

Employee Handbook 2015-2016



www.jeffersonschooldistrict.org



Welcome to the Jefferson County School System

We believe that each employee contributes directly to the successful educational program for the students of Jefferson County. We hope that you will take pride in being a member of our team of educational professionals. Please remember that you represent the School Board of Jefferson County while in the community as well as at the school.

This handbook describes some of the expectations of our employees and outlines the policies, programs and benefits available to eligible employees.

We encourage you to familiarize yourself with the contents of this handbook for it will answer many common questions concerning employment with the Jefferson County School System. However, if a question arises which is not answered within this handbook, the employee should consult with his/her supervisor or the Personnel Department regarding any questions not answered herein.

The information, policies and benefits described here are subject to change. All such changes will be communicated through official notices, and revised information may supercede, modify, or eliminate existing policies. The employee handbook is not a contract or a legal document. It is, however, the responsibility of the employee to read and comply with the procedures contained within and any revision made to it.

Again, welcome!

Al Cooksey

Albert Cooksey, Superintendent

Loyalty

If you work for a man, in heaven's name work for him. If he pays you wages which supply you bread and butter, work for him; speak well of him; stand by him, and stand by the institution he represents.

If put to a pinch, an ounce of loyalty is worth a pound of cleverness. If you must vilify, condemn, and eternally disparage, resign your position, and when you are outside, damn to your heart's content, but as long as you are part of the institution do not condemn it. If you do that, you are loosening the tendrils that are holding you to the institution, and at the first high wind that comes along, you will be uprooted and blown away, and will probably never know the reason why.

Elbert Hubbard

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**Administrative Organization
School Board of Jefferson County
2014-2015**

SUPERINTENDENT

Albert Cooksey

ADMINISTRATORS

Tammy McGriff, Federal Programs
Robert Lloyd, CFO
Mr. Sherman Stroman, HR Director, Adult School
Tom Vogelgesang, Technology Director
Alfredie Hightower, Transportation/Facilities Specialist
Reathea Knowles, Food Service Specialist

PRINCIPALS

Baron McComb, JCMHS
Elijah Key, JES
Nancy Whitty, Turning Point

ASSISTANT PRINCIPALS

Benny Bolden, JCMHS
Elizabeth DeCardenas, JES

DEPARTMENT EXECUTIVE SECRETARIES

Debra Lingle, Office of the Superintendent
Vicki Boland, Hr/Adult School
Tomura Byrd, Federal Programs
Geraldine Smith, Alternative School/ESE
Gwen Keys, Transportation
Rebecca Rigdon, Food Service
Dwanda Skipworth, JES
Jamie Price, JCMHS
Gwen Halpin, Receptionist

SCHOOL BOARD MEMBERS

Phil Barker, District 1
Sandra Saunders, District 2
Shirley Washington, District 3
Larry Halsey, District 4
Charles Boland, District 5

Jefferson County Schools and Addresses

SCHOOL BOARD OF JEFFERSON COUNTY Phone: (850) 342-0100
1490 W. Washington Street FAX: (850) 342-0108
Monticello, FL 32344

SCHOOLS

Jefferson Elementary School (K-5) Phone: (850) 342-0115
906 E. Rocky Branch Road FAX: (850) 342-0123
Monticello, FL 32344

Jefferson County Middle/High School (6-12) Phone: (850) 997-3555
50 David Road FAX: (850) 997-4773
Monticello, FL 32344

Turning Point Alternative School Phone: (850) 342-0516
575 South Water Street
Monticello, FL 32344

Adult School Phone: (850) 342-0522
575 S. Water Street
Monticello, FL 32344 FAX: (850) 342-0402

Other Helpful District Numbers

School Food Services Phone: (850) 342-0145
960 E. Rocky Branch Road FAX: (850) 342-0248
Monticello, FL 32344

Transportation Bus Barn Phone: (850) 342-0136
S. Hwy. 19 FAX: (850) 342-0124
Monticello, FL 32344

Jefferson County Teacher's Credit Union Phone: (850) 342-0250
1500 W. Washington St.
Monticello, FL 32344

JEFFERSON COUNTY SCHOOLS

2015-16 SCHOOL YEAR CALENDAR

Board Adopted: 04/13/2015

JULY 2015						
S	M	T	W	T	F	S
			1	2H	3*	4
5	6	7	8	9	10*	11
12	13	14	15	16	17*	18
19	20	21	22	23	24*	25
26	27	28	29	30	31*	

AUGUST 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6T	7	8
9	10	11	12	13	14	15
16	17S	18S	19S	20S	21S	22
23	24S	25S	26S	27S	28S	29
30	31S					

SEPTEMBER 2015						
S	M	T	W	T	F	S
		1S	2S	3S	4S	5
6	7H	8S	9S	10S	11S	12
13	14S	15S	16S	17S	18S	19
20	21S	22S	23S	24S	25S	26
27	28S	29S	30S			

OCTOBER 2015						
S	M	T	W	T	F	S
				1S	2S	3
4	5S	6S	7S	8S	9S	10
11	12	13S	14T	15S	16S	17
18	19S	20S	21S	22S	23S	24
25	26S	27S	28S	29S	30S	31

NOVEMBER 2015						
S	M	T	W	T	F	S
1	2S	3S	4S	5S	6S	7
8	9S	10S	11H	12S	13S	14
15	16S	17S	18S	19S	20S	21
22	23S	24S	25H	26H	27H	28
29	30S					

DECEMBER 2015						
S	M	T	W	T	F	S
		1S	2S	3S	4S	5
6	7S	8S	9S	10S	11S	12
13	14S	15S	16ER	17ER	18ER	19
20	21H	22H	23H	24H	25H	26
27	28H	29H	30H	31H		

JANUARY 2016						
S	M	T	W	T	F	S
					1H	2
3	4T	5S	6S	7S	8S	9
10	11S	12S	13S	14S	15S	16
17	18H	19S	20S	21S	22S	23
24	25S	26S	27S	28S	29S	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
	1S	2S	3ER	4S	5S	6
7	8S	9S	10S	11S	12S	13
14	15S	16S	17S	18S	19S	20
21	22S	23S	24S	25S	26S	27
28	29S					

MARCH 2016						
S	M	T	W	T	F	S
		1S	2S	3S	4S	5
6	7S	8S	9S	10S	11S	12
13	14H	15H	16H	17H	18H	19
20	21S	22S	23S	24S	25H	26
27	28S	29S	30S	31S		

