



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SCHOOL DISTRICT OF POLK COUNTY, FLORIDA
AND
THE POLK EDUCATION ASSOCIATION, INC.**

**ESP- SCHOOL-BASED – FINANCIAL/REGISTRAR – PRINCIPAL’S SECRETARY
PAYGRADES**

This Memorandum of Understanding (MOU) memorializes the parties’ agreement to amend the paygrade schedules for School-Based Secretaries (SBS), Financial-Registrar Secretaries (FSRS), and Principal’s Secretaries (PRS12) to ensure that new position placement from the SBS paygrade to the FSRS paygrade is more equitable for years of experience and hourly rate of pay. This agreement also ensures that employees on the PRS12 paygrade have a higher hourly rate than the SBS and FSRS paygrades.

The **SCHOOL DISTRICT OF POLK COUNTY, FLORIDA** (D/B/A Polk County Public Schools) (**PCPS/District**) and the **POLK EDUCATION ASSOCIATION, INC. (PEA)** as evidenced by the respective signatures below, are parties hereto and agree to this Memorandum of Understanding (MOU) as more specifically set forth herein.

WHEREAS, the PEA is the certified bargaining agent for the District; and, the District is the employer and party to the Educational Support Personnel (ESP) Collective Bargaining Agreement (CBA) with the PEA; and,

WHEREAS, ESP Appendix B outlines the ESP paygrade schedules.

NOW, THEREFORE, the parties agree to the following amendments to the SBS, FSRS, and PRS paygrades in the ESP CBA:

A. School-Based and Financial-Registrar Secretaries

The parties agree that existing, duly ratified, contract language from July 12, 2022, stating, “Any current SB10, SB11, and SB12 positions will move laterally to the corresponding FSRS letter,” was contradictory in that the SBS and FSRS paygrades do not start with the same pay level letter designation. The intention at the bargaining table was to move first level SBS-M to first level FSRS-A (moving laterally), and so on.

To make the SBS and the FSRS paygrades more equitable in years of experience placement and providing an increased hourly rate of pay for the move to a higher paygrade, the parties agree to strikethrough FSRS pay levels N-S while fixing potential decreases in hourly rate of pay from SBS to FSRS. This modification also facilitates the lateral move from SBS to FSRS paygrade. For example, the top of the SBS paygrade is currently \$21.29/hour and moving to FSRS-S would result in a decrease to \$20.50/hour.



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SBS	SBS \$/hr		FSRS	FSRS \$/hr	FSRS \$/hr
SBS-M	\$15.00	→	FSRS-A	\$16.00	\$16.00
SBS-N	\$15.44	→	FSRS-B	\$16.25	\$16.25
SBS-O	\$15.90	→	FSRS-C	\$16.50	\$16.50
SBS-P	\$16.38	→	FSRS-D	\$16.75	\$16.75
SBS-Q	\$16.87	→	FSRS-E	\$17.00	\$17.00
SBS-R	\$17.38	→	FSRS-F	\$17.25	\$17.60
SBS-S	\$17.90	→	FSRS-G	\$17.50	\$18.25
SBS-T	\$18.53	→	FSRS-H	\$17.75	\$18.75
SBS-U	\$19.08	→	FSRS-I	\$18.00	\$19.25
SBS-V	\$19.65	→	FSRS-J	\$18.25	\$19.75
SBS-W	\$20.24	→	FSRS-K	\$18.50	\$20.50
SBS-X	\$20.67	→	FSRS-L	\$18.75	\$21.00
top	\$21.29	→	FSRS-M	\$19.00	\$21.35
			FSRS-N	\$19.25	
			FSRS-O	\$19.50	
			FSRS-P	\$19.75	
			FSRS-Q	\$20.00	
			FSRS-R	\$20.25	
			FSRS-S	\$20.50	

Any current SB10, SB11, and SB12 positions will move laterally **into the FSRS paygrade.** to the corresponding FSRS letter.
 Placement from SB10 – SB10-S thru SB10-X on FSRS-S
 Placement from SB11 – SB11-S thru SB11-X on FSRS-S
 Placement from SB12 – SB12-S thru SB12-V on FSRS-S

From ESP CBA Appendix A

Paygrade	Days	Hr/Day	Annual Hr	
SBS	196	8	1568	School-Based Secretary (10-month 8-hr day), Guidance Secretary
	216	8	1728	School-Based Secretary (11-month 8-hr day), Guidance Secretary
	247	8	1976	School-Based Secretary (12-month 8-hr day)
FSRS	216	8	1728	Financial Secretary, School-Based
	247	8	1976	Registrar Secretary, School Based



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B. Principal’s Secretary Paygrade (PRS12)

To address potential hourly rate of pay decreases when moving from a lower paygrade, both parties agree to improve the hourly rate of pay for PRS12-S and top level to \$21.10/hour and \$21.40/hour, respectively.

PRS12	PRS12 \$/HR	
PRS12-L	\$17.00	
PRS12-M	\$17.13	
PRS12-N	\$17.65	
PRS12-O	\$18.18	
PRS12-P	\$18.72	
PRS12-Q	\$19.47	
PRS12-R	\$20.05	
PRS12-S	\$20.66	<u>\$21.10</u>
top	\$21.27	<u>\$21.40</u>

From ESP CBA Appendix A

Paygrade	Days	Hr/Day	Annual Hr	
PRS12	247	8	1976	Secretary to the Principal (12-month)

C. Bargaining for Salaries/Benefits for 2023-2024 School Year

This agreement does not comprehensively include potential salary improvements or changes to the 2023-2024 school year as both parties are currently at the bargaining table. This agreement clarifies the movement between secretary paygrade levels from SBS to FRS to PRS12.

Any placement for paygrade advancements will not result in a decrease in hourly rate of pay.



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This Memorandum of Understanding will expire after the next duly ratified ESP CBA.

POLK EDUCATION ASSOCIATION, INC. POLK COUNTY SCHOOL DISTRICT

**By: _____
Stephanie Yocum
President
Polk Education Association**

**By: _____
Frederick R. Heid
Superintendent
Polk County Public Schools**

Date

Date

- c: Jason Pitts, Chief of Staff, Deputy Superintendent
- Brian Warren, Associate Superintendent, Human Resource Services
- Business Services Division: Finance and Payroll Departments
- Human Resource Services Division: Personnel Department