

# HRMD PROCEDURES MANUAL

(Amended August 2010)

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## **ADVERTISING AND HIRING OF INSTRUCTIONAL AND NON-INSTRUCTIONAL PERSONNEL**

1. A vacancy exists when:
  - a) The School Board approves a new position with an accompanying job description setting forth the qualifications, duties and responsibilities of the position. There shall be a job description for every position, including supplemental positions, within the School System.
  - b) An employee resigns and commits the resignation to writing either by completing and signing the standard resignation form or submitting a letter of resignation to the School Board via the Superintendent.
  - c) An employee transfers to a different school and is submitted to HRMD on a completed personnel action form (PAF).
  - d) An employee is terminated by the Board upon recommendation of the Superintendent.
  
2. The Administrator will list the open position on the weekly report of vacancy, due to HRMD by 5:00 p.m. each Tuesday. The vacancy report will list the staff member being replaced or list that it is a new position. The vacancy must be published in the weekly report of vacancy a minimum of one (1) week before a recommendation for filling the position can be made. The maximum time that a vacancy may be published in the weekly report of vacancy shall be four (4) weeks, unless the Superintendent approves more time for the advertisement. Within four (4) weeks following the final date of advertising the position, the Superintendent shall make a recommendation to the Board for filling the position
  
3. After the vacancy has been closed for one full working day, the Administrator may begin the hiring process.
  
4. Before the interviews are scheduled the Administrator shall review all applications submitted on the district's online application system.
  - a) Administrator will utilize an interview committee to assist in filling instructional and non-instructional vacancies, excluding administrator positions, both instructional administrator positions that require specific certification and non-instructional administrator positions that require specific skills. The interview committee may include staff from the department where the vacancy exists Every effort will be made to include gender and minority representation on the committee.
  - b) Administrators are to review all applications received for the specific vacancy. This is to be done prior to scheduling the interviews. Administrators can no longer just interview those people who call the school directly.
    - I. Make a list of the people you plan to interview.
    - II. Check to see if there are any arrests listed.
    - III. List those individuals who have Veteran's Status.  
**If a person has Veteran's Status he/she must be interviewed at all stages of the interview process.**
  
5. References are to be called by the Administrator. The most recent employer is to be called and the references on the application form. Administrators are encouraged to call employers within the last five

years. Specific questions about prior work are encouraged like, is he/she eligible to be re-hired and if terminated, what were the reasons. Copies of notes from these references are to be kept on file with the hiring authority and noted on the district's online application system.

6. The Administrator shall make the final decision for recommendation of employment to the Superintendent by completing a personnel action form (PAF) and sending it to the HRMD office. The applicant should be advised of the recommendation to the Superintendent for a position. If the Superintendent concurs with the Administrator's recommendation, the PAF will be processed. If the Superintendent disagrees with the recommendation of the Administrator, he/she will confer with the Administrative relative to the recommendation. The final decision for recommendation for employment shall be the responsibility of the Superintendent.

7. Any applicant who was interviewed, or requested an interview, and was not hired shall receive notification from the Administrator explaining that they were not hired.

8. The recommended applicant will complete all employment paperwork, have a cleared fingerprint report, pass the drug screening and meet certification requirements. Additionally, for Instructional and administrator positions a pre-employment screening must be conducted to include the DOE Professional Practices Services Database of Disciplinary Actions ([www.myflorida.com/discipline/summary.aspx](http://www.myflorida.com/discipline/summary.aspx)) and the DOE Teacher Certification database.

9. When cleared, the applicant is eligible to begin work and a date will be determined by the Administrator and the Director of HRMD, subject to the final approval from the Superintendent. The Director of HRMD will complete the "hire date" on the PAF. The "hire date" shall be the day the staff member begins work and is officially hired. A person cannot be appointed for a date prior to the date of his/her clearance or date of PAF.

10. The Superintendent shall submit the recommendation to the School Board.

11. When the applicant fails to accept in writing an appointment within fifteen (15) days following notice of such appointment, the position shall be considered vacant.

### **ADMINISTRATIVE RESERVE POOL**

Individuals wishing to apply for membership in the district's administrative reserve pool must hold a valid Florida Educator's Certificate showing "Educational Leadership" or "School Principal". Applicants must complete an administrative application on the district's online application system providing academic transcripts, a current resume, and three completed Administrative Reference Forms. Once the application is complete, the Director of HRMD will coordinate completion of the administrative screening interview and completion of a written screener assessment. Once all of the above is complete, the Director of HRMD will schedule a meeting with the applicant, the superintendent, and the applicant's current supervisor (if applicable). Upon satisfactory completion of the above requirements, the applicant may be admitted into the district's administrative reserve pool.