APRIL 2016						
S	M	T	W	T	F	S
					1S	2
3	4S	5S	6S	7S	8S	9
10	11S	12S	13S	14S	15S	16
17	18S	19S	20S	21S	22S	23
24	25S	26S	27S	28S	29S	30

MAY 2016						
S	M	T	W	T	F	S
1	2S	3S	4S	5S	6S	7
8	9S	10S	11S	12S	13S	14
15	16ST	17S	18S	19S	20S	21
22	23S	24S	25ER	26ER	27ER	28
29	30H	31T				

JUNE 2016						
S	M	T	W	T	F	S
			1T	2T	3	4
5	6	7	8	9	10*	11
12	13	14	15	16	17*	18
19	20	21	22	23	24*	25
26	27	28	29	30		

JULY	2	Independence Day (observed)
AUGUST	3	Last 4-Day Work Week
	6	New Teacher Orientation
	10	Teacher Report Day
	10-12	Pre-Planning Days
	13-14	Prof. Development Days
	17	First Day of School
SEPT.	7	Labor Day Holiday
	18	Interim Reports go Home
OCT.	14	Teacher Planning Day
	16	End of 1 st Nine Weeks
	23	Report Cards go Home
NOV.	11	Veteran's Day Holiday
	13	Interim Reports go Home
	25-27	Fall Break
DEC.	18	End of 2 nd Nine Weeks-Report Cards
	16-18	Early Release Days
	21-31	Winter Break
JANUARY	1	New Year's Day Holiday
	4	Teacher Planning Day
	18	Martin Luther King Holiday
FEBRUARY	3	Early Release Day
	5	Interim Reports go Home
MARCH	4	End of 3 rd Nine Weeks
	11	Report Cards go Home
	14-18	Spring Break
	25	Good Friday Holiday

APRIL	22	Interim Reports go Home
MAY	16	Emancipation Day (Students/Teachers)
	20	Last Day of School for Seniors
	25-27	Early Release Days
	26	High School Graduation
	27	Last Day of School
	27	Report Cards (JES) Report Cards JCMHS (TBD)*
	30	Memorial Day Holiday
	31	Post Planning Day
JUNE	1-2	Post Planning Days
	6	4-Day Work Week Begins
		Summer School (TBD)
March 28-May 20: FCAT 2.0, FSA's and EOC Testing Window		
*Release of report cards for JCMHS will be based upon the release of FSA's and EOC's from the Department of Education.		

Employee Dress Expectations

Our schools and offices are places of business in which a professional atmosphere needs to be evident. The manner in which we dress is one of the first impressions the public receives. It is an expectation of our job to demonstrate tasteful, businesslike dress. **All JCSD employees are required to wear their Jefferson County School Board ID Badge.** This initiative is based on the Jessica Lunsford Act and promotes a safe and secure culture. Employees are expected to wear badges in such a manner that their picture ID is visible (if a badge is lost, there will be a fee for additional copies). Though each of our schools and offices vary with the amount of public contact and have varying job responsibilities, all of us are in the public eye. We are observed even when we do not realize it. Dressing in a manner that honors the intent and attitude of the work place is indicative of teamwork. Appropriate dress also shows respect for the organization,. Your administrator/supervisor has the responsibility for monitoring and enforcing dress codes.

General guidelines for professional dress expectations:

1. Dresses and skirt lengths should be approximately knee length or longer.
2. Shirts, blouses or dress tops should be long enough to cover the midriff front and back leaving no exposed skin even when sitting, raising arms or reaching.
3. Necklines – front and back – should avoid open or plunging necklines or backs and should not be revealing.
4. Sleeveless clothing is fine for women, but spaghetti straps or cutout shoulders should **not** be worn **unless** covered with a jacket or sweater type garment.
5. No strapless articles of clothing are to worn.
6. Men should wear shirts with sleeves and collars. Shirtless, sleeveless or muscle tanks are not considered business attire.
7. Slacks with shirts, blouses/tops as pant suits or coordinating separates are acceptable.
8. Jewelry worn should not inhibit job performance or safety or distract others – employees or students. Other than earrings, jewelry worn in body piercings should be removed while on the job if possible.
9. **Jeans** are **not** acceptable unless worn on “designated business casual day.” When worn, jeans should have no unusual holes or openings and should not fall off the waistlines expose undergarments or whatever. Bottoms should be hemmed.
10. **Shorts** should only be worn for special events or field trips for which they are necessary. It is wise to clear this dress with your administrator prior to the event. Some departments have designated uniforms to be worn so that personnel are easily recognized. Your supervisor will provide more details regarding the expected dress for these departments. Students’ dress is outlined in the appropriate Code of Student Conduct. A student dress code is enforced at all facilities. Check these documents if you have responsibility for supervising and/or advising students/parents.

CUSTOMER SERVICE

We believe...

- Students are the “first” customer and decisions should reflect this;
- Every student should have an adult advocate who believes in them and supports them;
- Every parent should have a positive contact from the school before encountering a negative one;
- Every employee needs to have a basic understanding of the competition and how it impacts our future;
- Customer service must emanate from leadership and must resonate throughout the schools and district;
- When relationships are first, student achievement follows;
- Every employee must be trained in customer service;
- Customer service must be monitored and evaluated throughout the organization;
- Good customer service must be rewarded and bad customer service must be confronted;
- Student voices should be a primary source of data influencing our decisions as educators;
- Trained staff members should answer the school phones;
- Parents and students have the right to expect great customer service from every employee;
- Quality customer service does not take anything for granted, including what their facilities communicate;
- Hiring caring educators is just as important as hiring highly qualified educators;
- Everything revolves around relationships in public schools, and we will take our relationships seriously;
- The best schools know how to recover effectively when a mistake is made; and
- All staff shall understand the importance of the value of an individual, and shall consider others better than themselves.

JCSB



**LEARNING TODAY...
LEADING TOMORROW**

At Jefferson County School District, we believe that there must be an intentional focus on developing and sustaining relationships in schools for all students. The statements included on this brochure are not only a reflection of our beliefs as they relate to customer service, but are also focal points that can be implemented in our everyday lives.



