



Personnel Handbook

Wakulla County School District

Superintendent, Bobby Pearce

WAKULLA COUNTY SCHOOL BOARD

Bobby Pearce, Superintendent

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www.wakullaschooldistrict.org

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MEDART ELEMENTARY SCHOOL

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 Crawfordville, FL 32327
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Multi-Purpose Campus
 Wakulla Virtual School
 S.O.L.E. [Student Organized Learning Environment]
 Pathways
 Graduation Track

WAKULLA EDUCATION CENTER

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Pre-Kindergarten Program

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Disclaimer: The Wakulla County School District Personnel Handbook is not a complete description of all policies and procedures. The handbook is designed to answer questions that arise during employment. The District reserves the right to amend, alter or change the policies as needed.

Contact **Angie Walker**, 850-926-0065, ext. 9401 angela.walker@wcsb.us



WAKULLA COUNTY SCHOOL BOARD



ROBERT PEARCE
Superintendent

CALE LANGSTON
District III

VERNA BROCK
District I

JOSH BROWN GREG THOMAS
District IV

MELISA TAYLOR
District II

JOANN DANIELS
District V

The Wakulla County School Board is composed of five members elected in a county-wide election every four years on a rotating basis. Each member is elected at large.

The School Board, after considering recommendations submitted by the Superintendent, determines policies and programs, adopts rules and regulations prescribes minimum standards, and performs other duties as necessary to improve the educational programs of the district.

Individuals requesting items to be placed on the board agenda must submit a written request to the Superintendent at least eleven days prior to the meeting date.

The Board meets, in regular session, the third Monday of every month at 5:45 pm in the Board Room of the Wakulla County Board Administrative Offices located at 69 Arran Road, Crawfordville, Florida. Please call the School Board Office at 850-926-0065 for additional information.

Our District Accreditation was renewed through

SECTION I - STRATEGIC PLAN

Advanced in the fall of 2016 and extends through 2022.

BELIEFS

Commonly held values that guide the behavior of every individual within the school system.

We believe that:

- ❖ Each individual has dignity and worth.
- ❖ Education is for all and learning never stops.
- ❖ All students are unique, and all students can learn. Their times, ways and rates of learning differ.
- ❖ High expectations and challenging curriculum lead to greater achievement.
- ❖ Our cultural heritage is important, and diversity enriches our lives.
- ❖ Technology must be embraced and used to enhance education.
- ❖ Community involvement is essential for successful schools.
- ❖ Outstanding, highly trained, and dedicated personnel are critical.

- ❖ Students should be taught that everyone is responsible and accountable for his/her actions.
- ❖ Every person has a right to be safe.
- ❖ Service to others is a moral imperative.
- ❖ A focus on continuous improvement is critical to success.

MISSION

*We are committed to success for all students,
teachers, staff, and our community.*

Core Values (governing our Way of Work)

Boundaries that guide the day-to-day decision making of the Wakulla County School System.

We will always:

- *Make decisions based on the best interest of the students;*
- *Behave in an ethical manner;*
- *Prepare students for productive citizenship;*
- *Be willing to try innovative research-based programs;*
- *Employ highly trained and dedicated individuals who can work effectively in their assigned positions;*
- *Treat each person with dignity, and honor their right to be safe;*
- *Recognize the uniqueness and capability of each student;*
- *Set high expectation, and embrace a challenging curriculum;*
- *Celebrate our cultural heritage and the diversity that enriches our lives;*
- *Embrace (implement as an expected standard) technology to engage students and enhance education;*
- *Work to involve our community and all stakeholders in the educational process;*
- *Teach and practice responsibility and service to others;*
- *Teach students to be accountable for their own actions;*
- *Focus on continuous improvement for student achievement and professional growth;*

We will never:

- *Compromise or stop striving for excellence;*
- *Give up on a student*

VISION

We will provide a rigorous and appropriate education that results in success for all students.

SECTION II – POLICIES AND PROCEDURES

ABSENCES

You are required to sign in and out each day and to remain on the job during the designated day. If you expect to be absent from work for any reason, request leave from your supervisor as far in advance as possible. If need for an unexpected absence or tardy occurs, immediately notify your supervisor or administrator or their designee. An absence or tardy without approved leave may be cause for disciplinary action or termination. (See Section III for information on Leave of Absence).

To be eligible for FMLA, in general, an employee must have worked for at least 12 months, worked at least 1,250 hours in the 12 months preceding the leave, and worked at a site with at least 50 employees within 75 miles. To determine eligibility including rights and responsibilities, contact Human Resources.

ANTI-FRAUD

Position - The School Board will not tolerate the commission of fraud or the concealment of fraud by any employee.

Purpose - The purpose of this policy is to establish certain principles for, and expectations of, District employees in order to prevent fraud, provide for the investigation of suspected fraud, provide consequences for engaging in any manner of fraud, and to heighten awareness of possible fraud.

- A. Definition, fraud includes, but is not limited to;
 - 1. Knowingly misrepresenting a fact;
 - 2. The concealment of a fact or information by an employee for the personal benefit of an employee or other person; or
 - 3. The inducement of another by an employee to act to his/her detriment when done within the scope of a person's employment by the School Board; or
 - 4. The submittal of false or fabricated documentation or information, regardless of the manner or mode by which the submittal or communication is made, in order to receive a benefit or in response to any lawful inquiry by a supervisor or other appropriate District official.
- B. Actions constituting fraud include, but are not limited to;
 - 1. Falsification or unauthorized alteration of School Board, School District, state, or other official or governmental document, in the course and scope of employment by the School Board or in connection with employment by the School Board, regardless of the manner in which the document is stored, maintained, or generated, including but not limited to,
 - a. Claims for payments or reimbursements – including but not limited to submitting false claims for travel or overtime;
 - b. Absence(s) from the worksite request(s) – including but not limited to a Temporary Duty Leave, Sick Leave, Sick Leave Bank Benefit Application, misuse of sick leave, or the like;
 - c. Any school, School District, or School Board file, record (either physical, electronic, photographic, audio or other form of storage);
 - d. Checks, bank drafts, any other financial documents, or financial records; student records;
 - f. Maintenance records;
 - g. Fire, health and safety reports;
 - h. Professional certification, licensure, or educational degree or evidence of any academic honor or achievement;
 - i. Any other School Board, School District, school record, or employment related document of any kind whatsoever, or
 - j. Submittal of false or fabricated documents or documentation in support of any claim for any benefit.
 - 2. Submittal of false or misleading information in support of a claim of benefit, regardless of the manner or mode of communication including, but not limited to a telephonic notification to the appropriate cost center, personally or through a third-party, of illness in order to avoid an absence without leave status for failure to report to or remain on duty.

3. Accepting or offering a bribe, gifts, or other favors under circumstances that indicate that the gift or favor was intended to influence an employee's decision-making.
 4. Disclosing to other persons the purchasing/bidding activities engaged in or contemplated by the School Board in order to give any entity, person or business an unfair advantage in the bid process.
 5. Causing the School Board to pay excessive prices or fees where justification is not documented.
 6. Unauthorized destruction, theft, tampering or removal of records, furniture, fixtures, or equipment.
 7. Use of School Board, School District, or school equipment or work time for any outside private or personal business activity.
- C. Application
1. This policy applies to any fraud, suspected or observed, involving any School Board or School District employee, persons employed on OPS status, substitute teachers, volunteers, members or employees of any direct support organization, any other persons or parties in a position to commit fraud on the School Board, regardless of the suspected wrongdoer's length of service or position/title, office, or relationship with the School Board, School District, or any District school.
 2. Any known or suspected fraud shall be reported immediately to the Human Resources Office. Failure to report known or suspected fraud shall be grounds for discipline including termination and reporting to the Professional Practices Services within the Florida Department of Education, as required by law.
 3. Administrators and supervisors are responsible for ensuring that employees under their supervision receive District training regarding fraud (see paragraph VI. below).
- D. Violation of this policy may result in termination or some lesser penalty including, but not limited to, suspension without pay or reprimand. E. Requirements:
1. All cost center supervisors and department heads shall review this policy with subordinate employees on an annual basis.
 2. All employees will sign a statement indicating that they have read and understand the policy.
 3. This policy will be reviewed with all new employees at the required new employment orientation session.
 4. All new employees will sign a statement indicating that they have read and understand this policy as part of the District orientation.
 5. A copy of this policy shall be placed in all employee handbooks.
 6. A copy of WCSB Policy 6.30 is included in the appendix of this handbook.

ATTENDANCE AND WORK HOURS

The Wakulla County School Board operates 5 days a week, 12 months a year as designated by the Board approved calendar. Employee duty days and work hours vary from job to job. Your work hours and lunch period will be scheduled by the principal/supervisor at your work site. Your supervisor will discuss this information with you. It is important for you to adhere to the schedule established by your supervisor.

Classified employees sign a Contractual Workday Obligation Form, WCSB PR517, which designates the workday and workweek expectations. The certified personnel workday is designated by contractual agreement and work site schedules. In cases, in which certified personnel work a non-standard day/week, the Contractual Workday Obligation Form, with an attached narrative, will designate the work week and/or day expectations. The supervising administrator is responsible for contacting the Human Resource office with this information

BEST PRACTICES OF SECURITY AWARENESS AND TRAINING PROTOCOLS

Employees of the Wakulla County School Board as well as students (grades 4-12) must ~~attend an~~ complete an internet security training sponsored by the School District on a yearly basis. The district offers face-to-face training and online webinars to students and employees. All employees are required to sign an acknowledgement of having read the user

agreement and security and awareness “Best Practices” document. The user agreement must be acknowledged and signed every year.

A. Passwords

1. All Employee computers must have a password to log onto the computer. Passwords must be complex:

one or more numbers, one or more letters and one special character (ex. \$, @, %). Passwords for programs access will be changed (forced through software) at 3 different intervals:

- a. Sixty days for finance and staff records access
- b. Ninety days for student records access
- c. 120 days for 3rd party vendor software that contains student information

- B. All employee computers will have a 15 minute “inactivity timeout.” The user must retype their computer logon to resume access to their programs.

- C. For new employees and current employees with job status changes, requests for passwords and access to our District and School Networks and access to our databases (student, financial, and staff), the following steps must happen;

1. The supervising administrator uses form WMIS #2067 to request passwords and user ID’s for the appropriate programs related to the employee’s assigned job and responsibilities.
2. The District Security Manager for the District and School Networks receives the requests and verifies employee’ job status and assigned responsibilities.
3. The Security Manager assigns user ID’s and passwords to the employee and the information is sent (via district snail mail) to the supervising administrator of the employee.
4. For current employees with job status changes, the same form WMIS #2067, must be sent to the Security Manager and the same preceding steps (1-3) are followed.
5. For employees whose job status has changed or who are no longer employed by the Wakulla County School Board, the same process is followed except the Supervising Administrator is requesting User ID and passwords be taken away from the employee.
6. As a matter of practice, the Security Manager will review access privileges in all database programs before the start of each semester and correct and adjust any accounts as needed.
7. Passwords should not be shared and must be kept in a secure location. If an employee is temporarily assigned a new duty that requires database access, the same request procedure is used and once the employee has completed the temporary assignment, then the steps to remove the access is done as in steps 1-3.

