

To UTD 12-month Paraprofessionals/School Support Personnel and Office Employees:

On October 14, 2009, the School Board approved a negotiated modification to the M-DCPS/United Teachers of Dade (UTD) contract. This modification, which is effective July 1, 2009, changed the work year for all 12-month paraprofessionals, school support and office personnel from a 260-day work year to a 250-day work year. This change will have the following impact on affected employees:

Full-time 12-month Paraprofessional/School Support Personnel and Office Employees

- Modify the work year so that impacted employees will not work during Winter Recess and Spring Recess. Winter Recess will continue to include two legal holidays, two Board-approved holidays and one discretionary holiday as authorized by the Superintendent.
- Reduce the base salary by 3.85 percent, retroactive to July 1, 2009 (this reduction will not impact supplements, with the exception of supplements for shift differential).
- The first pay date reflecting the reduced salary is October 23, 2009.
- Because this contract change is retroactive to July 1, 2009, the rate paid for the past 67 days must be adjusted to reflect this change. Therefore, the pay checks of November 6, 2009 through July 2, 2010, will reflect a small overpayment adjustment to account for this retroactive change in salary. The description on your pay advice will be "Overpayment".
- Modify the Annual Leave (Vacation) Accruals effective July 1, 2009 as follows:
 - For Paraprofessional/School Support Personnel
 - First through fifth year – 11.5 days maximum per fiscal year (previously 12.0)
 - Sixth through 10th year – 14.5 days maximum per fiscal year (previously 15.0)
 - More than 10 years – 19.5 days maximum per fiscal year (previously 20.0)
 - Office Employees
 - First through third year – 14.5 days maximum per fiscal year (previously 15.0)
 - Four years or more – 19.5 days maximum per fiscal year (previously 20.0)

A small negative adjustment will be processed to account for the past three vacation accruals (July, August and September). The new accrual rate will commence with the October accrual.

Part-Time Employees

As a result of implementation of the 12-month (250 day) work year, the hourly (paycode F) pay rates for 12-month paraprofessionals/school support and office employees were inadvertently reduced during the pay period effective October 2, 2009. Staff is working diligently to correct the pay rates as soon as it is possible.