Employment Policies

VACANCIES

Notices of vacancies within the district shall be posted in each school, on the district web site and at PAEC.org. Notices shall remain posted until positions are filled unless otherwise noted on the job posting. Individuals may be recruited from universities, colleges and from other sources.

PERSONAL DATA CHANGE

Employees are expected to use their legal names in dealing with the Board and other professional agencies. Employees' mailing addresses, telephone numbers, name changes due to marriage or divorce, individual to be contacted in the event of an emergency, educational accomplishments, and other such information should be accurate and current at all times. *It is the responsibility of each employee* to promptly notify the HR Department of any changes in status. When changes in personal data occur, new forms (such as W-4 forms, retirement forms, insurance and a copy of the new social security card and driver license) are required.

TRANSFERS

Employees who desire a change in assignment involving a transfer to another school or position, shall file a written statement of such desire with the administrative supervisor involved **prior to April 15** of the current school year. All requests will be considered by the Superintendent. It is occasionally necessary to transfer an employee involuntarily. Such transfers are effective after consultation and notice to the employee involved. A meeting with the Superintendent may be requested, but an employee may not refuse to accept such transfer.

HIRING OF RELATIVES

Instructional, administrative, or non-instructional personnel shall not be assigned to a school or other facility in which a member of his/her immediate family is assigned as a supervisor of said employee. The Superintendent may recommend such an assignment with good cause being shown and the Board may approve such assignment as a special exception to this policy.

ORIENTATION

The Superintendent or his designee shall be responsible for orientation of new staff. A special orientation will be required for any teacher employed after the beginning of the school term. All new teachers must attend their scheduled orientation program unless excused by the principal. New teachers report two (2) days earlier than the duty calendar for instructional staff orientation. A new non-instructional employee's supervisor shall be responsible for such training.

IMMIGRATION LAW COMPLIANCE

Jefferson County School Board complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States Citizens and aliens who are authorized to work in the United States. As a condition of employment, each new employee must properly complete, sign and date the first section of the Immigration and Naturalization Service Form I-9. Before commencing work, newly rehired employees must also complete the form if they have not previously filed an I-9 with the Personnel Department, if their previous I-9 is more than three (3) years old, or if their previous I-9 is no longer valid.

OATH OF LOYALTY

Florida law requires that all state employees sign an Oath of Loyalty. This form is a part of your employment-processing package and should be completed along with your other personnel papers at the time of employment.

FINGERPRINTING

As of January 1, 1990, Florida law requires that all School Board employees and substitutes hired on or after this date must be fingerprinted. It is the responsibility of the prospective/current employee to pay the processing fee that is established by the Florida Department of Law Enforcement (FDLE). Fingerprints are taken in the personnel office and sent to FDLE and the Federal Bureau of Investigation. Employees are placed on probationary status pending the processing and determination of compliance with standards for good moral character. When a criminal record is returned, the report will be reviewed to determine if the employee will be retained or dismissed. This information will be maintained with other confidential records.

Effective July 1, 2004, school districts are required to conduct national criminal history checks every five years.

SELF-REPORTING RULE

Employees are required to comply with the "Self Reporting Rule" for arrests and convictions. The "Rule" requires employees to self-report to the HR Director within 48 hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, the employee is required to report any conviction, finding of guilt, withholding of adjudication commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere **for any criminal offense** other than a minor traffic violation within 48 hours after the final judgment (SB 3.138)

CODE OF ETHICS

The Code of Ethics governs professionalism through integrity and consists of those principles of professional conduct that govern the education profession in Florida. The State Board of Education approved the principles of professional conduct on July 21, 1992 (Rule 6B-1.006, FAC). Violation of any of the principles of professional conduct shall subject the individual to sanctions against their certificate, which may include revocation or suspension of the individual educator's certificate, or any other penalties as provided by law. All employees are encouraged to read, understand and become familiar with these principles. The code of ethics may be viewed by visiting www.fldoe.org.

PROFESSIONALISM

Each School Board employee is expected to demonstrate professional and appropriate behavior. Each employee is expected to abide by school and School Board of Jefferson County rules, and state and federal laws. Because employees of a school system serve as role models for students, employees are held to the highest standard of conduct. In a small rural school district such as ours, the community holds school personnel as examples for children.

OUTSIDE EMPLOYMENT

Full-time employment is regarded by the School Board as sufficient in demands of time to make outside employment or "moonlighting" unnecessary. Therefore, outside employment is discouraged but is not forbidden. No employee shall permit outside employment to interfere with his duties, responsibilities or efficiency as an employee of the School Board, including the assignment of additional duties relating to his position. Outside employment shall not violate moral standards or the Code of Ethics of the Educational Profession in Florida. Outside employment responsibilities shall not be tended to on School Board time, equipment or communication devices per School Board Policy (SB 3.113).

EMPLOYEE RELATIONS

Jefferson County Schools believes that the work conditions, wages and benefits that are offered to its employees are competitive with those offered by other school districts in this region. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice those concerns openly and directly to their immediate supervisor. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that our school system amply demonstrates its commitment to employees by responding effectively to employee concerns.

If employees prefer to exercise the right to be represented by a collective bargaining agent, the School Board will respect that choice. We affirm our commitment to retaining positive relationships with the existing bargaining unit.

GRIEVANCE

Whenever an employee feels that he has a grievance, every effort shall be made to arrive at a satisfactory solution to the problem on an informal basis. However, where informal proceedings do not result in a solution, resort shall be made to more formal procedures to resolve the grievance. Full grievance procedures may be found under School Board Policy 3.109.

PUPIL SUPERVISION

Proper supervision of a pupil shall be provided while the student is under the immediate control of the school. Any member of the administrative or instructional staff who has responsibility for the supervision of students, pursuant to SB Policy 7.301 and Florida State Statute (F.S.) 1003.32, who fails to provide such supervision by failing to report for duty or by leaving his post of duty without being properly relieved of such duty, may be charged with willful neglect of duty.

CHILD ABUSE

All employees of the district have the responsibility to report all actual and suspected cases of child abuse, abandonment or neglect; immunity from liability if they report such cases in good faith; and the responsibility to comply with child protective investigations and all other provision of law related to child abuse, abandonment or neglect. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures (F.S. 1006.61, 1006.13, SB 2.129).