D. Confidential Files

1. Employees should take extra care to secure confidential documents. Confidential documents should not be shared on the school or district networks.
2. Backup your confidential documents on zip drives, flash drives. Place your storage device in a secure area.
3. Do not transmit confidential documents through the network in an email.
4. Immediately report any suspicious emails, equipment reconfiguration, or missing or altered save files on your computer.
5. Any employee breach of security will be reported to the employee’s direct supervisor and corrected discipline action will be handled through the Security Manager and the Assistant Superintendent for Administration.

BLOODBORNE PATHOGENS

The Occupational Safety and Health Act requires that Wakulla County Schools have an exposure control plan for employees who could be “reasonably anticipated” as a result of their job duties to have occupational exposure to blood or other potentially infectious materials (OPIM). Employees are oriented to the importance of wise health procedures,

at the time of initial employment. The District defrays the expense for Hepatitis B immunizations for those who are judged “At Risk” because of their assigned job responsibilities.

To protect employees and students against Hepatitis B, employees in high risk categories are offered the opportunity to receive the Hepatitis B vaccination series at the District’s expense. The Human Resources Department will provide a form authorizing these employees to receive the vaccination at the Wakulla County Health Department. The following is a list of select employees:

- Principals/Assistant Principals in charge of discipline
- ESE: Teachers/Paraprofessionals
- Bus Drivers & Attendants
- Coaches
- Pre-K: Teachers/CDA’s/Paraprofessionals
- Nurses
- Custodians
- Plumbers

Other interested employees may appeal to the Executive Director of Human Resources if they believe they are in a high risk category and would like to receive the Hep B vaccination.

Other employees are advised to consult with their personal physician regarding the Hepatitis B immunizations series. If the individual decides to take the immunizations, the cost will be their responsibility. The Wakulla County Health Department is one resource for administering these shots. The District’s WCSB Policy 6.62, Training and Education Related to Aids, Bloodborne Pathogens and Other Environmental Hazards, is available at the District Web site accessible link in Appendix.

BRING YOUR CHILD TO WORK DAY

The State usually designates one day in April each year as a “Bring Your Child to Work Day.” Employees must receive approval, in advance, prior to participating and must be the child’s legal parent or guardian. There may circumstances such as COVID-19 that may prevent children from being allowed to participate in “Bring Your Child to Work Day” from year to year. Approval and understanding of procedures should be sought from each employee’s supervisor.

BULLYING AND HARASSMENT PROHIBITION

It is the policy of the Wakulla County School District that all of its students and school employees have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. The District’s WCSB Policy 5.321, Bullying and Harassment Policy, is available at the District Web site accessible link in Appendix.

COMPLAINT PROCEDURES

The Wakulla County School District offers several avenues for reporting complaints including direct supervisor, Human Resources, the Employee Protection Line and submission of complaint forms available at the district web-site. The District is committed to equip opportunity for all employees and applicants and has a zero tolerance policy regarding harassment, discrimination and bullying. All complaints will be investigated and complaints are protected from retaliation. Additional information may be found by clicking:

<http://wakulla.schooldesk.net/Departments/HumanResources/ComplaintProcedures/tabid/54269/Default.aspx>

CONFIDENTIAL STUDENT RECORDS ACCESS

Rights to privacy or confidentiality are the most cherished rights in our society. Federal laws that govern student confidentiality include FERPA – The Family Educational Rights and Privacy Act and HIPPA – The Health Insurance Portability and Accountability Act. These rights are extended to parents of minors. When students reach the age of 18 or attend a post-secondary institution at any age, they are considered eligible students and these rights are transferred to the student.

Access to records of students by school staff must be severely restricted. Only those staff who have a job duty that requires continuing access should be authorized for inquiry access only. Access requires the principal's authorization and signature and must be renewed annually. Each employee working with or having access to confidential records should be informed and acknowledge that personally identifiable student information is confidential and only those having direct, legitimate educational interest in that student may view, access, or otherwise make use of such information.

DIRECTORY INFORMATION RECORDS

Directory information shall not be released to any individual, agency or organization that is not listed in Florida Statute 1002.22 subparagraphs 1-14. Rights to privacy or confidentiality extend into all areas of life, including public education. Existing federal laws that govern student confidentiality include: FERPA (Family Educational Rights & Privacy Act) and HIPPA (Health Insurance Portability & Accountability Act).

Schools must give parents or eligible students public notice of the types of information designated as directory information. By a specified time after parents or eligible students are notified of their review rights, parents or eligible students may ask to remove all or part of the information that they do not wish to be available to the public without their consent.

Information may include:

- Student's name, address and telephone number
- Other information typically found in school yearbooks or athletic programs
- Names and pictures of participants in various extracurricular activities or recipients of awards
- Pictures of students
- Height and weight

DISCRIMINATION POLICY STATEMENT

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, or genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. [34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25]

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. [34 C.F.R. 108.9]

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation in advance.

The designated Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Chief Human Resource Officer, Arran Road, Crawfordville, Florida 32327, 850.926.0065, angela.walker@wcsb.us.

Statutory Authority: Section 230.22(2) Florida Statutes

Law Implemented: Section 228.2001, Florida Statutes

WCSB Policy 2.80, Unlawful Discrimination Prohibited – all School Board Policies available online at wakullaschooldistrict.org -

<http://wakulla.fl.schoolwebpages.com/education/components/docmgr/default.php?sectiondetailid=6557&linkid=navmenu-container-4-54255>

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. **As of July 1, 2006, all employees are required to wear their Wakulla 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. The School Board believes that staff members set an example in dress and grooming for their students to follow. Staff members who understand this precept and adhere to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

Staff members shall:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner consistent with their responsibilities;
- C. Dress in a manner that communicates to students a pride in personal appearance;
- D. Dress in a manner that does not cause damage to District property;
- E. Be groomed in such a way that their hair style or dress does not disrupt the education process nor cause a health or safety hazard.

Dressing in a manner that honors the intent and attitude of the workplace is indicative of teamwork. Appropriate dress also shows respect for the organization. Your administrator/supervisor has the responsibility for monitoring and enforcing the dress codes.

General guidelines for professional dress expectations:

1. Dresses, or 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 backs and fronts 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. Men should wear shirts with sleeves (unless wearing a jacket at all times to cover). Shirtless, sleeveless or muscle tanks are not considered business appropriate.
6. Dress pants and shirts
7. Jewelry worn should not inhibit job performance or safety or distract others – employees or students.
8. 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 waistline to expose undergarments or whatever. Bottoms should be hemmed.
9. 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.
10. Some departments have designated uniforms to be worn so that personnel are easily recognized. Your supervisor and/or department handbook 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.

11. **Proper footwear appropriate to the position should be worn at all times. Flip flops are not allowed.**
12. **Food service employees are required to wear uniform and shoes provided by the WCSB during work hours.**

DRUG FREE WORKPLACE

School Board Policies in chapter 6.0 outlines the specific employment requirements for all employees, and chapter 6.33 addresses the policies for a Alcohol and Drug-Free Workplace- The policies include pre-employment drug screening requirements. The policies exceed the minimal requirements set forth in F.S. 440.102. To review the updated policies in detail, please visit our Web site: www.wakullaschooldistrict.org and click on School Board Policies.

The School Board facilities and properties are deemed a drug and alcohol-free environment. Policies and procedures are in place to insure this condition for employees and students. The drug free environment extends not just to school or work hours but to all activities on school board premises or activities sponsored by school system organizations. A Resource List for help with drug abuse problems is included in the back of this handbook. Some categories of employees are subject to an initial drug test clearance and then random drug testing to maintain employment. **(Refer to WCSB Policy 6.17 and**

6.33 for specific information - see Appendix)

- A. School Board Policy 6.33 (excerpt)-School District of Wakulla County Policy Statement and Notice to Employees, Applicants, and Volunteers Implementation of a Drug and Alcohol-Free Workplace Program
Date of Notice: March 2010
Date of Implementation: July 1, 2010
Authority: FLA. STAT. § 440.102(3) and Board Policy 6.33

1. Notice. This policy statement is being provided to employees, volunteers and job applicants (who have been offered employment conditioned upon successfully passing a drug/alcohol test) as a notice prior to implementation of the District's Drug- and Alcohol-Free Workplace Program under School Board Policy 6.33 and Florida Statutes § 440.102 ("Drug-free Workplace Program Requirements," in the Workers Compensation chapter of state law). In the Policy and in this notice, the term "drug" means any alcoholic beverage, any intoxicating or auditory, visual, or mental altering chemical or substance or narcotic drug, hallucinogen, amphetamine, barbiturate, opiate, marijuana or cannabinoid, or any other controlled substance, as defined by Federal or State law or rule, or any counterfeit of such drugs, beverages or substances.
2. General Policy. The manufacture, distribution, dispensation, possession, or use of drugs, is prohibited: a) on School District of Wakulla County property; b) while engaged in employment or conducting School District business; c) while operating School District vehicles, machinery, or equipment; or d) as a part of any of a school's activities or the School District's activities or programs. No employee or volunteer shall report for duty or remain on duty while under the influence of, or impaired by, any controlled substance. Additionally, off-the-job use or involvement with illegal drugs, alcohol, or other controlled substances may subject an employee to disciplinary action under Board Policy 6.33; applicable State Board of Education Rules such as F.A.C. r. 6B-4.009(2), (5); and the applicable collective-bargaining agreement, if any.
3. Testing Program. To promote a drug-free workplace, the District will require the following kinds of tests under Policy 6.33: Job applicant testing. Features of this kind of testing are summarized below:

- a. Job Applicant Testing. Drug testing will be required of all applicants before employment with the District. Any applicant who tests positive for a drug as defined in this Policy will not be hired, and will not be eligible to re-apply for employment with the District for one year following the confirmed positive test.
 - b. DOT mandated testing for school bus drivers. It is further the intent of the School Board of Wakulla County to comply with the regulations of the Federal Highway Administration (FHWA) contained in 49 CFR Parts 40 and 382, et al, Section 234.091 Florida Statutes, the provisions of the Drug-Free Workplace Act, and other applicable state and federal safety programs. This policy shall also affirm the Board's position that an employee in a safety sensitive position may be considered impaired at any measurable level by the use of alcohol and/or controlled substances. While this section details the requirements for Drug Free Workplace drug testing applicable to all transportation employees, additional provisions relative to drug and alcohol testing of safety-sensitive position employees will be governed by the requirements of Wakulla County School Board Policy.
4. Confidentiality. All aspects of the substance testing process will be kept confidential to the extent allowed by law. In general, all information, reports, statements, memoranda, and drug test results, written or otherwise, received by the District through a drug testing program are confidential communications and may not be used or received in evidence, obtained in discovery, or disclosed in any public or private proceedings, except in accordance with FLA. STAT. § 440.102, Fla. Admin. Code r. 59A-24.008, and Policy 6.33.
 5. Consequences of Refusing to Submit to a Drug Test. No applicant shall refuse to submit to any test required by Policy 6.33. Refusal to submit to a test will be treated as a positive test result.

