

ARTICLE III -- DEFINITIONS

Terms used in this Agreement shall be defined as follows:

Section 1. Administrative Directives -- Directives promulgated by the Superintendent and his/her administrative staff.

Section 2. Bureau -- The administrative unit to which departments and sections are administratively responsible.

Section 3. Certification -- Refers to the designation by PERC of an employee organization as the exclusive representative of the employees in an appropriate bargaining unit.

Section 4. 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 the wages, hours of work, and terms and conditions of employment.

Section 5. Contract -- The document which delineates the wages, hours and terms and conditions of employment which were mutually agreed to as the result of collective bargaining.

Section 6. DCSMEC -- Dade County School Maintenance Employee Committee which has been granted the right to represent exclusively the members of the bargaining unit.

Section 7. Department -- An operational unit within a division.

Section 8. Emergency -- Any situation which is not routine or generally anticipated, as determined by the Superintendent of Schools or his/her designee.

Section 9. Established Practice -- A practice which has gained acceptance through use.

Section 10. Exclusive Bargaining Agent -- The agent recognized by the public employer and certified by PERC as that designated or selected by a majority of public employees as their exclusive representative for purposes of collective bargaining.

Section 11. Fiscal Year -- July 1 of one year through June 30 of the following year.

Section 12. Job Assignment -- The school center or other location to which an employee is instructed to report to work by the administrator.

Section 13. Job Classification -- The grade or classification in which the employee is currently assigned.

Section 14. Job Description -- The written document describing the duties, responsibilities, and qualifications of the job.

Section 15. PERC -- The Public Employees Relations Commission created by Section 447.003, Florida Statutes.

Section 16. Rules -- Rules established by the School Board, under authority granted by state law.

ARTICLE III (cont.)

Section 17. School Board -- The School Board of Miami-Dade County, Florida, the duly-elected board established under Florida Statutes, Section 230.03(2) which has the responsibility for the organization and control of the public schools of Miami-Dade County.

Section 18. State Regulations -- That body of regulations adopted by the State Board of Education and the Department of Education of the State of Florida to clarify and implement state statutes which relate to education in the State of Florida.

Section 19. Strike -- The concerted failure to report for duty, the concerted absence of employees from their 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 the Miami-Dade County School Board, 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 which 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, the establishment of strike funds.

Section 20. Superintendent -- The secretary and executive officer of the Miami-Dade County School Board who is responsible for the administration of the schools and for supervision of instruction in the Miami-Dade County Public Schools.

Section 21. Supervising Administrator -- The administrative manager responsible for the work location to which the foreperson, area general foreperson and/or the trademaster is assigned.

Section 22. Unauthorized Absence -- Failure of an employee to give notice of absence may be regarded as unauthorized leave. Upon reporting back to work, the employee shall be apprised of the unauthorized leave status. However, if the employee can demonstrate that there were extenuating circumstances (e.g., hospitalization or other serious emergency), then consideration must be given to changing the status of the leave. Only the bureau/office head (or designee) has the authority to change an unauthorized leave. Absence in excess of accrued sick and personal leave, when such absence is not specifically authorized in advance, is an unauthorized absence. Vacation leave may only be taken with advanced authorization in accordance with Article XII, Section 11. Vacation leave without advanced authorization and not in accordance with bureau/office procedures constitutes unauthorized absence.

Section 23. Unit -- That group of employees determined by the employer and DCSMEC and approved by the Florida Public Employees Relations Commission (PERC) to be appropriate for the purpose of collective bargaining as set forth in Appendix A.

Section 24. Workday -- The total number of hours an employee is expected to be present and performing assigned duties.

Section 25. Work Location -- The responsibility center to which an employee has been assigned, as designated by the bureau/office head.

Section 26. Working Hours -- Those specified hours when employees are expected to be present and performing assigned duties.