## **APPLICANTS FOR ADMINISTRATIVE POSITIONS**

Any applicant for an administrative position must be a member of the Columbia County School District Administrative Reserve Pool, provide documentation showing they are an active member of another Florida school district's administrative reserve pool, or provide documentation to verify that they have held an administrative position in a Florida school district within the past six months.

### **ADVERTISING AND HIRING OF ADMINISTRATORS**

\*INSTRUCTIONAL ADMINISTRATOR, requiring specific CERTIFICATION

\*NON-INSTRUCTIONAL ADMINISTRATOR, requiring specific SKILLS

### **ELIGIBILITY DETERMINATION and INTERVIEW PROCESS**

All applications will be reviewed by the Director of HRMD to verify minimum qualifications as stated on the job description. The Director of HRMD will be responsible for calling the references prior to an interview. Applicants not meeting the qualifications or applicants with an incomplete application will not be eligible for an interview.

After the position has been advertised for a minimum of one week, interviews for eligible applicants will be scheduled. Feedback/career counseling will be provided as needed or as requested. The application packet, those items listed above, will be presented to the interview team for its use in the interview and recommendation process.

**B.** The Columbia County appointment for the placement of Administrators is as follows:

The Superintendent has authority to transfer administrators in lateral or lower administrative positions as needed.

#### **Instructional Administrative Positions:**

- a) The Superintendent will appoint an interview team that may be comprised of, but not limited to, the following: Director of HRMD, the appropriate Director of Curriculum, the Supervisor of the position, instructional and non-instructional representatives from the school/site, parent representation, an administrator of the same level from another school, and other stakeholders as needed. Every effort will be made to include gender and minority representation on the committee.
- b) The interview team will meet and interview the applicants.
- c) At the Administrative Trainee, Assistant Principal/ Coordinator level, the top two (three if needed) applicants will be recommended to the supervisor for a final interview. The supervisor will be responsible for calling the references also. The supervisor will then make a recommendation to the Superintendent for filling the open administrative position.
- d) At the Principal level and above, the top two (three if needed) applicants will be recommended to the Superintendent and Assistant Superintendents for the final interview. The supervising Assistant Superintendent is responsible for calling the references also.
- e) The Superintendent will make the recommendation to the School Board for placement in the open administrative position.

**Non-Instructional Administrative Positions:**

- a) The Superintendent will appoint an interview team that may be comprised of, but not limited to, the following: Director of HRMD, instructional and/or non-instructional representatives from the school/site, an administrator of the same or similar level from another site, and other stakeholders as needed. Every effort will be made to include gender and minority representation on the committee.
- b) The interview team will meet and interview the applicants.
- c) The top two (three if needed) applicants will be recommended to the Superintendent and Assistant Superintendents for the final interview. The Assistant Superintendent who supervises the position is responsible for calling the references also.
- d) The Superintendent will make the recommendation to the School Board for placement in the open administrative position.

**CHANGE OF NAME AND ADDRESS**

- 1. Any employee who changes his or her name shall send the proper application immediately to the certification section of the Department of Education for the required changes on the teaching certificate. The employee shall also make proper application for name change on the social security card. The employee will be expected to use his or her legal name in dealing with the School Board and other professional agencies, but in the event of a change of name, the new name shall not be used until the and social security card is changed and recorded in HRMD.
- 2. Employees shall inform the HRMD office in writing as to a change in his/her current address upon the change taking place.

**CHANGE OF POSITION LEVEL**  
*Non-Instructional/ Non-Union Employees*

In order to move an employee to a higher level of a designated position, based on years of experience, the employee must work more than one-half (1/2) of the number of days required for the normal period of service for the position held. In determining such service, sick leave and holidays for the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded.

This change in salary will only be made at the beginning of the fiscal year, July 1, following completion of required years of experience.

**CHANGE IN RANK OF HIGHEST LEVEL OF ACADEMIC TRAINING FOR SALARY INCREMENT**

**Instructional**

Upon presentation of an official transcript from an accredited institution accepted by the Florida Department of Education for the purposes of granting certification, reflecting an earned advanced degree, the teacher will receive the appropriate increase in salary according to the salary schedule. State Board Rule 6A-4.003 defines the types of institutions accepted by FDOE. The effective date of the increase

shall be the degree conferral date or July 1 of the current fiscal year, whichever is later.

### **Non-Instructional**

Upon presentation of an official transcript showing sixty (60) or more college credit hours which lead to a degree, a non-instructional employee, as designated in the approved salary schedule, shall receive the appropriate increase in salary according to the salary schedule. College credit hours must be from regionally accredited institution or a school accredited by an accrediting agency approved by the United States Department of Education. The effective date of increase shall be the date of completion of requirements for said increase, or July 1 of the current fiscal year, whichever is later. An official transcript shall be the basis of determining the required completion date

### **COMPENSATORY TIME**

Compensatory time may be granted by the principal/site administrator for work completed beyond the regular duty hours. Compensatory time must be approved in advance by the principal/site administrator and documented. The use of approved compensatory time must be approved in advance by the principal/site administrator. Compensatory time shall be used within one hundred twenty (120) calendar days, by non-instructional, non-union staff.