Failure to complete and sign testing form(s), to provide an adequate specimen, or otherwise to cooperate with the testing process in a way that prevents the completion of the test will be considered a refusal to test and will be deemed a positive test result. Any attempt to adulterate a specimen or provide a specimen that is adulterated will also be considered a refusal to test and will be deemed a positive test result. Any obstruction to, and lack of cooperation with, the testing process will be considered a refusal to test and deemed a positive test result. Failure or refusal to be available for testing may be deemed a refusal to submit to testing. As stated in Fla. Stat. § 440.101(2), "it is a condition of employment for an employee to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity [workers compensation] benefits."

6. Drugs Tested. The District may test for any of the following drugs: alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates or narcotics; barbiturates; benzodiazepine; synthetic narcotics; or a metabolite of any of these substances. Currently, drug testing is conducted at the following locations:

TALLAHASSEE AREA

Tallahassee, FL 32304		
EMSI - Tallahassee	Monday - Friday	9:00 am – 4:00 pm
115a Salem Court	Appointment Required	
Tallahassee, FL 32301		

7. Drug Rehabilitation Programs.

Local drug rehabilitation programs are available to provide confidential, timely, and expert identification, assessment, and resolution of employee drug abuse at the employee's expense or through the employee's health insurance. The following is a representative sampling of local substance rehabilitation programs:

1. Promised Land Ministries
10 Church Road, Crawfordville, FL, 850-926-3281
2. Tallahassee Memorial Hospital: Chemical Dependency Program
www.tmh.org
1616 Physicians Drive, Tallahassee, FL 850-431-5440
3. Turn About Inc of Tallahassee
www.turnabout.org
2771 Miccosukee Road, Tallahassee, FL 850-671-1920
4. Disc Village Inc
3333 West Pensacola Street, Tallahassee, FL 850-574-8814
5. Florida Alcohol & Drug Abuse
2868 Mahan Drive, Tallahassee, FL 850-878-2196

PRE-EMPLOYMENT DRUG SCREENING

Pursuant to School Board Policy 6.17 & 6.33, all prospective employees must submit to pre-employment drug screening. Any applicant who tests positive for a drug as defined in this policy will not be considered for employment with the District unless applicant can produce verification of a valid current prescription for the drug identified in the drug screen. The intent of this policy is to promote a drug-free workplace which will improve the productivity of employees and will lessen the costs, delays and tragedies associated with work-related accidents resulting from drug use by employees as well as protecting the health, well-being and safety of all students. While the School Board of Wakulla County, Florida (the "School Board"), has no intention of intruding into the private lives of its employees, including prospective employees, involvement with drugs produces impaired job performance and poses a threat to employee and student safety. It is further the intent of this policy to ensure that prospective and current employees are in a condition to perform their duties safely and efficiently, in the best interest of their students and co-workers, and to meet or exceed the minimal requirements set forth in § 440.102, Florida Statutes.

EDUCATION STANDARDS COMMISSION/ETHICS IN EDUCATION

All instructional and administrative employees must receive training in accordance with the Ethics in Education Act, F.S. 1012.01. (See <http://www.wakullaschooldistrict.org> and click on purple teacher tab)

The Code of Ethics of the Education Profession in Florida and the Principals of Professional Conduct of the Education Profession in Florida

A. Chapter 6B-1 Florida State Board of Education Academic Rules Adopted: June 15, 1982 Amended: December 29, 1998

Rule 6A-10.081 Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida.

1. Florida educators shall be guided by the following ethical principles:

- a. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and the guarantee of equal opportunity for all.
- b. The educators' primary professional concern will always be for the student and for the development for the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- c. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

2. Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provide by law.

- a. Obligation to the student requires that the individual:
 - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student' mental and/or physical health and/or safety.
 - Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - Shall not unreasonably deny a student access to diverse points of view.
 - Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - Shall not intentionally violate or deny a student's legal rights.
 - Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - Shall not exploit a relationship with a student for personal gain or advantage.
 - Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.
- b. Obligation to the public requires that the individual:
 - Shall take reasonable precautions to distinguish between personal views and those of any education institution or organization with which the individual is affiliated.
 - Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - Shall not use institutional privileges for personal gain or advantage.
 - Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - Shall offer no gratuity, gift, or favor to obtain special advantages.
- c. Obligation to the profession of education requires that the individual:
 - Shall maintain honesty in all professional designs.
 - Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or

with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

- Shall not intentionally make malicious or intentionally false statements about colleague.
- Shall not use coercive means or promise special treatment to influence professional judgments of colleagues. g. Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principals of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrest/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-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 forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c), and 943.059(4)(c), Florida Statutes.
- Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- Shall seek no reprisal against any individual who has reported a violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.
- Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

ELECTRONIC INFORMATION AND THE WORKPLACE

The Wakulla County School District reserves the right to monitor your use of District internet resources, including email and electronic equipment. Due to safety, health, efficiency, morale, reputation or other similar concerns, the District may find it necessary to conduct investigative searches of electronic equipment and resources including

review of your use of social media, blogs, or similar postings. The Superintendent may override password protected District resources when necessary. **Users should have no expectation of privacy in the use of the District's system's, internet resources, or equipment or in accessible internet postings.** No use of media for educational purposes may be used without completing the district's media form, having your administrator sign and approve your use of media, and approval from the IT Department. In addition, employees should not use texting as a form of communication with parents or students without specific approval from their supervisors and a social media form completed.

School District internet resources shall not be used for any purpose perceived as a conflict with District interests, normal business activities or operation. Posting of any type of propriety or confidential information is strictly prohibited. Your use of District internet resources, to include postings on social media sites or blogs, must not violate District policy, including the District's prohibition against unlawful harassment and discrimination or State and Federal laws including The Family Educational Rights and Privacy Act [FERPA] or The Health Insurance Portability and Accountability Act [HIPPA] and Florida Statute 1002.22, Education records and reports of K-12 students rights of parents and students; notification; penalty.

EMPLOYEE ASSISTANCE PROGRAM

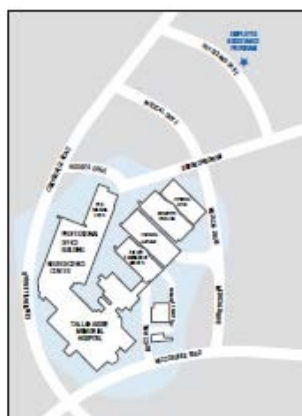
The WCSB EAP program is a confidential service offered to employees and their families. It provides:

- *Assessment and short-term counseling
- *Information and referral
- *Consultation/education.

It is designed to help employees cope with personal and work issues. Everyone, at some time, experiences problems in their personal lives. Most of the time, those problems are handled before they impact job performance. But there are times when employees need outside help.

Employee Assistance helps you create solutions to your personal concerns, reduce stress and successfully balance your work and home life. It can help you find the resources to resolve issues with:

- Alcohol and other drug abuse
- Family
- Kids
- Depression
- Time and stress management
- Relationships
- Conflict management
- Anxiety
- Finances
- Health
- Work Performance.



Tallahassee Memorial Employee Assistance Program
1613 Physicians Drive, Tallahassee, Florida
(850) 431-5190
(877) 501-0956 (toll free)
(850) 431-5157 (TTY)
TMH.org/eap



EMPLOYEE Assistance PROGRAM

TMH *Your Hospital for Life.*

Tallahassee Memorial Employee Assistance Program

EAP Services are provided by Master's level counselors. Psychiatrists and psychological evaluations and services are not covered under EAP

To ask questions or schedule an appointment, call (850) 431-5190 or 877-501-0956 (toll free).

EMPLOYEE EVALUATIONS

The evaluation of instructional personnel will reflect mandates of Florida Statutes including F.S. 1012.335 and the WCTA Teacher Contract. Most employee evaluations shall be conducted at least once a year. Select employees, such as new educators, will receive at least two evaluations each year pursuant to WCSB Policies 6.40 and 6.41, as well as, the F.S. 1012.335. Evaluations confirm each individual's work performance in light of the school, program or department's goals, functions and initiatives. Such evaluations are done individually by the assigned supervisor and are meant to be personal and private. Employees are asked to display professional behavior by keeping evaluations confidential. Certified personnel will have the option to plan Professional/Deliberate Practice Goals using e-tools as directed by the Professional Development Department and the school based principal. Deliberate practice goals are an integral part of certified and administrative employee evaluations.

Re: FS 1012.98 School Community Professional Development Act and FS 1001.42(18) School Based Improvement Plans and FS 1012.335 Contracts with Instructional Staff, Supervisors, and School Principals.

EMPLOYEE'S OBLIGATION FOR SELF REPORTING

It is the responsibility for those in the profession of education as an individual to self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child, the sale and/or possession of a controlled substance or any other felony charge. The FDLE database will notify human resources within 24 hours of any arrest, including bad checks. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, individuals shall self-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. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Section 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.

A minor traffic violation/infraction shall be defined according to Section 318.13(3), Florida Statutes, as follows:

- A. Infraction means a **noncriminal** violation that may require community service hours under Section 316.027(4), F.S., **but is not punishable by incarceration** and for which there is no right to a trial by jury or a right to court-appointed counsel.
- B. Criminal traffic violations are not minor and must be reported.
- C. All traffic violations received while driving a school district vehicle must be immediately reported to the Transportation Coordinator and Supervisor.

EMPLOYEE PROTECTION LINE®

Nobody knows more than our employees about what is happening in the workplace. Reporting mechanisms alert us to workplace problems before they escalate into loss and litigation. The Employee Protection Line® is a reporting mechanism available for employees to join the Wakulla County School District in creating and maintaining the best workplace possible.

The line allows anonymous and confidential reporting, decreasing the fear associated with reporting. When making your anonymous report, provide the name of your organization which is the Wakulla County School District and your Employee Protection Line organization code number is **30089**. Reporting is done by calling **1.800.576.5262**.

The purpose is to have an effective risk management tool. The line allows employees to report workplace wrongdoing toll-free 24 hours a day, seven days a week-a barrier-free method for preventing and discovering workplace violence,

harassment, discrimination, theft, fraud, threats, ethics violations, or other wrongdoing that lowers morale and reduces productivity.

ENDING EMPLOYMENT

Employees are expected to complete an Exit Interview upon termination of employment with the District and submit a written resignation or completed online resignation form. All District equipment should be returned to the school/site supervisor, including keys and ID Badges. Future employment references should be directed to Human Resources. COBRA benefits will be forwarded to employees from the Finance Department following receipt of employment termination records.

EQUITABLE EMPLOYMENT PRACTICES

The Wakulla County School Board selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion and other conditions of employment are provided without regard to race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as defined by the Americans with Disabilities Act, or marital status. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment.

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, ~~Chief Human Resource Officer~~ ~~Executive Director of Human Resources~~, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; angela.walker@wcsb.us.

The School Board desires to “*maintain an academic and work environment in which all employees, volunteers and students are treated with respect and dignity.*” In support of this philosophy, School Board Policy 2.70(see Appendix) Prohibiting Discrimination, including sexual and other forms of harassment, has been adopted.

Employees or applicants who need further guidance and/or assistance with reasonable accommodations should discuss this with their supervisor or the Equity Officer.

If you believe you have been discriminated against in any way (including sexual harassment), you should call Angie Walker, Executive Director of Human Resources for assistance.