WEAPONS PROHIBITED

No one, except a law enforcement officer, may bring a weapon on campus. Employees, students and parents are prohibited from carrying any gun, pistol, sword, knife, razor, or any other item which may be used as a weapon on the school grounds, into any school building, or on a school bus, or who conceals such items on the school grounds, within a school building, on a school bus or in an automobile or other vehicle parked on the school grounds or adjacent thereto. Employees, students and parents who fail to comply with this policy may be arrested, suspended from duty or expelled (F.S. 1001.43, 1006.13).

ALCOHOL & DRUG-FREE WORKPLACE

No employee or student shall manufacture, distribute, dispense, possess or use on or in the work place, or be under the influence of any alcoholic substance, any intoxicating or auditory, visual, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, in the work place, as defined by Federal Law or Florida Statute Ch. 893, or any counterfeit of such drugs or substances, all being collectively referred to as drugs.

Alcoholic beverages in any form, drugs and controlled substances are barred from all school property, building, and functions sponsored by the public schools of Jefferson County.

All property owned by the School Board of Jefferson County are tobacco free. We prohibit the use of all tobacco products (including smoke-free or electronic) in support of the Clean Air Act.

Work place is defined to mean any site for the performance of work done in connection with employment. This includes any building, vehicle, school sponsored curricular or extra-curricular activity, event or function on or off School Board property where students are under the jurisdiction of the Board (F.S. 1006.09, 1006.13, SB 6.515, SB 3.132).

TOBACCO - FREE SCHOOL FACILITIES

It is the School Board's responsibility to provide a safe and healthy learning environment free from exposure to known carcinogens, and one in which adults are role models for healthy behavior. The Board recognizes that District personnel and school visitors serve as role models to students and, in compliance with the Florida Clean Indoor Air Act; the Board adopts a Tobacco-Free School Policy to endorse healthy behaviors and prevent tobacco use. All components of this policy are effective 24 hours a day; 365 days per year (complete policy content is found under School Board policy 6.515).

DISCRIMINATION

No person shall, on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district except as provided by law (SB Policy 2.124, F.S. 1000.05).

REASONABLE ACCOMMODATIONS IN EMPLOYMENT

In accordance with the Americans with Disability Act (ADA), an employee may request reasonable accommodations when he/she meets the criteria of a disability as defined by ADA. ADA has a three-part definition of a disability. Under ADA, an individual with a disability has:

- A physical or mental impairment that substantially limits one or more major life activity;
- A record of such an impairment; or
- Is regarded as having such impairment.

Reasonable accommodations shall be provided that will not impose undue hardship to the school or district. Reasonable accommodations can involve the following:

- Modifications or adjustments to a job application process that enable or qualify an applicant with a disability to be considered for the position such qualified applicant desires; or
- Modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position, or
- Modifications/adjustments enabling employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

Employees desiring reasonable accommodations in employment may contact the Human Resource Office.

SEXUAL HARRASSMENT

The School Board of Jefferson County forbids sexual harassment in any form, whether by an administrator, teacher, any other adult, or any student on school property or at any school related activity. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature.

The HR Director shall be the District's contact person for all matters dealing with sexual harassment. Persons may also report such actions to any teacher, principal, administrator or other responsible person within the work site where the action occurred. All complaints shall be reported to the HR Director and investigated as promptly as possible. Filing a complaint of sexual harassment will not reflect upon the individual's status, future employment, work assignments, future grades or extra-curricular activities. A substantiated charge of sexual harassment shall subject the individual to disciplinary actions (SB Policy 7.421, F.S. 1006.13).

PROBATIONARY PERIOD

Upon initial hire, the employee serves in probationary status until a background check is completed and the employee is determined to be in compliance with standards of good moral character. The Board may terminate a probationary employee that is found to have a criminal record.

The employer uses this period to evaluate employee capabilities, work habits, and overall performance.

During the first year of employment, either the instructional employee and/or the employer may end the employment relationship without a breach of contract and without cause.

Teachers and administrators are usually appointed with a one-year probationary contract. Annual contract teachers may be non-renewed at the end of each contract year without cause. Upon successful completion of a probationary contract, the employee may award an annual contract provided the employee holds an active professional certificate, has been recommended by the Superintendent based upon an evaluation, is approved by the School Board and has not received two (2) annual performance evaluation ratings of unsatisfactory or three ratings of needs improvement or a combination of the two under F.S. 1012.34.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security. They may also be eligible for other employer-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

EXPERIENCE VERIFICATION

Each year of experience to be counted for salary purposes must meet the criteria prescribed by law. Experience credit may not exceed the limits established by the Board or the terms of a negotiated agreement. All experience verification must be:

- Provided on pertinent JCSB forms or on business stationery by former employers or by notarized affidavit(s),
- Specify the date(s) of employment, job title, and whether the position was full-time or part-time employment,
- The number of hours worked per week must be included for part-time employment,
- Self-employed experience (i.e. family business) must be verified by an individual knowledgeable of the applicant's service.

NOTE: Verification will not be accepted from the applicant or a family member.

Certificated employees (i.e. teachers, administrators) who have worked **in a public school system** and have applicable experience will receive 100% experience credit for salary purposes.

Non-certificated personnel with **applicable Jefferson County School System experience** will receive 100% credit experience for salary purposes. Non-certificated personnel **who do not have applicable Jefferson County School System experience** will receive 50% experience credit for salary purposes.

No experience credit is approved for substitute or part-time teaching experience unless the service was rendered under contract in excess of one-half the days (99 days) or hours (785 hours) required for a year of service in a full-time position (SB 4.107).

Florida nonpublic school teaching experience will be credited provided the school is registered and accredited by SACS or the Florida Association of Nonpublic Schools.

Instructional personnel will be paid according to their highest degree earned, in accordance with the master contract. However, to qualify for an advance degree payment, the advanced degree must be in an academic subject area, or in a field related to public education. Official transcripts must also be provided before salary is adjusted.

When an instructional or administrative applicant is employed by Jefferson County School Board, the personnel office will process the experience verification paperwork and authorize the employee's salary. Experience verification must be received and verified within the first 120 days of employment in order to be retroactive to the date of hire.

USE OF SOCIAL SECURITY NUMBERS

The Jefferson County School Board takes seriously our role in protecting the privacy and confidentiality of our employees and students. We comply with federal and state laws and meeting the required standards for securing that information.