1. Employees who are scheduled to work less than forty (40) hours per week shall be granted one hour of compensatory time for each hour worked in excess of the assigned number of hours at the discretion of the principal/site administrator. An employee with an assigned work week of less than forty (40) hours may not work more than forty (40) hours in one week without the prior written approval of the Superintendent.
2. All employee covered by a collective bargaining agreement shall be subject to the overtime provisions contained in the negotiated agreement.

### **CONDITIONS OF EMPLOYMENT INSTRUCTIONAL AND NON-INSTRUCTIONAL**

1. Personnel shall be recruited, selected and assigned to duty solely on the basis of qualifications, experience, and requirements of the position. Race, religion, national origin, sex, marital status, age or disability, when such disability can be accommodated through reasonable adjustments in the worksite, duties of the position and/or adjustment in the workday/week, or with the use of adaptive aids, shall not be considered as factors in the recruitment, selection and assignment of such personnel.
2. Prior to the payment of any salary warrant, the following shall be on file in the office of the Superintendent:
  - a) A complete-application for employment
  - b) A loyalty oath completed and signed in the presence of a notary public. (CCSB form #1048)
  - c) Retirement form and copy of social security card (FRS-M10)
  - d) Verification of experience, if applicable.
  - e) Accident Release Form (CCSB Form #1047)
  - f) Report of medical examination made within the time limits required. (CCSB Form #1049)

- g) Withholding authorization form (W-4)
- h) Record of military service, if applicable. (DD-214)
- i) I-9 form (Employment Eligibility Form)
- j) Public Records form (CCSB Form #1419)
- k) Worker's Compensation and Emergency Medical History Questionnaire (CCSB Form #1051)
- l) Vehicle Operation and Use Affidavit, if applicable (CCSB Form #1039)
- m) A complete set of fingerprints to be submitted to the Florida Department of Law Enforcement and Federal Bureau of Investigation for processing.
- n) Applicants complete Release of Information Form –49 CFR Part 40 Drug and Alcohol Testing for positions requiring Commercial Driver's Licenses (CDL) are subject to the controlled substance and alcohol testing rules pursuant to the Omnibus Transportation Employees Testing Act of 1991 (OTETA), as amended.
- o) Documentation of Bloodborne Pathogens Awareness Training
- p) Signed acknowledgement of Managed Care Information
- q) Statement of Eligibility to participate in a Florida administered retirement plan (CCSB Form #1213)
- r) High School Diploma or equivalent and/or official transcript of college credits.
- s) Pre-Employment drug screen clearance
- t) Valid Florida Teaching Certificate (instructional and administrative)

3. Probationary Service. Any non-instructional employee initially employed in the Columbia County School District shall be required to serve a period of probationary service. The probationary service shall be for six months. If during at the probationary period the employee's services are not satisfactory or it is determined that the employee is not in compliance with standards for good moral character, employment will be terminated. Such termination will be based on a written report filed by the Superintendent with the School Board and action of the Board to terminate the employment. This rule shall not prevent the School Board from terminating an employee, upon the recommendation of the Superintendent, any time during the probationary period or any time thereafter when good and sufficient reason exists.

### **EMPLOYEE DRUG TESTING**

In addition to requiring prospective employment candidates to submit to substance abuse screening, the School Board of Columbia County will utilize the following categories of employment related testing for its employees:

1. Reasonable Suspicion Testing The School Board of Columbia County shall require all of its employees to submit to a drug screening whenever there is a reasonable suspicion to believe that an employee is under the influence of, or otherwise using a controlled substance. Reasonable suspicion requires a belief by trained personnel that an employee possesses or uses controlled substances at the workplace and is either intoxicated or impaired by such substances. Where the Superintendent or his designee can reasonably conclude that there are objective facts indicative of the use of a prohibited substance, there is sufficient justification for testing. Among other things, such facts and inferences may be based upon:

- a) Observable phenomena while at work, such as direct observation of drug use or of the

- physical symptoms or manifestations of being under the influence of a drug.
- b) Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
- c) A report of drug use, provided by a reliable and credible source.
- d) Evidence that an individual has tampered with a drug test during his employment with the current employer.
- e) Information that an employee has caused, contributed to, or been involved in an accident while at work.
- f) Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery or equipment.