GRIEVANCES

Employees are provided with a formal procedure to handle disputes concerning the application and interpretation of rules and regulations governing personnel and/or employee dissatisfaction with working conditions. Grievance procedures are specified in the Wakulla County Teacher Association Master Contract Agreement as well as in Wakulla County School Board Policy 6.35. A copy of WCSB Policy 6.35 is included in the District's WCSB Policy 6.35, Grievance Procedure for Personnel Policy, and is available at the District Web site for your reference. Should you have questions or concerns, please contact Angie Walker, Equity Officer at 850.926.0065.

HARASSMENT AND/OR DISCRIMINATION

The intention of the School Board is to maintain a healthy, enjoyable productive business and educational workplace.

Statements of intention regarding harassment and discrimination appear in Wakulla County School Board publications. Note School Board Policies 6.35, 2.70, 2.80 that speak to these issues are available at the district web-site:

<http://wakulla.fl.schoolwebpages.com/education/components/docmgr/default.php?sectiondetailid=6557&linkid=navmenu-container-4-54255>.

Employee and Applicant Complaint Forms, as well as, Student Complaint Forms are located at www.wakullaschooldistrict.org located on the "employee web-site," click on WCSB Forms, click on Other Human Resources Forms. A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate authorities. A volunteer shall be removed from service and a referral may be made to appropriate authorities.

HIV, AIDS OR OTHER COMMUNICABLE DISEASE

The School Board has specific policies and procedures to protect employees and students from infection and to provide reasonable accommodation to those infected employees or students. WCSB policies 6.61 and 5.63 are available at the district web-site:

<http://wakulla.fl.schoolwebpages.com/education/components/docmgr/default.php?sectiondetailid=6557&linkid=navmenu-container-4-54255>.

JOB ABANDONMENT

An employee who cannot report to work must follow the leave of absence procedure; School Board Policy 6.50, this procedure includes the requirement that the employee notify the district prior to the absence and prior to the return from a leave of absence.

An employee who receives a leave of absence and fails to return at the end of the authorized leave, or an employee who fails to report to work and does not notify the district, pursuant to the appropriate procedure, is absent without authorization. If an employee is absent without authorization for three (3) consecutive workdays, said employee has abandoned his or her job together with all employee rights, and is subject to immediate termination.

LEADERSHIP DEVELOPMENT

The Wakulla County School Board is committed to providing an effective management system with leadership development opportunities which will motivate school leaders, staff and students to strive for excellence in order to insure that all of our students achieve their full potential as students and as citizens of their community and world. Our

leadership development system is aligned with the new State Board adopted Florida Principal Leadership Standards system and the Florida School Leader Assessment tool.

LEVEL II CLEARANCE

Pursuant to F.S. 1012.315(1) and School Board Policy 6.17(1)(a), employees, interns, contractors, substitute teachers and vendors are fingerprinted in the Human Resources Department. This information is sent to the FDLE data base for clearance. The FDLE reports the results of applicant checks via e-mail which are retrieved via a secured web-site. Once accessed, a copy of the report is printed and reviewed by the Executive Director of Human Resources. That report is kept in a secure location. If the report indicates a criminal history, then a committee consisting of the Executive Director of Human Resources, the administrator who oversees that specific employee, the safety and risk coordinator and if appropriate, the board attorney, meet to determine clearance. The nature of the offense, the pattern of offenses (if applicable) and the time of the offense are taken into consideration. Individuals are disqualified from employment and are ineligible for certification in any position that require direct contact with students if convicted of any one of 47 felony offenses listed under F.S. 1012.315(1).

NETWORK ACCESS STATEMENT & POLICY

The Wakulla County School Board's Telecommunications Network(s) provide an exciting opportunity to expand learning and job efficiency for all stakeholders. The fundamental goal of the network services is to provide Wakulla County educators, students, and support personnel with access to resources that enhance learning and/or improve job performance. At WCSB facilities, student access to and use of electronic networks will be under adult direction and will be monitored as any other school related activity.

Facilities that are a part of the School District have the capacity to connect to various network-internet services. With these opportunities comes the responsibility for appropriate use. It is understood that persons signing the telecommunication user contracts have read or had explained the School Board Policy for acceptable uses of and user responsibilities for network/internet services supported by the Wakulla County School Board.

With widespread access to resources from all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. There is the possibility that some material or individual communications is not suitable to school-age children. The WCSB views information gathered from electronic communications' networks in the same manner as reference materials identified by the school system. Specifically, the District supports resources that will enhance the learning environment with directed guidance from the faculty and staff.

It is realized that it is impossible to control all materials on a global network and an industrious user may discover inappropriate information. Efforts to monitor such occurrences and to minimize continued opportunities will be vigilant. The Wakulla County School District cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district since the electronic telecommunications is obtained from sources outside the school setting. However, the technology policy and the subsequent procedures are an effort to maintain a healthy learning environment.

Employee must sign "Receipt of Employee Network Access Statement & Policy and Telecommunications User Agreement." Disciplinary action may be taken against any student or employee who misuses the telecommunication systems. Links to all schools/programs can be found on the Wakulla County School Board Website:

www.wakullaschooldistrict.org

The following should be included as part of your e-mail signature line:

Under Florida's "Public Records" law, absent a specific exclusion, written communications to or from Wakulla School District employees are considered public records. E-mail communication with this correspondent may be subject to public and media disclosure upon request

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by Wakulla County School District (WCSD) Human Resources Department.

WCSD Human Resources Department collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law.

Specifically, the WCSD Human Resources Department may collect your social security number for the following purposes: A. An applicant/employee's social security number is required for:

1. Criminal History Check (FDLE, FBI, local law enforcement agencies)
2. Department of Homeland Security Federal I-9 form
3. Federal W4, W2, 1099 and other IRS documents
4. Federal Social Security taxes (FICA)
5. Unemployment Reports (Florida Department of Revenue)
6. Florida Retirement System (FRS) documents and reports
7. Workers' Compensation documents and reports
8. Direct Deposit documents
9. Authorizations and other documents for optional retirement programs such as 403(b), and FICA Alternative Programs
10. Documents and reports related to Group benefits such as health, dental, and life insurances.
11. Documents and reports related to supplemental deductions
12. Documents and Reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Bureau of Professional Practices, and other FL-DOE departments as required.
13. Documents and Reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, State and Federal agencies as required.
14. Other purposes specifically required or authorized by local, State or Federal law.
15. If you have questions or need further information, please contact the Wakulla County Schools Human Resources Department at 850.926.0065.

NURSING MOTHERS – BREAK TIME

Section 7 of the Fair Labor Standards Act of 1938 (29 USC 207)(r)(1) As amended, an employer shall provide:

1. A reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk; and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.
2. An employer shall not be required to compensate an employee receiving reasonable break time for any work time spent for such purpose.
3. This shall not preempt a State law that provides greater protections to employees than the protections provided.

OVERTIME FOR CONTRACTED EMPLOYEES

Employees who are directed to work additional hours beyond their originally contracted duty days shall be credited with compensatory time or paid their pay grade hourly wage if they work forty (40) hours or less during a work week. The official work week begins Sunday at midnight (12:00am) and ends Saturday at 11:59pm. When employees are directed to work overtime in addition to their regular hours, aggregating more than a maximum of forty (40) hour per week, they shall be compensated as follows:

The rate of time and one half of the normal rate shall be paid for all hours in pay status per week over the regular weekly task assignment aggregating more than a maximum of forty hours per week. Calculations for overtime compensations shall be made as soon as possible following the working of overtime. Whenever possible, overtime shall be paid in the pay period during which it was earned, but in no event shall it be paid later than the next pay period immediately following the pay period during which it was earned. Time off may be granted in lieu of overtime pay at the rate of time and one half consistent with the Fair Labor Standards Act.

Days worked during a work week that are paid non-attended days [holidays, sick leave days, etc] are not counted as hours worked when determining if an employee worked in excess of 40 hours during the work week. Example: An 8-hour day employee works 8 hours Monday, 8 hours Tuesday, off on sick leave on Wednesday, then works 10 hours Thursday and 9 hours on Friday, his total hours for the work week will be thirty-five hours. He will be entitled to additional straight time pay for the extra two hours worked on Thursday and the extra hour he worked on Friday. He will not be entitled to time and half pay because he did not actually work in excess of forty hours during that work week.

All overtime payment at time and one half must be approved by the Superintendent.

PERSONAL BUSINESS ON SCHOOL TIME

No employee of the School Board may:

- A. Conduct personal business on school time except for emergencies approved by the Principal/Supervisor or Superintendent.
- B. Use School Board equipment or supplies to conduct personal business.
- C. Bring a child to school on non-student days except in the case of an emergency and pre-approved by the principal or your supervisor.

PHYSICAL EXAMINATIONS

A. Certified

1. When hired, teachers must show evidence that they meet all physical and mental health requirements of the state and local school board. If at any time further evidence is required, the Board may request that the teacher be examined at Board expense by a licensed, competent physician chosen by the teacher from a list of physicians submitted by the Board.

B. Classified

1. **Bus drivers and school food service personnel** are required by School Board Policy to have a physical examination and/or drug and alcohol test upon employment. Employees required to have physical or health examinations at regular intervals shall submit proof of an examination as a condition of employment.
2. **Food Service employees** must have a current health certificate (FS390) completed within four (4) months prior to the start of school. Employees without a current health certificate on file at the beginning of the school year will not be allowed to return to work.

PRE- EMPLOYMENT ORIENTATION

The following literature is provided to all employees during their initial orientation. (Extra copies are available upon request.)

- Respect in the Workplace, Avoiding Discrimination
- Preventing Sexual Harassment – What Educators Need to Know
- Bloodborne Pathogens for School Staff
- Competencies for Teachers of the 21st Century (for teachers only)
- The Most Dangerous Activity in our School
- School Bus Safety
- Step Up with Safety
- The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida
- Severe Weather and Tornadoes
- Risk Management – It's More than Responsibility
- Emergency Management Procedures

* E-copies available at www.wakullaschooldistrict.org under Risk Management

RELIGIOUS FREEDOM

The School Board is committed to protecting the religious freedoms of its students, faculty, and staff as guaranteed by the First Amendment to the United States Constitution. Recent events have generated numerous questions regarding those freedoms and our limitations as public officials when it comes to religious issues in the school setting. Although specific questions can be addressed on a case-by-case basis, this Memorandum attempts to clarify in broader terms your religious rights and obligations as public officials as well as those of our students.

The School Board recognizes that its employees and students have the right to freely practice religion in manners which do not materially or substantially interfere with the normal operations of the District. However, in order to assure the freedom of all, neither the School Board nor any its employees or approved volunteers may promote or discourage religious activities while acting pursuant to their public employment. When acting pursuant to your official duties, you must always remain mindful of your special relationship to our students and remain neutral on issues of religion.

However, based on Senate Bill 436 (b) 1 and (b) 2 effective July 1, 2017, “a school district may not prevent school personnel from participating in religious activities on school grounds that are initiated by students at reasonable times before or after the school day if such activities are voluntary and do not conflict with the responsibilities or assignments of such personnel. A school district shall comply with the federal requirements in Title VII of the Civil Rights Act of 1964, which prohibits an employer from discriminating against an employee on the basis of religion.” This bill does not change your obligation of religious neutrality while acting in your official capacity.