As provided in Section 119.071(5)(a)(3), Florida Statutes, the Jefferson County School Board hereby makes the following disclosure: We request employee social security numbers to be

used for human resource operations such as payroll or benefits eligibility, background checks, medical claims payment, IRS reporting or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and or the Federal Government.

The School Board does not release or disclose social security numbers to other parties except as allowed under state and federal law in performance of official School Board business.

This notice is provided with the expectation that you will inform any non-minor individuals whose social security numbers are being collected by the District for the above uses. The collection of employee social security numbers is mandatory and may only be used as authorized or prescribed by law.

If you have any questions regarding this important notice please contact the Chief Financial Officer, or the Human Resource Specialist, for the Jefferson County School Board.

FLORIDA CERTIFICATION REQUIREMENTS

APPLICATION FOR CERTIFICATION

The personnel office will assist you to apply for certification after your hiring. You must:

- a. Complete a CG-10 form and appropriate fee (personal check or money order payable to the Florida Department of Education);
- b. Submit official transcripts from all colleges and universities attended;
- c. Submit official score report(s).

For additional information concerning specialized areas, contact the personnel office or the Office of Certification at (800) 445-6739.

INITIAL CERTIFICATION REQUIREMENTS

For a three (3) year non-renewable temporary certificate, you must:

- a. Hold a Bachelor's degree or higher. The degree must have been awarded by an accredited college or it has been validated.
- b. Meet specialization requirements for area of certification in full.
- c. Obtain a 2.5 grade point average on a 4.0 scale in each subject requested on the certificate.
- d. Fingerprint report that has been processed, cleared and submitted by the school district personnel.

PROFESSIONAL CERTIFICATE REQUIREMENTS

For a five year Professional Certificate, you must:

- a. Meet the requirements for a three year non-renewable Temporary Certificate.
- b. Satisfy professional preparation requirements.
- c. Satisfy current credit requirements (if necessary).
- d. Present passing score on:
 1. All parts of the general knowledge test if applicable, within one year from date of employment. An individual may not be employed after one year without having passed the general knowledge test. However, an employee may complete

- the school year for which they received a contract.
2. Professional education subtest, and
 3. Subject area examination for each subject or field shown on certificate.
- e. Complete professional education competencies.

TEACHING OUT-OF-FIELD

The Board must approve any teacher who is employed or assigned to teach a class outside the area or areas shown on the Florida Educators' Certificate.

Teachers assigned or employed out-of-field must earn six (6) semester hours of college credit in the appropriate field and/or the equivalent in-service points from an approved district add-on program in each area and submit documentation one calendar year from the initial date of the out-of-field assignment to the Personnel Department. This requirement must be satisfied if the teacher is to be appointed out-of-field in a subsequent school year. A teacher may also take the Subject Area Exam (if applicable) within one year of initial date of the out-of-field assignment.

EMPLOYMENT CATEGORIES

In order to clarify the definition of employment classifications so that employees understand their employment status and benefit eligibility, each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. **Overtime work must be authorized in advance by the worksite supervisor in order to receive compensation.**

NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state law. If there is a bargaining agreement or contract, the employer is obligated to follow the terms of the agreement. Examples of job types classified under this category include: bus drivers, food service workers, custodial workers, aides, clerical workers, secretarial staff, bookkeepers, clerks and skilled laborers.

EXEMPT employees are excluded from minimum wage and overtime specific provisions of the Fair Labor Standards Act. Examples of job types under this category include: teachers, directors, supervisors, principals, administrators, attorneys, and other employees designated as professionals. These employees do **not** have to be paid overtime when they work more than 40 hours in a workweek.

In addition to the above, each employee will belong to one other employment category:

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and social security), they are ineligible for the entire employer's other benefit program. Substitute employees are an example.

PROBATIONARY employees are those whose performance is evaluated to determine whether further employment in a specific position or with the organization is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work the organization's full-time schedule. Generally, they are eligible for the employer's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees are eligible for some benefits sponsored by the employer, subject to the terms, conditions, and limitations of each benefit program.

PERFORMANCE EVALUATION

The performance of each employee is the key to the overall success of the Jefferson County School Board in carrying out its mission, goals, and programs. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis so the employee can better understand what the job requires as well as what the supervisor expects of him/her in their job. The success of the school system depends upon the combined efforts of employees, managers, supervisors, and administrative staff. The performance evaluation system is designed to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches for meeting goals that would improve student performance, job performance, and the quality of service provided. A copy of the teacher evaluation tool, and administrator evaluation tool, may be viewed on the District website (SB 4.121, 5.101).

TERMINATION

When an employee resigns or retires from the Jefferson County School Board they are asked to give two weeks' notice by providing a letter of intent submitted to the principal or administrator, with an original, signed copy to the Personnel Department for Board approval. This will allow time for a replacement to be found and minimize the disruption in services to the system. In the interest of personnel management, it is important to know the reason employees leave their job and how they feel our programs and services might be improved. If you decide to leave the Jefferson County School System, you are encouraged to have a personal exit interview with the Director of Personnel. The Department of Education requires an exit form to be completed by each teacher and submitted to the Personnel Department, which in turn submits the exit information to the DOE (SB Policy 4.114, 5.112).

ACCESS TO PERSONNEL FILES

Personnel files are the property of the employer. Access to information contained in the personnel files of each employee is open to public inspection, with the exception of those restrictions set forth in F.S. 1012.31 and 119. With reasonable advance notice, an employee may review material in a personnel file in the personnel offices and in the presence of the

individual appointed by the employer to maintain the file. Information exempt from public inspection consists of the following:

- Complaints or material relating to an on-going investigation;
- Performance evaluations prepared before July 01, 1983;
- Current performance evaluations and the evaluations from the previous year;
- Derogatory material that may be cause for discipline, suspension, or dismissal;
- Payroll deduction records;
- Medical records, including psychiatric, psychological, and/or mental health counseling;
- District employee's name and home address relating to HRS, Law Enforcement, active firefighter, court justice; appeal, circuit or county judge;
- Information revealing undercover personnel of a criminal justice agency, law enforcement personnel and HRS;
- References prior to employment that are marked confidential;
- Confidential information can be shared with another person or agency when required by law and when the employee gives written consent for release of information.

Additional policies and information related to the policies herein, may be accessed by reading chapters three (3), four (4) and five (5) of the School Board Policy Manual. The manual can be accessed through the District website at www.jeffersonschooldistrict.org.