2. Post-Injury Testing The School Board of Columbia County shall automatically require substance abuse testing for any employee injured while on-duty. The School Board of Columbia County's concern for its workforce is paramount; therefore, it may be necessary to administer the appropriate medical treatment prior to obtaining specimens for testing. If the required specimens can be obtained at a medical treatment facility which is not a designated collection site, a physician, physician's assistant, registered nurse, nurse practitioner, licensed practical nurse, certified paramedic or licensed collection site person qualified by training and skills may collect the specimens. If such an individual is not present, the injured employee, as soon as is medically permissible, shall be transported to a designated collection site to produce the required specimens.

### 3. Follow-Up Testing

- a) If the School Board of Columbia County, at its sole discretion, determines that any employee who has submitted confirmed test results which register positive for content of one or more controlled substances, should not be terminated, the employee may be granted leave of absence without pay, unless the employee has paid leave available, and be required to enroll in and successfully complete a drug and/or alcohol rehabilitation program at his own expense as a condition of his returning to work.
- b) Should the School Board of Columbia County elect such an option the Board shall endeavor to maintain a position for the employee for no more than six months. When the employee successfully completes a rehabilitation program, the employee, upon returning to work (if a position is available), shall be subject to follow-up substance abuse screens on an unannounced random basis for a period of two (2) years following the employee's completion of his program.

## **DISQUALIFICATIONS FROM EMPLOYMENT**

Effective July 1, 2009, any applicant who has been convicted of certain serious offenses, as defined by 435.04 Florida Statutes and 1012.315 Florida Statutes, or any other offense listed in Florida Statute that disqualifies and makes a person ineligible for educator certification, or disqualifies someone from employment as instructional personnel, a school administrator, or any position that requires direct student contact, is not eligible for employment by the school district in any position. As used in this section the term "conviction" is defined as a finding of guilt, a plea of guilty, or a plea of nolo contendere, or a verdict of guilty. The withholding of adjudication or the entry of an order sealing or expunging the record requiring a pre-trial intervention or pre-trial diversion shall not be considered an exception to this section.

## **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) REQUIREMENTS**

Instructional personnel and school based administrative personnel will complete the required ESOL in-service credit points or required college semester credits for their area of certification according to the timelines for completion established by the Florida Department of Education.

### **FAMILY AND MEDICAL LEAVE**

All provisions of this section shall be interpreted as to comply to the requirements of the 1993 Family and Medical Leave Act, and with such federal regulations that may be issued subsequent to negotiations of this provision. The rules listed below generally outline the procedures for carrying out said leaves. The Board authorizes the Superintendent to create and carry out all procedures necessary to implement this policy and the Family and Medical Leave Act.

Employees must first use all accrued paid vacation, personal leave, sick leave, disability leave and/or workers compensation leave as described in section (9) (a) & (b) below.

1. A non-paid leave of absence under this policy shall be granted for no more than twelve (12) work weeks during any school year (July 1 - June 30) for one or more of the following reasons:

- a) Birth of a son or daughter of the employee and in order to care for such a son or daughter.
- b) Placement of a son or daughter with the employee for adoption or foster care
- c) To care for a (I) spouse; (II) son; (III) daughter; (IV) parent of the employee, if such said spouse, son, daughter, or parent has a serious health condition
- d) A serious health condition that make the employee unable to perform the functions of the position of such employee

2. For the purpose of this policy, an “eligible employee” means an employee who has been employed for at least one full school year with no break in service except for leave duly authorized and granted.

3. If both a husband and wife are both employed by the School Board, the aggregate number of work weeks of leave to which both may be entitled pursuant to 1(a), 1 (b), or (c ) (iv) is twelve work weeks during a twelve month period.

4. Employees who are on leave granted under this policy who are eligible and receive Board supplemented insurance when actively working for the Board shall maintain this coverage for the duration of such leave. The employee’s share of the premium, including dependent coverage and other type of payroll deducted insurance coverage, must be remitted by the employee to the insurance department in the Finance Office on or before the date designated by the insurance clerk.

5. Employees who wish to take family leave as outlined in subsection (1) (a) & (b) above must provide the Board with not less than thirty (30) calendar days written notice before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in less than thirty (30) calendar days, the employee shall provide such notice as is practicable.

6. Employees who wish to take medical leave as outlined in subsection (1) (c ) & (d) above shall provide the Board with thirty (30) calendar days notice, except that if the date of the treatment requires leave to

begin in less than thirty (30) days, the employee shall provide such notice as is practicable. Employees shall make reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the school district.

7. If family leave as outlined in subsection (1) (a) and (b) above is exercised, it must be taken consecutively and not intermittently.

8. Medical leave as outlined in subsection (1) (c) & (d) above may be taken intermittently when medically necessary. Under such circumstances, the employee must try to schedule the leave so as not to unduly disrupt the operations of the school district. Also, the Superintendent may place the employee in an alternative position which better accommodates intermitted leave.