Your obligation of religious neutrality means that, while acting in your official capacity, you may neither advance nor discourage a particular religion or religion in general. The following guidelines should assist you with answering many common questions:

1. Students have a constitutional right to engage in religious expression, including prayer, on school property, at school events, and even during the course of the school day, provided that: (a) the activity is truly student initiated and student led; and (b) the activity does not materially or substantially interfere with the normal operations of the District.

2. While acting in your official capacity as a School Board employee or volunteer, you may not prohibit, disparage, dissuade, discourage, mock, ridicule, or otherwise criticize or deter, directly or indirectly, either: (a) private student religious expression, including prayer, that does not materially or substantially interfere with the normal operations of the District, or (b) a student's nonobservance of any, or all, religious activities.
3. While acting in your official capacity as a School Board employee or volunteer, you may not advance, endorse, encourage, initiate, invite, solicit, mandate, choreograph, or otherwise cause, directly or indirectly, student religious expression, such as prayer, at any time in any school sponsored setting, including classes, team practices, pep-rallies, team meetings, or athletic events.
4. While acting in your official capacity as a School Board employee or volunteer, you may not offer or lead student religious express, such as prayer, or participate in such expression in a manner that would cause a reasonable observer to perceive the act as a government endorsement or support of religion. Examples of unlawful participation might include kneeling with students in prayer or joining hands with students in a prayer circle.
5. As a School Board employee or volunteer, you may:
 - a. Discuss or engage students in religious topics to the extent that such discussions relate to legitimate, secular, educational goals and are not for the purpose of promoting or endorsing religion.
 - b. Engage in your own private religious expression, such as prayer, on school property, at school events, and even during the course of the school day, provided that: (i) the prayer is not undertaken in your capacity as a School Board employee; (ii) the prayer does not materially or substantially interfere with the normal operations of the District; and (iii) the activity does not otherwise violate sections 3 or 4 above.
6. Any conduct which is not expressly prohibited by this Memorandum or School Board policy is permissible as authorized by law.

School officials and affiliated third parties are encouraged to seek guidance before undertaking any planned events which they have reason to believe may violate the religious freedoms of any person.

REPORTING CHILD ABUSE

The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect or abandonment.

Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, the school designee, district office or support person to let them know the case has been reported, and for their own documentation and protection file a District County Schools Child Abuse Incident Referral Report.

REPORTING EDUCATOR MISCONDUCT (F.S. 1006.061)

The WCSB investigates when there is cause to believe the educator has broken the law or violated State Board of Education Rules, which includes the Code of Ethics and Principles of Professional Conduct. These laws and rules outline the standards of conduct expected of certified educators in Florida. All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student. If someone tells you about misconduct, be a LEADER: **Listen, Evaluate, Act Immediately, Document, Encourage, Report.** Report cases of misconduct to your direct supervisor or the Chief Human Capital Officer, 850.926.0065 ext. #9401 or 850.445.2695.

RETURN TO WORK POLICY

Purpose: The purpose of the program is to place employees in temporary job positions while recovering from on-the-job injuries as well as placement during non-job related injuries recovery period. The School District of Wakulla County is committed to working with Johns-Eastern, the PAEC Third Party Administrator, Gallagher Insurance Brokers and PAEC Risk Management to promote the safety, recovery, and successful return of injured employees to temporary, modified work following a work related injury.

Employees with job and non-job related injuries will be required to provide a return to work certificate indicating ability to perform essential job functions. If an employee is unable to perform essential job functions and an alternative position is available, the supervisor, risk management and human resources will determine if a transitional/modified work position is a viable option.

Transitional/Modified: Any injured employee who is placed in a modified work position is placed in that position for a limited time only. If the department/school is able to accommodate non-work-related injuries through alternative job placement, the pay will be adjusted as indicated on the salary schedule for the alternate position. If the employee refuses to accept transitional duty as provided by the School Board, the Board will notify the Johns-Eastern Claims administrator and no indemnity benefit will be paid for the on-the-job injured worker. Likewise, for non-work-related injuries the employee will be required to use sick days, if available or request a leave of absence.

Procedure: An employee who has been granted a leave shall notify HR and his/her site administrator in writing of his/her intent to return to active employment, to request an additional period of leave, or to resign prior to the end of approved leave.

Each employee that returns to work will be subject to the following conditions:

1. Must provide a Return to Work Certificate from attending physician to HR, prior to returning.
2. Return to the same work/site group shall be dependent upon whether a vacancy exists.
3. Employees shall be willing to accept a similar position at another site if none exists in the former site.
4. The District reserves the right to require any additional information deemed necessary for verification of any condition relating to the above.
5. Must notify his/her supervisor of any work restrictions established by the treating clinician, doctor or physician, prior to returning.

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination. It is prohibited by federal and state laws.

The Florida Educational Equity Act, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Civil Rights Act of 1991 all prohibit discrimination against students and employees in the state system of public education.

Any behavior that makes you feel pressured, threatened or intimidated within a sexual connotation may be unlawful sexual harassment. Filing a complaint may make you feel uncomfortable, but it is your legal right.

Sexual harassment can cause serious psychological problems for some people. It can create an uncomfortable and counterproductive environment for the workplace. It is important that we be considerate of the feelings of others. If you are told that something you do makes someone uncomfortable, you should stop immediately.

For additional information please refer to “A Guide to Combating Sexual Harassment” brochure located online at wakullaschooldistrict.org or contact:

Angie Walker

Equity Officer & Chief Human Resource Officer ~~Executive Director of~~
Human Resources

P.O. Box 100 - 69 Arran Road - Crawfordville, FL
323267angela.walker@wcsb.us- 850.926.0065, #9401

SOCIAL MEDIA POLICY

The Wakulla County School District understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

GUIDELINES

Wakulla County recognizes First Amendment rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings that disrupts school operations or constitutes a violation of federal or state laws or School Board policies. When participating in social media it is important to create an atmosphere of trust and individual accountability; keep in mind that information produced by WCSB staff and students is a reflection on the entire district and is subject to the District’s School and District Technology Usage Policy. All employees are expected to serve as positive ambassadors for the District. Any use of social media sites or blogs creates the risk of affecting your professional career. The personal use of this media during District time or on District equipment is prohibited unless approved by the school Principal.

Social media refers to the use of web-based and mobile technologies that enable all Wakulla county Public Schools’ internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or internet. Social media sites are not private. Internet search engines can find information years after it was originally posted. Comments can be forwarded or copied and archival systems save information even if you delete a post. Therefore, all comments must be respectful and professional in word and image.

The District takes no position on an employee’s decision to participate in the use of social media networks for personal use on personal time. However, do not post student information or disclose confidential material regarding students. You do not have control of what others may post on social media sites; therefore, be aware that your conduct in your private life may affect your professional life.

By utilizing social media representing the school district employees agree to abide by these guidelines and complete the Social Media Registration Form, Appendix A.

1. All usage requests must be approved by the Superintendent and Principal or his/her designee each year (Appendix A)
2. Employees, at the discretion of the Principal and Superintendent/designee, may choose to maintain their own school-based social media accounts. The Principal must have all login credentials and give approval in writing to the teacher request (Appendix A).
3. Any information posted must be important and relevant to school related events. Employees may only post information that will be useful to and appreciated by their community/network.
4. Employees who maintain social media accounts are acting as representatives of the District. As such, they must refrain from allowing personal or political viewpoints to dictate the kind of information they share.
5. The use of derogatory language is prohibited and only a positive and friendly tone will be used.
6. Do not post confidential or proprietary information about the District, its students, alumni or employees. Use good ethical judgement and follow District policies as well as state and federal requirements.
7. In all cases, private messaging and texting to parents or students should only be done with the approval of each employee's supervisor. - Any online conversations between an employee and students or parents should be carried out through email and be completely transparent.
8. As a reminder, all use of social media for school purposes is a public record and no employee should have any expectations of privacy. Records produced through social media are expected to be made available if requested.
9. Keep in mind that you are most likely to resolve work-related complaints or concerns by speaking directly with your colleagues, supervisors, or others. You are strongly encouraged to resolve complaints or concerns through direct conversations or meetings and not by way of email or social media.
10. Avoid using statements that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage others or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or school board policy.
11. Photographs and videos should not be used on social media posts without parental and supervisory permission.

STANDARDS OF CONDUCT FOR PUBLIC OFFICERS

- A. All employees are governed by the provisions of Section 112.313, Florida Statutes, Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys. Consistent with that law, no employee of the Board shall:
 1. Accept anything of value including a payment, gift, favor or service that might reasonably tend to influence him/her in the discharge of the employee's official duty;
 2. Use his/her position to secure special privileges or exemptions for himself or others;
 3. Hold employment or engage in any business or professional activity which might reasonably require or induce to disclosure of confidential information acquired by reason of the employee's position.
 4. Hold employment or a contractual relationship that will create a continuing or frequently recurring conflict between the employee's private interests and the performance of district duties, subject to the exemptions stated in Section 112.313(12), Florida Statutes;
 5. Use confidential information gained by reason of his/her position for personal gain or benefit; or
 6. Engage in any business, employment, or contractual relationship which might impair the employee's independence of judgment in performance of public duties including renting or leasing any realty, goods, or services on behalf of the district from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which the employee, spouse, or child has a material interest or, acting in a private capacity, selling any realty, goods, or services to the district. These prohibitions are subject to the exemptions stated in Section 112.313(12), Florida Statutes.

- B. Grounds for discipline or dismissal shall include, but not be limited to, incompetency, gross immorality or an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, conviction of a misdemeanor, felony or other criminal charge other than a traffic offense, other conduct inconsistent with these Principles of Conduct. Employees will be provided with notice and an appeal procedure appropriate to the nature of the discipline.
- C. Any employee who has been arrested for or charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance shall notify the Superintendent within 48 hours of the arrest. In addition, the employee shall self-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 with 48 hours after the final judgment. Within 5 calendar days from receipt of notification from an employee or a law enforcement agency that an employee has been arrested, the Superintendent shall notify each member of the Board of such arrest and shall provide such further information as may be available. Within a reasonable time thereafter, the Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of dismissal proceedings of such employee in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the school district, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff pursuant to Section 231.262(1)(c), Florida Statutes and Section 231.28(5), Florida Statutes.
- Date amended: February 14, 2001.

TOBACCO USE

In accordance with the most current School Board Policy 2.90, all use of tobacco products in any form are prohibited in any District owned facility, vehicle and property.-

USE OF DISTRICT VEHICLES

The use of district owned vehicles is a privilege and not a right. Before operating a district owned vehicle you should complete the Driver's License Review form and submit completed form to the Transportation Department. The form is available at www.wakullaschooldistrict.org under the yellow employees tab, click on forms. You must receive a clearance from the transportation department prior to operating a district owned vehicle. While driving district vehicles, employees are expected to adhere to all laws and immediately report any accident or violation involving law enforcement.