EMPLOYEE BENEFITS

BENEFITS

Eligible employees of the Jefferson County School System are provided a wide range of benefits. A number of the programs, such as social security, workers' compensation, state retirement, disability, and unemployment insurance cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. Your supervisor or a representative from the Personnel Department can identify the programs for which you are eligible. An employee benefits portal is available on the District website.

AUTO MILEAGE

Reimbursement is provided to employees for **authorized** travel when approved by the employee's supervisor, superintendent and/or the School Board. Law establishes rates for travel. No reimbursement is given for travel between the employee's home and workstation.

In-district travel is computed in accordance with the district mileage schedule, or the odometer reading from the point of departure to point of destination. Out-of-district mileage is computed the same. When employees are traveling extended distances in a county car, a fuel or credit card from the district office should be checked-out for use. Persons traveling to the same meeting are encouraged to travel together, and are encouraged to use a company vehicle when available.

RETIREMENT

All new employees automatically become members of the Florida Retirement System (FRS) and are covered by Federal Social Security. Employees contribute a 3% contribution into the Florida Retirement System fund, the District pays the remainder. The District matches your social security contributions. The State offers a choice of two retirement options; the pension plan requiring six year vesting or the investment plan requiring one year vesting. You will have five months from the date you are first employed by an FRS employer to make your selection.

When an employee is ready to retire, he/she should contact the benefits office. Employees may receive federal social security benefits in addition to state retirement.

Effective 7/1/10:

- FRS members who retire from the Pension Plan after 7/1/10 cannot return to employment in any FRS position for six months following retirement; there are no exceptions to this rule.
- A Pension Plan retiree may return to an FRS position in the seventh through 12th month but must give up their retirement benefit during that period.
- After the 12th month a Pension Plan retiree may begin drawing their retirement benefit in addition to their salary.
- For re-hire rules for the Investment Plan retirees please contact the Investment Plan Financial Guidance line at 1-866-446-9377.
- A retiree from the Pension Plan or Investment Plan who is re-hired after 7/1/10 will not be eligible to earn a second retirement benefit.

TERMINAL LEAVE PAY

Full-time employees of the School Board may be entitled to terminal pay or payment to his beneficiary if service is terminated by death. The beneficiary will be the one designated on the employee's Division of Retirement records. Any employee entitled to terminal pay benefits shall have been under contract to render services for the period immediately preceding termination and shall not be under suspension from duty or have any charges pending which could result in dismissal from employment (SB 3.124).

INSURANCE

Full-time employees are provided an opportunity to participate in Board approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefit package that best meets their family's needs. The Board authorizes pre-tax payroll deductions as well as makes a contribution to each full-time employee who selects health insurance coverage. A package, as well as a web page, describing available insurance plan coverage, will be provided to you after the Board has approved your employment.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue certain insurance coverage under an employer-sponsored plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and when a dependent child no longer meets eligibility requirements. It is the employee's responsibility to notify the School Board, in writing, should there be a qualifying event that will result in loss of coverage.

The Board's COBRA Administrator will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage

under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

WORKERS COMPENSATION INSURANCE

Jefferson County School Board provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment. Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. When a case is turned over to workers' compensation, the insurance carrier, in accordance with Florida Statute, will determine eligibility and benefits available. Medical expenses and travel for doctor appointments are assumed by workers' compensation.

UNEMPLOYMENT COMPENSATION

Unemployment compensation provides temporary income payments to make up a part of the wages lost to workers who lose their jobs through no fault of their own, and who are able and available for work. It is a temporary income to help individuals absorb some of the shock of unemployment. Employees may be eligible for unemployment compensation benefits if they:

- Are terminated or partially unemployed through no fault of their own; and
- Are able to work and available for work; and
- Are registered for and seeking employment.

To qualify for benefits the employee must file a claim, have the necessary wage credits, and not be subject to any of the disqualification's provided for in the law. Ten-month employees are not eligible for unemployment compensation during the summer. Employees interested in requesting unemployment compensations should contact the Personnel Department at (850) 342-0100 or Florida Department of Labor and Employment Security, Division of Unemployment at 1-800-204-2418 or visit their website at www.floridajobs.org.

TRAINING OPPORTUNITY

Varieties of training activities are offered throughout the year so employees will have the opportunity to keep abreast of changes in the field of education. Inservice programs are designed to help employees improve student performance, their job performance, foster personal growth and development, as well as assist employees in meeting professional regulations and standards. Using www.paec.org, an employee will find ample opportunities for professional development. The District's HR Director can help you navigate the PAEC site as well as serve as your liaison for professional development. Credit for participation in Inservice activities is granted in accordance with the Board's approved Master Inservice Plan and State Board of Education regulations. The Personnel Department disseminates information concerning Inservice training activities, as well as keeps track of all employees' Inservice points for certification purposes.

CRITICAL TEACHER SHORTAGE STUDENT LOAN FORGIVENESS PROGRAM

The Critical Teacher Shortage Student Loan Forgiveness Program provides financial assistance to eligible Florida teachers for the repayment of undergraduate and graduate education loans, which led to certification in a critical teacher shortage area. Eligible teachers may receive up to a maximum of \$10,000.00 toward repayment of the principal balance of their educational loans, at the rate of \$2,500.00 per year for undergraduate loans and \$5,000.00 per year for graduate loans, for study leading to certification. Awards are made on a first-come, first-served basis, with priority given to renewal applicants. An applicant must:

- Have graduated from an undergraduate or graduate teacher preparation program and have been certified to teach pursuant to any applicable teacher certification requirements.
- Be certified in a critical teacher shortage subject area designated by the State Board of Education.
- Be a full-time teacher in a critical teacher shortage subject area in a Florida public school.
- Be teaching for the first time in a critical teacher shortage subject area in an initial applicant.
- Complete a full year of teaching service as defined in Section 1012.01(4) F.S., to be eligible for a full award.
- Complete at least 90 days of teaching service to be eligible for one-half of a full award.
- Not have received a loan under the “Chappie” James Most Promising Teacher Scholarship Loan Program, the Critical Teacher Shortage Scholarship Loan Program, Masters Fellowship Loan Program for Teachers, Florida Teacher Scholarship and Forgivable Loan Program, or the Paul Douglas Teacher Scholarship Program.
- Submit an application for this program, including all required documentation, to the Office of Student Financial Assistance, Florida Department of Education, postmarked by July 15.
- A renewal application, including all required documentation, must be submitted to the Office of Student Financial Assistance, FLDOE, postmarked by July 15 of the renewal contract year.
- A tuition reimbursement application including all required documentation must be submitted to the Office of Student Financial Assistance, FLDOE, postmarked by September 15.