9. Leave under the Family and Medical Leave Act (FMLA) is intended to provide assistance to employees who do not have other leaves available. Therefore, pursuant to the authority granted under said law, employees wishing to take family or medical leave must use the following leave:

- a) Employee must first use all accrued paid vacation and personal leave for family leave provided in subsection (1) (a) & (b) above.
- b) Employee must first use all accrued paid vacation and personal leave, sick leave disability leave and workers compensation leave for medical leave as described in subsection (1) (c) &(d) above.
- c) The Board will not count paid leave which was not for a family or medical purpose against the employees' FMLA twelve week entitlement.

10. The Board shall require a medical certification from eligible employees who request medical leave under the FMLA. The form will be provided by the Superintendent and the completed form must be returned within a time frame determined by the Superintendent.

11. Upon return from FMLA leave, the affected employee is entitled to be restored to the same position that the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and condition of employment.

### **ORIENTATION**

There shall be a program of orientation for all new principals, supervisors, instructional and non-instructional staff. The program shall be prescribed by the Superintendent.

1. If possible, there shall be a three-day orientation period for a new teacher taking over a class during the school year.

### **PERSONNEL RECORDS**

The Director of HRMD shall maintain a file of personnel records. There shall be a file for each instructional and non-instructional employee of the School Board. Such record shall show certification, leaves of absence, and any other information required by the State Department, School Board rules or by law. Each employee shall have one official personnel file, the original of which shall remain in the school district personnel office at all times. Upon being served with any legal process or other request for an employee's personnel file, the personnel office shall endeavor to have the requestor accept a copy or

copies of the requested documents to which the requestor is entitled; failing which, if the original file is required to be removed from the personnel office, it shall remain in the custody and control of an employee of the Columbia County School District at all times.

### **PHYSICAL EXAMINATIONS**

1. Employees of the School Board shall submit evidence of good health as follows:
  - a) At the time of initial employment, the employee, at his/her own expense, excepts as otherwise provided in these rules, shall submit to the School Board within thirty (30) days of the effective date of contract or the beginning date of duty, written evidence of good health based on a medical examination made within 1 year prior to the effective date of the contract or the beginning date of duty. For school food service workers only, the written evidence shall include evidence of a negative report of a chest x-ray examination for tuberculin or of a tuberculin skin test.

### **REAPPOINTMENTS OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL**

All administrative and instructional personnel shall be appointed as prescribed by law.

1. The district school board shall act not later than 3 weeks following the receipt of FCAT scores and data., including school grades, or June 30, whichever is later, on the district school superintendent's nominations of supervisors, principals, and members of the instructional staff. F.S. 1012.22 (2) (b)
  - a) Such nominations shall be in writing.
  - b) Within ten days following the action of the School Board, the superintendent shall notify in writing each person subject to annual reappointment whether or not he/she has been reappointed by the School Board for the ensuing year.
2. After a person is reappointed, he/she shall indicate acceptance within fifteen days after notification by filing a letter or telegram of acceptance or by signing the contract document. Failure to file acceptance as provided herein shall constitute a refusal of the offer.

### **REAPPOINTMENT OF NON-INSTRUCTIONAL PERSONNEL**

The Superintendent shall recommend annually, in writing, to the School Board all persons who are to serve in non-instructional positions.

1. Where such appointment constitutes reappointment, the Superintendent shall submit his/her recommendations per state statute. Such nominations shall be in writing. In recommending reappointment of non-instructional personnel, the Superintendent may require a recommendation or evaluation from the employee's immediate supervisor. Within ten (10) days following the action of the School Board, the Superintendent shall notify in writing each person subject to annual reappointment whether or not he/she has been reappointed by the School Board for the ensuing year.
2. The School Board may reject any recommendation of a nomination made by the Superintendent for good cause. Where such rejection is made a second and, if necessary, a third recommendation will be

requested and, if made within a reasonable time as prescribed by the School Board, will be acted upon. If the Superintendent fails to submit his/her recommendation as provided by law, the Board may proceed on its own motion to fill such position. F.S. 1012.22 (a) (3)

### **RECLASSIFICATION OF PERSONNEL**

Personnel being reclassified to fill an existing vacancy will retain their years of experience with the Columbia County School System.

This pertains to all non-instructional personnel.

The upgrade of a position for a person remaining in a current position may be effective July 1<sup>st</sup> of the fiscal year following the year of eligibility (i.e. Employees eligible and approved for reclassification in 1994-95 will be classified effective July 1, 1995).