Safe Driver Plan - In order to qualify for and remain employed by the Wakulla County School Board, school bus drivers, substitute/volunteer drivers, and bus attendants who transport students, must maintain a personal driving record which exemplifies careful driving habits and meets the criteria prescribed by the Wakulla County School Board Safe Driver Plan. Failure to report within twenty-four hours, or making false misleading report(s), may be grounds for termination of employment. It is the responsibility of all employees/volunteers who drive school district vehicles to read, review and follow the procedures in the Transportation Handbook as well as the Safe Driver Plan located at the District Web site at <http://www.wakullaschooldistrict.org/pdfs/SafeDriverPlan.pdf> .

USE OF PRIVATE VEHICLES

The use of private vehicles to transport students is not authorized unless deemed an emergency by an administrator.

WEAPONS ON SCHOOL BOARD PROPERTY

Florida Statutes support district procedures stating that persons shall not possess any firearm, electric weapon or electric device, destructive device or projectile device or other weapon on the property of any school, any school bus stop, any facility having a school-sponsored activity, a district facility or any district property.

Check with your site administrator for more specific procedures and for information regarding situation of this type at your worksite. These policies, WCSB Policy 3.43 and 5.32 are available online at:

<http://wakulla.fl.schoolwebpages.com/education/components/docmgr/default.php?sectiondetailid=6557&linkid=navmenu-container-4-54255>.

YOUR WORKSITE

Due to the uniqueness of each worksite and employee job responsibilities, rules governing different areas vary from location to location. Your principal or supervisor will discuss the following subjects with you:

- Rules for your worksite.
- Your work schedule.
- Appropriate/expected dress.
- All employees are required to receive written permission from their supervisor before overtime and/or comp time will be granted.

In many cases a handbook or manual, in addition to this one, will specifically spell out expectations and procedures.

SECTION III – FINANCE AND PAYROLL

Randy Beach, Chief Financial Officer

Please refer to the Benefit Guide available on the district web-site for current benefits. Health

dental, and vision plan deductions are deducted **before** taxes are figured

PRE-TAXED) unless a waiver form is

completed at the beginning of each school year.

After open enrollment, employees **WILL NOT** be able to cancel or change any pre-taxed payroll, unless certain requirements are met. For additional information see “Canceling a Pre-Taxed Payroll Deduction”.

Questions regarding:

Direct Deposit, Employee Benefits, Retirement, Insurance, Leave, & Payroll (General payroll questions may automatically be directed to school secretaries who handle payroll)

District Contacts: Sharon Lewis (ext. 9809) or Sandy Moore (ext. 9408)

District Contacts: Linda Marks (ext. 9410) OR Shonja Metcalf (9523)

All changes or cancellations must be in the Payroll

Office by the date listed in the “Due in County Office” section of the Payroll Reporting Salary Schedule for that particular paycheck date. If a change or cancellation is made after the pre-taxed deduction is deducted from your paycheck, the school board will not refund your deduction. It will be your responsibility to seek a refund from the appropriate company.

All deductions are withheld from your pay September through June. These deductions are listed on each paycheck. It is the employee’s responsibility to check all paycheck deductions on a monthly basis. The School Board will not refund deduction errors after the next month’s payroll has been processed. All employees have a single-sign on

account with a username and password to access paycheck information. Beginning August 2019, hard copies of pay stubs are no longer produced. Any questions about using the single-sign on should be directed to the WCSB Finance Department. If you have never used your District Single Sign-On access or have forgotten your password, please contact the helpdesk in the IT Department for assistance (extension 9600).

A. Benefit Plans

- **Section 125** – Flexible Benefit Plan (A Cafeteria Plan) Employees may elect to payroll deduct for unreimbursed medical and/or childcare expenses (PRE-TAXED) through the Flexible Benefit Plan. The period of coverage is October 1st through September 30st. There is a 70-day grace period for eligible expenses incurred during the period of coverage. Enrollment for this plan will be handled through American Fidelity during open enrollment.

EMPLOYEES MUST ENROLL EVERY YEAR BEFORE THE END OF OPEN ENROLLMENT EVEN IF AN EMPLOYEE PARTICIPATED LAST YEAR.

B. Canceling a Pre-Taxed Payroll Deduction

Employees **WILL NOT** be able to cancel or change any pre-taxed payroll deductions during their plan year, unless they meet one of the following qualifications and inform the Payroll Department within ~~30~~ 31 days of the qualification:

- marriage or divorce
- the death of your spouse or a dependent
- the birth or adoption of a child
- the termination or commencement of the employment of your spouse
- a change in the employment status of yourself or spouse from part-time to full-time or vice-versa
- the taking of an unpaid leave of absence by yourself or spouse
- a significant increase in the cost of coverage
- a significant change in health coverage for the employee or spouse attributable to spouse's employment.

C. Direct Deposit

As of June 30, 2009 all employees are required to receive their pay through direct deposit as a condition of their employment. The Direct Deposit Agreement forms are also available in the Payroll Office, on the WCSB website and at each school center.

A test run of the bank account information provided is required before your funds will be direct deposited.

Completion of the testing process may occur over several payroll periods. ~~Therefore, please check your payroll envelope for a payroll check until the first direct deposit voucher is issued to you. Please check each payroll for verification that your check was direct deposited.~~

All bank account changes must be in writing. If your bank account is closed after Payroll has processed paychecks, it will take 3 to 5 business days for the funds to be returned to the School Board account and a check to be issued to you. Please make all changes by the date listed in the "Due in County Office" section of the Payroll Reporting Salary Schedule for that particular paycheck date.

D. Insurance

1. Health Insurance

All health care applications and change forms will be available in the Payroll Office, on our website at www.wakullaschooldistrict.org and at each school center

The Wakulla County School Board contributes to a health care plan for each regular employee working twenty (20) or more hours a week. If an employee works less than twenty (20) hours a week (part-time employees), they have the option to enroll in the health care plan provided they pay the total premium. Part-time employees are not eligible to receive the Board Contribution.

The health care plan year is from October 1st through September 30th. Any changes to the plan will need to be made during **open enrollment in August**. If a change is not made during open enrollment, certain Internal Revenue Code Requirements will be necessary to make a change to your health care plan during the school year (see “Canceling a Pre-Taxed Payroll Deduction”). If no changes are needed, your health care plan will continue from year to year. It is the employee’s responsibility to check all changes to the plan each year and make appropriate changes to their health insurance during open enrollment.

Health care cost and providers may vary year to year. Employees will be informed of the new cost and options as soon as such information becomes available. If this information is not made available by the first (1st) of August, deadlines will be set as deemed appropriate. It is essential that employees consider all options available and act accordingly before deadlines become due.

Employees participating in the District’s Health Plan may also enroll in the Flexible Benefit Plan through payroll deduction.

2. Dental and Vision Insurance

Asurant/SunLife Insurance is offered as a pre-taxed deduction **unless a waiver form is completed**. The period of coverage is October 1st through September 30th. The dental and vision premiums and providers may change year to year. Employees will be informed of these changes as soon as such information becomes available. It is the employee’s responsibility to check all changes to the plan each year and make appropriate changes to their dental and vision insurance during open enrollment. After open enrollment, all changes will be subject to certain Internal Revenue Code Requirements. For additional information see “Canceling a PreTaxed Payroll Deduction.”

3. Cobra for Health, ~~and~~ Dental, and Vision Insurance

If an employee covered under a Wakulla County School Board health, vision, and/or dental plan ends their employment for any reason other than his or her gross misconduct, they have a right to COBRA continuation coverage. This coverage is a temporary extension of up to 18 months of the health and/or dental insurance plan the employee was enrolled in before employment ended.

If you are the spouse of the employee, you may be eligible for COBRA if you lose your coverage due to any of the following qualifying events:

- your spouse dies;
 - your spouse’s hours of employment are reduced;
 - your spouse’s employment ends for any reason other than his or her gross misconduct; your spouse becomes enrolled in Medicare (Part A, Part B or both);
 - you become divorced or legally separated from your spouse.
- a. If you are a dependent child of the employee, you may be eligible for 36 months of COBRA if you lose your coverage due to any of the following qualifying events:
- the parent-employee dies;
 - the parent-employee’s hours of employment are reduced;
 - the parent-employee’s employment ends for any reason other than his or her gross misconduct;
 - the parent-employee becomes enrolled in Medicare (Part A, Part B or both);
 - the parents become divorced or legally separated;

- the child stops being eligible for coverage under the parent- employee’s plan as a “dependent child”.

Once an employee has received their final pay check, they will be sent notification from Murfee Meadows Inc on how to obtain COBRA continuation coverage. If you have any questions about your COBRA continuation coverage, please contact the Payroll Department.

4. Life Insurance

The Board enrolls all regular employees working twenty (20) or more hours per week in the Florida Combined Life Insurance Program by purchasing a \$50,000 term policy and AD&D at no cost to the employee.

The benefit is reduced to the following:

<u>AGE</u>	<u>PERCENTAGE OF BENEFIT AMOUNT SHOWN</u>	
70	65%	\$32,500
75	45%	\$22,500
80	30%	\$15,000

For an additional fee, employees may elect to purchase an optional USABLE dependent life insurance policy (spouse - \$10,000; child 14 days to 6 months: \$1,000; 6 months and over: \$2,500). Information regarding the cost of this coverage is available in the Payroll Office. If the School Board employs both you and your spouse, you may not cover your spouse with life insurance and only one of you can cover dependent children.

Accelerated Death Benefit

The Accelerated Death Benefit is an advance payment of part of the Insured Person’s Personal Life Insurance. It may be paid in a lump sum, once during the Insured Person’s lifetime.

Conversion Privilege for Life Insurance

Please refer to your “Certificate of Insurance,” or contact the Payroll Department for further information. If you cannot locate your “Certificate of Insurance,” you can locate it on the WCSB Website or call the Payroll Department for assistance.

PRIVACY NOTICE

PLEASE REVIEW CAREFULLY.

To: Persons enrolled in the Wakulla County School Board Employees Flexible Benefit Plan

- ❖ The Plan is required by law to maintain the privacy of protected medical information and to provide covered individuals with notice of its legal duties and privacy practices with respect to protected medical information. However, the Plan is permitted to use and disclose this information under the circumstances described in this notice.
- ❖ The Plan is required to abide by the terms of this notice until it is amended. The Plan reserves the right to change the terms of this notice and to make the new notice provisions effective for all protected health information that it maintains. All individuals covered under the Plan will receive a revised notice within 60 days of a material revision to the notice.
- ❖ In order for the Wakulla County School Board Employees Flexible Benefit Plan to pay for your covered medical expenses, the Plan and those administering the Plan must create or receive certain medical information about you.

This information may involve:

- ❖ Payment activities such as billing and collection activities, eligibility determinations, adjudication of claims, pre-certification and utilization review, and coordination of benefits, or
- ❖ Health care operation activities such as quality assessment, case management, subrogation or business management and general administrative activities, or Treatment activities by your health care provider, such as providing information about other treatments you have received.

