

WAKULLA COUNTY SCHOOL BOARD
Requirements to Begin Work

Applicable Employment Forms

I understand that employment forms, including but not limited to official college transcripts or high school diploma/GED, FL Educator's Certificate/SOE, and reference, must be submitted prior to employment and I understand that I will not be recommended to the School Board for employment until all required forms are received in the HR/Payroll Offices. **I understand** that failure on my part to submit the required forms could affect my pay status.

Forms missing from my HR file as of today's date: _____

Inservice Verification-Ethics/Respect in the Workplace/Bloodborne Pathogens/Asbestos

I have participated in an Ethics /Respect in the Workplace/Bloodborne Pathogens inservice and, if applicable, an Asbestos Awareness inservice as required by WCSB Policy. I will receive, when applicable, information regarding the eligibility requirements for the Hep B series. Date Viewed _____

Experience and Salary Determination

I understand that experience, presented to the HR dept. on a WCSB *Verification of Employment* form, will be evaluated for each new employee to determine if credit can be given for a year of service as prescribed in school board policy. A year of service is defined as more than one half of the number of days or total hours required for the normal contractual period of service for the position held. My salary will be determined by the salary schedule for my pay class and position with adjustments made for experience and/or education. Retroactive salary dating to the first day of employment in the current school term shall be paid for verified experience filed up to the making of the third payroll or 90 days. Verified experience received after the making of the third payroll is not subject to retroactive pay. **I understand** it is the employee's responsibility to obtain previous work experience verification on the designated WCSB form.

Probationary Period

Instructional: I understand that the probationary period for instructional staff is three (3) years. Upon initial employment either the school board or instructional employee may end the employment without recourse during the first year employment. Effective July 1, 2012, all new instructional personnel will receive a probationary annual contract.

Classified: I understand non-instructional employees serve a four (4) year regular probationary period. This includes a ninety (90) day temporary probationary period that may be extended pending the receipt of the employee's fingerprints from the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

Fingerprints : Date Fingerprinted: _____ Date Cleared: _____

I understand a complete set of fingerprints must be taken prior to completing orientation, sub training or beginning work. The cost of fingerprinting is \$54.50 and shall be borne by the employee. **I understand** and have been advised of the District's policy concerning disclosure of information about previous arrests or convictions and that failure to provide accurate information could result in termination of employment.

Drug Testing : Date Tested: _____ Date Cleared: _____

I understand pursuant to School Board Policy 6.17 & 6.33, I will be required to pass a mandatory pre-employment drug testing. The cost of drug testing is \$35.00 which shall be borne by the employee.

Certified Employees Advanced Degree Supplement –

Salary supplement is paid to certified teachers only if the advance degree is held in the area of certification effective 7/1/2012. The employee must submit to the Principal/Administrator **an official, sealed transcript, stating the date the degree was conferred.** (Transcript submitted before conferment date is posted is not acceptable.) The employee has three (3) months from the date of degree conferment to submit the transcripts to the Principal/Administrator in order to receive retroactive pay. After the three (3) month period has lapsed, advanced pay will be effective the date transcripts are received in the Human Resources office. **I understand** it is the responsibility of the employee to furnish the Department of Human Resources official copies of transcripts and/or certificate in order for a pay class change to be initiated.

Applicable Benefits

I have received information on the WCSB benefit package and these benefits have been explained and discussed with me.

Acknowledgement

As a new employee of the Wakulla County School Board, my signature below acknowledges that **I fully understand** the requirements necessary to begin my employment as described above, and **my responsibility** to supply the WCSB HR and Payroll Departments with applicable forms and information needed to begin work, adjust my salary and for my benefits to become effective.

Employee Name (please print) _____ Employee Signature _____ Date _____