### **RECRUITMENT OF PERSONNEL** **Instructional**

The School Board will recruit qualified instructional personnel to fill all vacancies within the school system. Every effort will be made to employ qualified, certified, in-field teachers for each vacancy, and to comply with the No Child Left Behind requirements. Instructional personnel shall be recruited, selected and assigned to duty solely on the basis of qualifications, experience, and requirements of the position. Race, religion, national origin, sex, marital status, age or disability, when such disability can be accommodated through reasonable adjustments, or with the use of adaptive aids, shall not be considered as factors in the recruitment, selection and assignment of such personnel. The following procedures will be observed in the recruitment of instructional personnel.

1. The state, district and schools shall attract and retain an appropriate number of high-performing, professional teachers and staff that reflects racial and ethnic diversity and includes persons with disabilities. A weekly vacancy report will be published and posted on the Columbia County School Board website. Each school and center in the District will print a vacancy list from the website and post the vacancy list. Vacancy reports may be distributed to other agencies and post-secondary institutions with teacher education programs.
2. Administrators may be granted temporary duty leave and approved for travel and per diem to recruit teachers in the areas of critical need. "Critical need" shall be defined as those areas designated by the Department of Education as "critical teacher shortage areas".

### **RETAINING YEARS OF SERVICE**

A new employee (excluding reemployed FRS or TRS retirees) who previously worked for the Columbia County School System may retain their years of service if the job is in the same or a similar job classification.

## **REEMPLOYMENT OF FRS OR TRS RETIREES**

Beginning July 1, 2009, a FRS or TRS retiree reemployed by the district in positions other than substitute teachers, will initially be placed at the entry level on the approved salary schedule. Retirement benefits are subject to Florida Statutes and Florida Retirement System (FRS) rules and regulations. All FRS or TRS retirees reemployed by the district prior to June 30, 2009, shall retain their placement and subsequent years of service according to the existing salary schedule.

## **REQUIREMENTS FOR A DISTRICT ISSUED VOCATIONAL/ROTC CERTIFICATE**

1. High school diploma or the equivalent based on general education development tests or other achievement tests approved by the state board which establishes the equivalency for a high school diploma, and establish the minimum competency in the area of assignment based on the following criteria:

Occupational expertise shall be established in the area of assignment by one of the plans specified below:

Plan One: At least six years of full time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment.

Plan Two: A minimum of two years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment in combination with a written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the district director of vocational education and the chairperson of the occupational committee specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee verification that the candidate was endorsed by a majority of the membership.

1. The occupational experience required in plan one and plan two above shall have been gained as a wage earner after the age of sixteen (16). The experience shall be verified by former employers; or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationary or a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time the number of hours worked per week shall be included.

2. When occupational credentialing is required for program approval or for students to obtain an appropriate level of employment, the applicant shall be required to present the appropriate valid certificate, registration or license.

3. A qualified applicant will be issued a three year, non-renewable temporary vocational certificate and shall be eligible for employment, on an annual basis, for the validity period of the certificate. The issuance of the three-year temporary certificate does not guarantee the certificate holder employment

during the entire validity period of the certificate. The annual contract for employment as approved by the School Board and signed by the Superintendent and the employee shall be the controlling document as to length of employment. Upon completion of at least two years of successful teaching in the area for which occupational expertise was established, successful completion of the professional orientation program and completion of nine (9) semester hours of college credit, the applicant shall be eligible for a five year, district vocational certificate. The nine (9) hours of college credit shall include three (3) semester hours in general methods of teaching vocational including testing and evaluation; three (3) semester hours in methods of teaching specific to the area of the teaching assignment including course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory; three (3) semester hours in vocational education designed for the special needs student. The five year district vocational certificate may be renewed by the completion of six (6) semester hours of college credit which shall include (3) semester hours specific to each area of the teaching assignment(s).

4. Instructional personnel employed on the basis of a district issued vocational certificate shall meet the same age and health requirements as State certified teachers, and shall meet the same fingerprinting requirements, including the review of any reports received from FDLE or FBI.

5. Requirements for a district issued JROTC Certificate:

- a) Verification of at least twenty (20) years of active United States military service
- b) Documentation that the applicant was a commissioned or non-commissioned officer at the time of official separation from active military duty. Documentation shall be the military discharge or official separation papers.
- c) Documentation that the applicant is approved as a junior reserve officer-training instructor.
- d) Have an exemplary military record.

A qualified applicant will be issued a three year, non-renewable temporary JROTC certificate and shall be eligible for employment, on an annual basis, for the validity period of the certificate. The issuance of the three year temporary certificate does not guarantee the certificate holder employment during the entire validity period of the certificate. The annual contract for employment as approved by the School Board and signed by the Superintendent and the employee shall be the controlling document as to length of employment. Upon completion of at least two years of successful teaching in the area of JROTC, successful completion of the professional orientation program and completion of three (3) semester hours in psychology of adolescent development, the applicant shall be eligible for a five year, district JROTC certificate. The five year district JROTC certificate may be renewed by completion of six (6) semester hours of college credit which shall include three (3) semester hours specific to the area of assignment. Sixty (60) in-service points approved in the district master in-service plan shall be considered equivalent to three (3) semester hours of college credit.