EMPLOYEE LEAVE

LEAVE REQUESTS

Absences shall be covered by leave duty authorized and granted. Leave may be with or without pay as provided by law and regulations of School Board Policy. Leave requests shall be in writing on the forms prescribed by the Board. The employee is responsible for completing the appropriate paperwork requesting leave. All requests for leave, except for sickness and emergencies *must be requested and approved by the Board or Superintendent **ten (10) days in advance*** (see chapter three (3) School Board Policy).

PERSONAL LEAVE

The School Board allows six (6) days of personal leave with pay for all employees for each fiscal year for personal reasons, including emergencies. These days are non-cumulative and are charged to sick leave. All personal leave, except emergencies, must be requested and approved in advance (SB Policy 3.119).

LEAVE OF ABSENCE

A leave of absence is permission granted by the Board, or allowed under its adopted 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 the leave. Employees returning from leave will retain full credit for years of service credited to them prior to the leave.

If the employee is on an approved leave of absence for a full contract year and the employee wishes to return to work the following year, the employee must notify their principal/supervisor and the Superintendent in writing of their intent by the time frame specified. Failure of the employee to notify the principal/supervisor and the Superintendent of his/her intent to return to employment may result in termination of employment (SB Policy 3.114)

SICK LEAVE

The School Board grants eligible employees sick leave for periods of temporary absence due to illness or injury. Instructional employees, hired on a full-time basis, are entitled to four (4) days of sick leave as of the first working day and will then earn one (1) day per month credited at the end of the month for a total of 10 sick leave days.

School related and administrative employees, employed on a full-time basis, will earn four (4) days of sick leave at the end of the first month of employment, and shall earn one (1) day per month credited at the end of the month for a total of 10 days for 10 month employees, 11 days for 11 month employees, and 12 days for 12 month employees.

Employees who expect to be absent from duty shall notify their direct supervisor/principal the evening immediately preceding the day of absence, if possible. Where an absence is due to an emergency, the employee shall notify their supervisor at the earliest possible moment. The notice of absence shall always be in advance unless conditions beyond the control of the employee make such advance notice impossible. The employee must complete a leave form up to his/her return to duty. Sick leave in excess of ten (10) successive days must be verified by a licensed physician by stating the nature and length of disability. A false claim for sick leave shall be deemed cause for termination.

A member of the administrative or instructional staff may transfer sick leave earned in an instructional or administrative capacity with another Florida school district to Jefferson County. No leave shall be credited to an employee's account at a rate, or in an amount, exceeding that earned while an employee of the Jefferson County School Board (SB Policy 3.113, 4.119, 5.110).

SICK LEAVE BENEFIT PAY

At the end of each year, employees may request payment for accumulated sick leave that was earned during that year and was unused at the end of the school year. The employee is paid in accordance with his/her daily rate of pay multiplied by 80%. Days for such payment are deducted from the accumulated sick leave balance. A minimum balance of twenty (20) days accumulated sick leave is required after payment. An employee is ineligible for this benefit until he/she has provided two (2) years of service with the Jefferson County School System. Employees requesting this benefit must make application to the Finance Department.

SICK LEAVE BANK

The Sick Leave Bank was established to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave. Participation is voluntary and open to any full-time employee who has worked a full year with the school system and has accrued a minimum of seven (7) sick days.

An employee may transfer earned and credit sick leave to his/her spouse, sister, brother, parent or child who is also employed by the District according to the following:

- Transferred sick leave may not be used until the receiving employee has depleted all his/her available leave; and
- Transferred leave shall not be included in leave for which payment is provided upon the retirement or death of the receiving employee; and
- Sick leave will be available for use upon approval of a properly completed request for transfer; and
- Sick leave will be transferred in blocks of five (5) days of which days are converted to hours.

Transferred sick leave between employees is provided for the purpose of extending paid sick leave in the event of a personal illness or the illness of an immediate family member as defined by Board policy. A physician's certification will be required to accompany the sick leave transfer request to document the personal illness or that of a family member.

The maximum number of sick leave days that may be transferred shall be limited to the number of workdays in the current fiscal year of the receiving employee. Transfer requests shall be filed annually for subsequent transfers.

Transferred sick leave shall only be reinstated to the transferring employee:

- In the event of the death or termination of the receiving employee,
- Should any transferred sick leave remain on the books at the end of the fiscal year,

The balance of the unused sick leave will be transferred back to the transferring employee at the time leave records are balanced for the year.

ILLNESS-IN-THE-LINE-OF-DUTY LEAVE

The School Board grants illness-in-the-line-of-duty leave to eligible employees who are unable to perform their duties as a result of injury/illness received in the discharge of their duties. All full-time regular employees shall be entitled to a maximum of ten (10) days of illness-in-the-line-of-duty leave each fiscal year.

Such leave is non-cumulative and shall be used before charging any absence to regular accrued sick leave provided that the following conditions are met:

- The immediate supervisor or the Superintendent shall be notified as soon as the injury or illness occurs; and
- The employee shall file a written claim signed by their immediate supervisor for attachment to the payroll report for the period in which the illness or injury occurred; and
- In case of injury, a certificate from a licensed physician may be required stating the condition of the employee as it related to the injury; and
- In case of illness from a contagious or infectious disease, the employee shall file a statement from a licensed physician certifying that beyond a reasonable doubt the disease was contracted at school during the time the employee was engaged in school work; and
- The School Board reserves the right to determine that the claim correctly/incorrectly states the facts and is valid before granting/denying such leave (SB Policy 3.118).

VACATION

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. An employee on less than a 12-month contract may earn no vacation leave.

The amount of paid vacation time employees receive each year increases with the length of their employment. Personnel employed on a full-time basis (12 months) shall earn 96 working hours of annual leave per calendar year for the first three years of employment augmented by one additional day to a maximum of one hundred forty-four (144) hours.

Vacation leave shall accrue at the close of each month, in accordance with the maximum allowed, and may not exceed 240 working hours for a carryover at the end of the fiscal year.

