Staff

Maureen Sinnott/ Member Support Specialist
Lucy Bravo/ Organizing and Member Advocacy Specialist
Barbara Ziegler/ Office Manager

E-mail:

David.Freeland@FloridaEA.org
Rebecca.Petrie@FloridaEA.org
Lucy.Bravo@FloridaEA.org
Barbara.Ziegler@FloridaEA.org
Maureen.Sinnott@FloridaEA.org

Best Wishes



Let's Talk Benefits

Let's Talk Benefits with
Lucy Bravo, Organizing and Member Advocacy Specialist
This month's focus will be on the union benefit partner



A better way to manage unexpected expenses...

The LoansAtWork program is now available to benefits-eligible employees of St. Lucie County Public Schools, **regardless of credit history!**

- No minimum credit score required
- \$500-\$5,000 loans available to benefits-eligible employees with at least one year on the job*
- Payroll deduction repayments over 6-29 months*
- Fixed annual interest rate 23.99%*
- Payments as low as \$14 up to \$130 if repaid over 29 months*

To enroll, visit www.LoansAtWork.com and click "Apply Now".