Instructional personnel employed on the basis of a district-issued JROTC certificate shall meet the same age and health requirements as state certified teachers, and shall meet the same fingerprinting requirements, including the review of any reports received from FDLE or FBI.

6. Initial employment: For initial employment the following procedures shall be observed:

- a) The applicant must be eligible for a Florida teaching certificate or a district vocational or JROTC certificate as provided in subsection (2) above.

- b) After reviewing the initial application, the Superintendent or his designated representative shall provide for the appropriate interviews.
- c) Any recommendation for an appointment shall be made in writing by the Superintendent. The Superintendent may obtain an advisory recommendation from the principal of each school relating to the appointment or reappointment of the instructional staff of the school. Such opinion shall be advisory in nature and shall not be binding on the Superintendent. Where a vacancy exists in the principalship or where the principal fails to gain reappointment, the Superintendent may act without obtaining a recommendation from the principal. Where the Superintendent concurs in a recommendation and in all other cases relating to the appointment of instructional and administrative personnel, the Superintendent shall submit, in writing, to the School Board his recommendations for appointment or reappointment.

7. Physical examinations. The employee shall submit evidence of good health based on a medical examination. Any physical examination performed within one year prior to beginning date of employment is accepted.

8. Acceptance of employment. Failure to indicate acceptance of appointment within fifteen days after receipt of the official notice of appointment shall be considered a rejection of the offer and the position shall be declared vacant. Any acceptance of an appointment shall be in writing and in the form of a letter, telegram or by signing the contract document.

#### **SICK LEAVE APPLICATION**

Personnel employed on a full time basis shall be entitled to earn one (1) day of sick leave per month of employment. Such leave shall be cumulative from year to year, and any leave charged against accrued sick leave shall be with full compensation. CCSB Policy 6.24

#### **STUDENT SUPERVISION**

Proper supervision of a student shall be provided while he/she is under the immediate control of the school. Supervision of students shall be maintained on the school grounds, in classrooms, for bus loading and unloading, in student occupied areas in buildings, on field trips, during any extra-curricular activity, at school sponsored functions and at any other school related and sponsored activity. Any employee who has direct responsibility for the supervision of students who fails to provide such supervision by failing to report to duty or by leaving his/her post of duty without being properly relieved of such duties shall be deemed guilty of neglect of duty unless absence was due to an emergency condition beyond the control of the employee. Any person charged with such neglect of duty shall be subject to suspension or termination of employment as provided by law.

#### **SUBSTITUTES**

1. In the event a bus driver, lunchroom assistant, warehouse deliveryman or custodian is unable to report for duty, a substitute may be employed. All substitutes shall be called from the Board

approved substitute list. Substitute deliveryman shall be from the Board approved substitute custodian or substitute bus driver list.

2. Under no conditions may a substitute be employed for a paraprofessional, student care attendant, bus aide, behavioral assistant or for a part-time employee on an hourly basis without prior approval of the Superintendent.

3. Where any other employee is expected to be absent for five or more consecutive days, a substitute may be employed if recommended by the supervisor and approved by the Superintendent.

4. The basis for the employment of a substitute shall be the same as for a regular, full-time employee.

5. Substitutes must work at least one day during the school year in order to remain on the substitute list for the following school year. Time spent working as a substitute or in a part-time remedial or tutorial position can be used to satisfy this requirement.

6. Someone employed by the district in a part-time tutorial or remedial position may be placed on the substitute teacher list.

7. A FRS retiree may not be placed on the substitute list until they have completed all termination requirements with FRS and are eligible for reemployment. Once they have completed the termination requirements, a retiree may be placed on the substitute list upon completion of a substitute application and completion of all employment screenings, including new fingerprints.

8. The following individuals may apply to be placed on the substitute list throughout the year, and be placed on the substitute list without the position being advertised, provided they meet requirements for substitute:

- a. College students who complete teaching internships in our district
- b. Individuals with current, valid Florida Educator Certification
- c. Individuals, other than retirees, who terminate employment with the district (in good standing)

9. Individuals who are removed from the substitute list, for any reason, must complete a new application and complete all employment screenings( such as drug screening and fingerprints)

### **SUBSTITUTES ON CONTRACT**

When a teacher is on leave for twenty (20) consecutive days or more, the principal shall make every effort to locate a certified or certifiable replacement for the teacher on leave. "Certificated replacement" shall mean an individual holding a regular or temporary certificate and meeting all other eligibility requirements for being placed under contract. "Certifiable replacement" shall mean an individual holding a bachelor's or higher degree and meeting Florida Teaching Certificate Requirements but who has not had the certificate issued. This person shall also meet all other eligibility requirements for employment. The "certificated replacement" shall be placed under contract for the period of time that the regular teacher is on leave shall be paid a daily rate at the appropriate step and highest degree earned level from the regular instructional salary schedule of the last approved CTA/School Board negotiated contract. The "certifiable replacement" shall be paid a daily rate at the bachelor's degree level with no prior teaching experience.