To request vacation leave, the employee must get advance approval from his/her administrative supervisor, and it shall be scheduled as to cause a minimum disruption of the school program. Vacation leave shall not be granted until the employee has rendered at least six (6) months of acceptable service in the district.

Upon termination, retirement, or participation in the Deferred Retirement Option Program an employee shall receive a lump sum payment for accrued vacation leave. If service is terminated by death, this benefit shall be paid to the employee's beneficiary. When an employee changes from a contractual status, which generates vacation leave to a contractual status that does not, the employee, shall be considered as terminated for the purpose of vacation leave considerations (SB Policy 3.121).

HOLIDAYS

In an instance when a holiday occurs on a Saturday or Sunday, the holiday will be observed on the Friday before or the Monday following the holiday, as determined by the Superintendent.

The dates for Winter Break and Spring Vacation will be determined by the calendar committee and incorporated annually into the school calendar by the School Board.

The third Monday of May in each school calendar year will be designated as Emancipation Day and will be a non-paid/non-work day for teachers and students only; all other employees will report to their normal duty stations.

The following shall be holidays for all employees:

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the Friday following
- Winter Break
- New Year's Day
- Spring Break
- Memorial Day (SB Policy 3.101)

PROFESSIONAL LEAVE

Employees may be granted professional leave in order to engage in activities which will result in his/her professional benefit or advancement, including earning of college credits and degrees, or that will contribute to the educational profession. It will ordinarily be initiated by the

employee and will be primarily for his benefit or that of the profession and only incidentally for the benefit of the School Board.

An administrative staff member may be granted up to three (3) weeks of professional leave with pay during any fiscal year provided school is not in session during the leave. Such leave shall not be cumulative from year to year (SB Policy 4.120).

MILITARY LEAVE

Employees are allowed to use military leave when they are required to serve in the armed forces, or because of membership in the reserves. Military leave may be granted to those volunteering for military duty, provided a suitable replacement is available.

Military leave with pay shall be granted only in accordance with Section 115.07, F.S. This law requires payment for a maximum of seventeen (17) days each year to members of organized components of the reserves or National Guard who are required to serve periods of military duty.

Military leave shall not extend more than six (6) months beyond the date of discharge or release from active duty (SB Policy 3.120).

JURY DUTY AND WITNESS LEAVE

Any employee who is under subpoena for jury duty or as a witness in connection with his official duties, or in a court action in which he is not a part to the litigation shall be granted jury/witness duty leave.

Any employee called for jury duty during work hours shall be paid full salary for such time.

Any employee who is subpoenaed to testify during work hours in any judicial or administrative matter not of his own making shall be paid full salary for such time (SB Policy 3.122).

FAMILY MEDICAL LEAVE

The Family Medical Leave Act of 1993 entitles eligible/qualified employees up to twelve (12) weeks of unpaid leave per year for one (1) of the following reasons:

- Birth of a child, and to care for the newborn child; and
- Placement with the employee of a child for adoption or foster care; and
- To care for the employee's child, spouse or parent with a serious health condition; or
- Because of a serious health condition that makes an employee unable to perform the functions of the employee's job.

During a single twelve (12) month period, an eligible employee is entitled to a combined total of twenty-six (26) weeks of leave.

Employees who are the spouse, son, daughter, parent or next of kin of a service member is entitled to a total of twenty-six (26) weeks of leave during a twelve (12) month period to care for the service member.

Employees are to provide at least thirty (30) day notice, if possible, of their intention to take leave. Medical certification that the leave is needed is required for the employee's own serious health condition or that of a family member. The School Board will continue the employee's health insurance coverage under the same conditions as if the employee were working. Upon returning to work, the employee will be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment (SB Policy 3.126).

BEREAVEMENT LEAVE

Bereavement leave is the District's practice of allowing paid and unpaid time off when a family member, relative or friend dies. Full-time employees who have completed the six (6) months (97 days for teachers) probationary period in their appointed position will be credited with three (3) days paid bereavement leave on a fiscal year basis.

All regular full-time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. The District will require verification of the need for the leave.

Bereavement leave is not cumulative. Employees will not be paid bereavement leave for days not scheduled to work. Employees are required to attach a copy of the obituary or other satisfactory documentation to the leave request form.

Employees may use up to three (3) days of other leave they may have accrued (sick, annual or compensatory) for one or more subsequent deaths in their immediate family if they have already exhausted their three (3) days bereavement leave during a year.

Immediate Family Defined: Spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law or grandchild.

Extended Family Member Defined: Aunts, uncles, nieces and nephews (SB Policy 3.119).

TEMPORARY DUTY

An employee may be granted temporary duty as provided in Section 6A-1.81, State Board of Education Rules, when officially assigned short term professional duties outside the school district or as provided in Section 3.122, School Board policies.

Any employee granted temporary duty shall receive his/her regular pay and may be allowed expenses as allowed per School Board policy.

The temporary duty shall be considered equal to the regular duties of the employee and he shall not be classified or considered as being on leave.

A request for temporary duty shall be signed by the employee's administrative supervisor and approved by the Superintendent.

Reimbursement of expenses will be made following the next regular School Board meeting after the claim is filed. Claims shall be made on the correct form provided by the District office.

Receipts for all expenses must be attached to the claim form for reimbursement (SB Policy 3.123).

GINA – Genetic Information Nondiscrimination Act

The Genetic Information Nondiscrimination Act (GINA) will provide federal protection from genetic discrimination in health insurance and employment.

Genetic discrimination occurs when people are treated differently by their employer or insurance company because they have a genetic change that causes or increases the risk of an inherited disorder. GINA is a federal law designed to protect people in the United States from this form of discrimination.

The law has two parts: Title I, which prohibits genetic discrimination in health insurance, and Title II, which prohibits genetic discrimination in employment. Title I makes it illegal for health insurance providers to use or require genetic information to make decisions about a person's insurance eligibility or coverage. This part of the law went into effect on May 21, 2009. Title II makes it illegal for employers to use a person's genetic information when making decisions about hiring, promotion, and several other terms of employment. This part of the law went into effect on November 21, 2009.



NOTES:

**A Publication of the
Personnel Department
and
Office of the Superintendent**

Albert Cooksey, Superintendent

Sherman Stroman, HR Director

Mary Harris, Payroll and Benefits

Vicki Boland, HR Secretary

Debra Lingle, Admin. Assistant to the Superintendent



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