- ❖ By your enrolling in the Plan, you have agreed to allow the Plan and its administrators to create or use your medical information in order to perform these duties without your express authorization. The Plan may also disclose medical information about you without your authorization to business associates of the plan, such as actuaries who price the cost of coverage, the claims administrator who pays the claims or other professionals who perform services on behalf of the Plan. All disclosures made by the Plan of medical information for purposes of payment or health care operation activities shall be the minimum necessary to accomplish the intended purpose of the disclosure, and any business associate who receives the information must agree to keep it confidential.
- ❖ The Plan may be required to make available to the Department of Health and Human Services all books and records regarding the health information of covered persons if this information is requested for audit purposes. You will not have to authorize this disclosure.
- ❖ The Plan may disclose information about your medical records to a medical professional treating you. No authorization is necessary for this disclosure.
- ❖ The law requires the Plan to make certain disclosures.
- ❖ These include disclosures:
 - o As necessary to comply with workers compensation or other similar programs.
 - o As necessary for courts and law enforcement agencies. Disclosures to a law enforcement agency may occur if required by law (such as the occurrence of certain types of wounds) or if required by a court order or other legal process. The Plan may also disclose medical information: for the purpose of identifying or locating a suspect, witness, fugitive or missing person; about a crime victim, if the victim agrees or emergency circumstances require disclosure without consent; about a person who has died if the nature of the death suggest that it may be the result of criminal conduct; or if there is evidence to suggest that a crime occurred on the premises.
 - o As necessary for public health research and disclosure, including reporting of communicable diseases to the applicable authorities (who may contact exposed individuals) and workforce medical investigations.
 - o As necessary to a health oversight agency for oversight activities authorized by law. However, this will generally not include an investigation of a particular individual contingent on the individual's health.
 - o As necessary if disclosure is required by another law.
- ❖ The Plan may also be permitted or required to disclose medical information without your authorization under the following circumstances:
- ❖ If authorized by law, to the proper authorities for purposes of reporting child abuse or domestic violence. Subject to certain restrictions, the Plan may also report this information to social services, but must generally inform the victim of the abuse that it is making the disclosure.
- ❖ To people working for or with the Food and Drug Administration, these disclosures may be necessary: to report adverse events with respect to food or dietary supplements, product defects (including use or labeling defects), or biological product deviations; for product tracking; to enable product recalls, repairs or replacements; or to conduct post marketing surveillance.
- ❖ Upon your death, to a coroner, funeral director or to tissue or organ services, as necessary to permit them to perform their functions.
- ❖ Under certain circumstances, for research purposes.
- ❖ To prevent or lessen a serious threat to the health or safety of a person or the public.
- ❖ If authorized by law, in connection with military matters or matters of national security and intelligence.
- ❖ In addition, the Plan may disclose medical information to the Plan Sponsor, Wakulla County School Board, under the following conditions:
 - ❖ Wakulla County School Board may not use any such information for employment related decisions.
 - ❖ Wakulla County School Board may receive such information as the Plan documents allow.
 - ❖ You have the right to inspect the Plan documents allowing disclosures.
 - ❖ Other uses and disclosures of your medical information will be made only with your written authorization and you may revoke the authorization at any time, upon request. You have the right:
 - ❖ To request restrictions on certain uses and disclosures of your medical information. The Plan does not have to agree with a requested restriction, but if the Plan does agree, then the Plan does not have to agree with a requested restriction, but if the Plan does agree, then the Plan will abide by that restriction.

- ❖ To receive your own confidential health information by alternative means or at alternative locations, if receipt of the information in the usual manner could endanger you. You should contact Wakulla County School Board's Privacy Officer to request the alternative delivery. You must include a statement that disclosure of the information in the usual manner could endanger you.
- ❖ To inspect and copy your own health information, but exceptions apply to certain types of information. If you request to see or copy your own health information from the Wakulla County School Board's Privacy Officer and one of these exceptions apply, you will be given more information at that time, including the circumstances under which you may challenge the exception.
- ❖ To amend your own health information when that information is incorrect.
- ❖ To obtain an accounting of any disclosure of your confidential health information, other than disclosures for purposes of payment, health care operations or treatment, or disclosures made in accordance with your written authorization.
- ❖ To obtain a paper copy of this notice upon request. (If this version is provided electronically.)
- ❖ In each case, you must make your request to the Privacy Officer in writing. Depending upon the nature of the request, you will be given more information at that time, including any exceptions to the rules that may apply to your case.
- ❖ Individuals may complain to the Plan Sponsor and/or to the Secretary of Health and Human Services if they believe their privacy rights have been violated. If you wish to file such a complaint, please contact Wakulla County School Board's Privacy Officer and you will be given information on how to proceed. You will not be retaliated against by the Plan or Plan Sponsor for the complaint. The Department of Health and Human Services may be contacted in Washington, DC or listings may be found in local telephone directories.
- ❖ For further information, contact the Wakulla County School Board's Privacy Officer, Angie Walker at 850.926.0065 extension 256.

LEAVE

Leave forms are an integral part of the payroll process. Forms for leave taken in a given pay period are submitted with the payroll report for that month. Leave forms are expected, by the principal or supervisor, as designated in the following chart. Terms for submitting table:

Types of Leave	Terms for Submitting Leave Forms
Annual	In advance of absence (12 month employees only)
Sick	The day the employee returns to work
Personal Paid/Unpaid	Two (2) working days in advance except in cases of emergency when forms may be completed immediately upon return to work
Witness or Jury	Two (2) working days in advance (attach copy of jury summons and forward to HR for approval.)
Military Leave	Immediately upon notification. Military orders MUST be attached to leave request.
Temporary Duty	Two (2) working days in advance. A copy of the training agenda MUST be attached to leave request.
Illness in the Line of Duty	As soon as possible following the injury or illness. Forward to HR for approval.
Bereavement Leave	In advance if possible or immediately upon return.
PAID HOLIDAYS	The School Board provides paid holidays for Instructional and 12-month personnel. To be eligible for a paid holiday, employees must be active on the payroll either by working or using paid leave the day prior to the holiday.

Notice of Leave	MUST HAVE SCHOOL BOARD APPROVAL – A Leave of Absence may be granted for reasons such as maternal or parental leave, time to care for ill parent or child, maternity or personal medical reasons (See Section IV-Human Resources under Employee's Responsibility Regarding Notice of Leave for specific instructions on submitting a request for a Leave of Absence.)
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The payroll department will not reverse any leave once the next month's payroll has been processed. Leave transactions can be viewed in Skyward/Employee Access/Time-off.

To be eligible for FMLA, in general, an employee must have worked for at least 12 months, worked at least 1,250 hours in the 12 months preceding the leave, and worked at a site with at least 50 employees within 75 miles. To determine eligibility including rights and responsibilities, contact Human Resources.

A. Annual Leave_- This leave time is granted to full-time, twelve-month employees based on length of service with the district.

Annual Leave Granted Based on Years of Service to WCSB	
Years of Service	Amount of Time
1-5 Years of continuous service	1 day per month (12 days/year)
6-10 Years of continuous service	1 1/4 days per month (15 days/year)
11+ Years of continuous service	1 1/2 days per month (18 days/year)

1. Part-time regular twelve-month employees earn annual leave on a pro-rata basis.
2. Annual leave is granted only after an employee has worked 2 months in the district at which time 3 days may be granted.
3. A maximum of 450 annual leave hours may be brought forward yearly.

Employee Classification	Maximum Days Earned/Year
Certified (10 month)	10 days or 75 hours
Classified (9 1/2 month)	10 days or 70 hours
Classified (9 month)	9 days but may vary depending on hours worked per day
Twelve month employees	12 days or 90 hours

1. Certified employees are credited with 4 sick leave days on the first day of the contract year and earn 1 day a month until they have earned one day for each month included in their contract. Classified and administrative employees are credited with 4 days at the end of the first month and earn 1 day a month until the maximum number of days are earned.
2. Employees may earn no more than 1 day of sick leave times the number of months of employment.
3. Transfer of leave to and from the Wakulla County Schools. An employee may transfer sick leave earned with another Florida School District provided that the days transferred in do not exceed days earned in the Wakulla School District. The transfer must be completed within 60 days or the processing of the third payroll, from date of hire, to be retroactive to the first day of employment. Any transfers after this date will be effective from that date forward. Sick leave earned while working with the Wakulla County School Board may be transferred to other agencies upon

termination of employment and upon approval of the receiving agency. The employee is responsible for the request for transfer of sick leave.

4. Any district employee may authorize the use of their accrued sick leave by any other district employee if the following conditions are met:

1. **DONOR CONDITIONS:**

- (1) Donor must be employed with the WCS consecutively for at least one year in a position which earns sick leave.
- (2) Donor shall have no less than 100 hours of sick leave available.
- (3) Donor may not donate more than 90 hours of sick leave per contract year.

2. **TRANSFER CONDITIONS:**

- (1) Employee receiving donated hours must have been an employee with the district continuously for one (1) full contract year.
- (2) Employee receiving donated hours must have exhausted all of their accrued sick leave.
- (3) Employee receiving donated hours may receive a maximum of 90 days. (Day is defined by employee's classification.)
- (4) Donated hours have no terminal value.
- (5) Employees receiving donated hours will not continue to accrue sick leave days to their balance. (6) Donated hours will be used in the order of the donation. Any unused balance will be returned in the same manner.

5. Sick leave forms are to be filed on the day you return to work but definitely no later than five days after the employee's return to work.
6. When questions arise regarding the validity of a sick leave claim, the Superintendent or his designee may request certification of the illness from a licensed physician.
7. Filing false sick leave claims can result in disciplinary action as prescribed by School Board Policy.
8. Following a medical procedure and/or medical leave, a return to work form signed by the attending physician is required prior to return to work indicating any restrictions, if applicable. The district reserves the right to review restrictions and determine if the employee is able to perform essential job functions within restrictions.

C. Paid Personal Leave

1. Full and part-time employees are granted 6 days of personal leave a year.
2. Personal leave is charged to accrued sick leave and is not cumulative.
3. Personal leave must be requested two days in advance.
4. Personal leave is not granted to more than 10 percent of the faculty or staff at a given school on a given day.

D. Types of Leave

1. The following types of leave require approval of the School Board:
 - A. Extended Health Leave or Disability Leave beyond leave afforded by the Family and Medical Leave Act. [Reference SB Policy 6.542]
 - B. Military Leave [Reference SB Policy 6.545]
 - C. Unpaid Personal Leave [Reference SB Policy 6.546] - ***Leave of absence for an extended period of time will not be granted to accept employment elsewhere.***
 - D. Professional Leave [Reference SB Policy 6.547]
 - E. Family and Medical Leave [[Reference SB Policy 6.542]
2. The Superintendent is authorized to grant the following types of leave:
 - A. Paid Personal Leave [Reference SB Policy 6.546]
 - B. Sick Leave [Reference SB Policy 6.549]
 - C. Illness or Injury-in-Line-of-Duty-Leave [Reference SB Policy 6.543]
 - D. Annual/Vacation Leave [Reference SB Policy 6.541]
 - E. Jury/Witness Duty [Reference SB Policy 6.544]
 - F. Temporary Duty [Reference SB Policy 6.55]

1. Employees subpoenaed for witness and jury duty must file a leave form requesting jury duty and forwarded to HR for approval with a copy of jury duty summons or subpoena attached.
2. Anyone released from jury duty after serving 2 hours or less should report to work for the remainder of the day.
3. Employees attending court for personal reasons should request personal leave.