## **Hiring Process**

1. If the substitute hired for 20 days or more meets the requirements of a “certificated replacement” or a “certifiable replacement” and is listed as such on the HRMD substitute list, that person will be hired using a paper PAF that shows Short-Term Employment and lists the specific days of employment. This will be placed on the next School Board Agenda and coded to the district for pay.
2. If the substitute hired for 20 days or more does not meet the requirements for certification but is still willing to take a long-term assignment, he/she should be hired as a substitute, turned in on the school payroll as being paid through the school budget. This person must be on the HRMD substitute list. The Director of HRMD is to be notified of this hiring at the beginning of the assignment. After the substitute assignment is complete, a letter requesting the cost of this substitute shall be sent to the Director of HRMD for verification of the assignment. The letter will be forwarded to Finance so that the cost of the substitute can be taken from the school budget and coded to the district budget.

## **SUPERVISION**

Each member of the non-instructional staff shall be fully informed as to his/her duties and responsibilities at the time of the appointment. Moreover, the employee shall be fully informed as to his/her immediate supervisor and any other staff member to whom he might be responsible. The employee shall be advised of any changes in his/her duties or in the person or persons responsible for the supervision of his/her work.

## **TEMPORARY DUTY**

An employee may be assigned to be temporarily away from his/her regular duties and place of employment for the purpose of performing other educational services, including participation in surveys, professional meetings, study courses, workshops and similar services of direct benefit to the school district. Such assignment may be initiated by the Superintendent or by the individual who desires the temporary duty as days of duty. Temporary duty must be applied for in advance and approved for in advance by the principal/site administrator. While on temporary duty, an employee shall not receive payment/stipend for any services rendered other than normal reimbursement expenses for travel.

## **TRANSFERS - INSTRUCTIONAL**

A transfer of a member of the instructional staff from the school to which he/she is assigned to another school shall be made only on the recommendation of the Superintendent and approval of the School Board.

1. **Voluntary Transfer.** Transfer applications may be submitted the districts online application\_system during the posting period. Interviews with transfer applicants will not be scheduled during the applicant’s student contact time. The principal will consider all eligible applicants for the position. All transfer applicants for the specific position being filled shall be notified of the principal’s decision, in writing, within seven (7) working days after such decision has been made.
2. **Involuntary Transfer.** The Superintendent shall request volunteers prior to making involuntary transfer assignments. Teachers transferred under this provision shall be provided with written reasons

within ten (10) working days of request.

### **TRANSFERS, NON-INSTRUCTIONAL**

The transfer of a non-instructional employee from the school or position to which he/she is assigned to another school or position shall be made only on the recommendation of the Superintendent and with the approval of the School Board. In case of an emergency, the Superintendent may transfer an employee subject to the subsequent approval of the School Board.

1. When an employee desires to be transferred from one school to another, the Superintendent shall confer with the principals or administrative supervisors involved and determine their recommendation relative to the request. If both parties agree, the Superintendent, at his discretion, may recommend the transfer.
2. Any request for a transfer shall be made on the districts online application system. The Superintendent shall investigate carefully any request for a transfer.
3. A "Request for Transfer" may be filed for on any vacancy.
4. No transfer of an employee may be made without a favorable recommendation from the Superintendent to the School Board.

In all cases of recommendations for involuntary transfer of personnel, the individual being recommended for transfer shall be notified, in writing, prior to the recommendation being placed on the School Board agenda. Such written notification may be by certified mail, return receipt requested, or by hand delivery. In the case of notification by hand delivery, verification of delivery shall be obtained by the transferring employee signing a copy of the notification. It shall be the responsibility of the Superintendent or designee to give such notification containing the reason(s) for the recommended transfer and the proposed new assignment.

### **ADMINISTRATIVE TRAINEES**

Applicants for Administrative Trainee positions must be current members of the Columbia County Administrative Reserve Pool.

Administrative Trainees may be assigned to work in schools or other district positions. Administrative Trainee positions shall be advertised and interviews conducted pursuant to established policy and procedure. Administrative Trainees shall be considered administrative personnel, receive benefits as outlined in the Board Policy, and paid according to adopted salary schedules. The Superintendent may contract with Administrative Trainees to work additional days beyond their 11-month work calendar.