F. Military Leave

1. The following procedures are in alignment with SB Policy 6.545. Employees who are members of the Military Reserves or the National Guard may request military leave when called to active duty. Official US Government Orders must accompany leave requests.
2. The first 240 hours of leave granted pursuant to this section shall be with regular pay and benefits as required by 115.07 Florida Statutes. Additionally, up to 30 days of leave with regular salary and benefits may be provided at the discretion of the School Board.

1. Employees who plan to be away from their regular work site to perform services of benefit to the school district must request and receive approval for temporary duty elsewhere.
2. Requests for temporary duty must be submitted to the Superintendent at least 2 days in advance.
3. Employees approved for temporary duty will receive their regular salaries and may be approved to receive payment for other expenses incurred.
4. Temporary duty will not be granted for the purpose of earning college credits or renewing or extending a certificate.
5. An agenda must be attached to the TDY form for any conference or Professional learning attended.

1. Employees sustaining personal injury in the discharge of duty to the School Board may be granted up to 10 days for Illness-In-The-Line of Duty dependent upon Board approval.
2. Illness-In-The-Line of Duty is non-cumulative.
3. Employees approved for Illness-In-The-Line of Duty must:
 - a. Notify the Principal or Supervisor of injury or illness immediately.
 - b. Receive medical care through the District's Worker's Compensation Program.
 - c. File a leave form signed by the Principal or Supervisor for attachment to the payroll report for the period in which the injury occurred.
 - d. Provide a certificate from an approved physician designated by the School Board stating that the employee is unable to return to duty because of injury or illness for which the leave was granted.
 - e. Not engage in any type of work for which he/she will receive pay.
4. Any employee granted leave as prescribed above who has used the 10 days provided by the Board may elect to use accrued sick or annual leave in the amount necessary to receive salary payment that when added to his/her worker's compensation payments will equal the total salary being received prior to the occurrence of the disability. In no case shall the employee's salary and his/her worker's compensation benefits exceed the amount of his/her regular salary payments. Upon expiration of sick or annual leave or at the employee's request, he/she reverts to normal worker's compensation benefits.
5. Employees on worker's compensation may be required to return to work with a temporary modified job description provided that appropriate approval is given by the treating physician, the district risk manager, and the employee's supervisor.

I. Notice of Leave

The Board allows, with the recommendation and approval of the supervisor and the Superintendent, leave for various non-work related reasons. Therefore, all requests for leave of absence must be presented to the Board for approval. This leave may be granted for reasons such as parental leave, educational leave, and time to care for an ill parent or child, maternity leave or personal health reasons. (Certified staff members may request a leave for educational purposes – check with your immediate supervisor/administrator for requirements for requesting educational leave.) Please refer to the **Section IV – Human Resources - under Notice of Resignation/Retirement/Leave – Employee’s Responsibility** - for specific instructions on submitting a request for a leave of absence.

J. Return to Work

Employees who have surgery, use medical leave, leave a school/worksites via ambulance, or are hospitalized; must provide a health certification form from their health care provider/surgeon with an attached copy of their job description indicating their ability to return to work either with or without accommodations as it pertains to their essential job functions.

On January 28, 2008, President Bush signed into law the National Defense Authorization Act, Public Law 110-181. An official DOD [Department of Defense] order is required, in advance, to qualify. Official US Government orders must accompany leave requests. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

1. New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency”. In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave. Additional information is available at <http://www.dol.gov/esa/whs/fmla/NDAA-fmla.htm>.

PAYROLL DEDUCTIONS

The plan year for Capital Health Plan, Assurant/Sun Life and the Flexible Benefit Plan is October 1st thru September 30th.

Employees will not be able to cancel or change any pre-taxed payroll deductions unless certain Internal Revenue Code Requirements are met. For additional information see “Canceling a Pre-Taxed Deduction”.

A. The School Board provides payroll deductions for the following insurance companies:

1. Rogers, Gunter, Vaughn Insurance (850.926.7900)
2. USABLE Life (800-648-0271)
3. American Fidelity Assurance Co (800.323.3748).
4. Valery Insurance Agency (including Group Medicare Supplement as an alternative for employee with 65+ Spouse and all 65+ Retirees and Spouses) (800.330.8445) valeryagency@com.

5. SunLife (850.247.6875)
 6. Washington National (Previously Consecro) (800.628.6428)
 7. Capital Health Plan (Pre-Taxed) (850.383.3311)
 8. Pre-paid Legal (850.576.7243)
 9. Texas Life (800.283.9233)
- B. The following payroll reductions are companies that reduce your Income Tax but NOT your Social Security and Medicare taxes:
1. AIG Retirement Services (800.633.8960)
 2. Security Financial Resources (800.747.5164)
 3. American Century Investment (800.345.3533)
 4. AXA Equitable (800.628.6673)
 5. ING Retirement (800.525.4225)
 6. Oppenheimer Funds (888.470.0862)
 7. Plan Member Financial (800.874.6910)
 8. Waddell and Reed (888.867.5175)
- C. Payroll deductions are provided for other services which include:
1. Envision Credit Union (850.942.9000)
 2. Flexible Benefit Plan (Pre-Taxed) (800.325.0654)
 3. Florida Education Assn (Wakulla Classroom Teacher's Association) (850.224.4004)
 4. Professional Educators Network of Florida, Inc. (PEN) (800.311.7770)
 5. United Way (850.414.0844)
 6. Wakulla Senior Citizens Center (850.926.7145)

RESIGNATIONS

Resignation forms are available at wakullaschooldistrict.org under HR forms. The resignation of a school board employee may be accepted during the contractual period of service provided an acceptable reason is given and a qualified and satisfactory replacement is available.

RETIREMENT OPTIONS

Wakulla County School Board is an eligible participant in the Florida Retirement System. Contributions to the FRS are set by State rates for all eligible employee groups. Effective July 1, 2011, all FRS members are required to make a 3% employee contribution. The FRS mandatory 3% employee contributions will be deducted from the gross salary **before** Federal withholding tax is computed. DROP participants are not required to pay employee contributions. Upon hire, eligible employees are initially enrolled in the FRS Pension Plan. Employees may elect to stay in the Pension Plan or transfer to the Investment Plan before their choice deadline. The employee will be mailed a "New Employee FRS Enrollment Kit" from FRS within 30 to 60 days of the payroll in which they were first reported. The choice deadline is 8 months from the employee's month of hire. Additional information is available at www.myfrs.com.

IF THE EMPLOYEE DOES NOT ACTIVELY CHOOSE A PLAN, THE EMPLOYEES' MEMBERSHIP WILL DEFAULT TO THE INVESTMENT PLAN.

RETIREMENT PLANNING

If you are preparing to retire, certain steps should be taken to ensure that there will be no loss of benefits to you. The following is a description of steps you may wish to follow:

A. Plan Ahead

Decide when you plan to terminate your employment. To be eligible for a retirement benefit, you must terminate all employment relationships with ALL FRS employers.

B. Request an Estimate.

Once you have selected an anticipated termination date (or DROP entry date), request an estimate(s) of benefits from the Florida Division of Retirement in one of the following ways:

1. Website – www.myFRS.com
2. E-mail – retirement@dms.myflorida.com
3. Telephone 844.377.1888 or 850.907.6500
4. US Mail – Send Form FR-9 (available from the Division’s website or WCSB Dept. of Finance)

Please note – For employees participating in the FRS Pension Plan, there is a two-year limit on purchasing leave of absence for retirement service credit. FRS Pension Plan members are also eligible to purchase up to five years of in-state or out-of-state service. For additional information, please contact the Bureau of Retirement Calculations at 844.377.1888 or 850.907.6500.

- C. Applying For Retirement Benefits - A year to six months before the date you expect to terminate employment or enter DROP, make an appointment with the Finance/Payroll Department to complete the required retirement forms and be briefed on benefit options.

RETIREMENT PROCEDURES

If you decide to retire from your job with the School Board:

- A. Notify your supervisor as far in advance as possible. **A personal letter of retirement or the District Resignation Form is required.** This form is found on www.wakullaschooldistrict.org, click on “Employee Resources,” WCSB Forms, “Other Human Resources/Resignation Form.” (Human Resources Section IV-Notice of Resignation/Retirement/Leave -Employee’s Responsibility).
- B. All personnel must submit an exit interview with their Principal or the Chief Human Capital Officer. Exit interviews are available online.
- C. **Normal retirement** for employees enrolled prior to July 1, 2011, is six years of creditable service and age 62 or 30 years of creditable service regardless of age. For employees, **initially enrolled** on or after July 1, 2011, normal retirement is eight years of creditable service and age 65 or 33 years of creditable service regardless of age.
- D. **Early Retirement:** If you retire prior to normal retirement, FRS decreases your benefit 5% for each year you are short of age 62 for employees enrolled prior to July 1, 2011 and age 65 for enrollees on or after July 1, 2011.
- E. **DROP (Deferred Retirement Option Plan):** This option is only available to employees obtaining normal retirement and who are not members or a retiree of the FRS Investment Plan. For information on the DROP option, please contact the Finance/Payroll Department.
- F. When you retire, you may elect to retain the benefits which you are enrolled in at the time of your retirement. However, the Wakulla Schools’ health care providers require that retirees who are Medicare eligible obtain both Medicare A and B. Except for group term life, your annual benefit premiums remain the same. However, you will receive no contribution toward the benefits. It is imperative that you contact the Payroll Office to discuss continuing any insurance that you may have through payroll deduction. Eligible benefits for continuation as a retiree are as follows, but not limited to:
 1. Capital Health Plan (including Retiree Advantage)
 2. Valery Agency (Major Medical and Medicare Plans)
 3. BlueCross Blue Shield of Florida (~~Blue Medicare~~ Florida Blue)
 4. Sunlife
 5. USABLE Life (Employee and Dependent)

The benefits described are contingent upon the retiree maintaining their coverage. There cannot be a break in coverage. Failure to pay premiums on time or to choose to end coverage will end the retiree’s eligibility for that benefit.

G. Terminal Pay

1. Benefits - Employees of the Wakulla County School Board are eligible for terminal pay benefits upon their retirement or to his/her beneficiary if service is terminated by death, as indicated in Board Policy 6.912. In addition, upon termination, resignation with proper notice, retirement or reduction in force, a lump sum payment for accrued vacation leave shall be made to an employee as indicated in Board Policy 6.913. These policies are available on the District Web site for your review.
2. Pay - Any employee who separates from the WCSB and is entitled to a terminal payout of at least \$1,000 will be required to participate in the 403(b) Terminal Pay Deferral Plan. Terminal pay includes compensation paid for unused leave and any retirement bonus awarded. The Plan's purpose is to save the employee the cost of FICA and to provide up to \$57,000 (pending IRS tax laws) of tax-sheltering capacity for the terminal payout received. Contact the Finance/Payroll Office for more information.
3. Some retiring employees may be eligible for the Special Retirement Incentive Bonus, as included in Board Policy 6.912. To qualify, you must file all forms by March 1 of the fiscal year in which you first became eligible for normal retirement. Contact the Finance/Payroll Office for more information.

RE-EMPLOYMENT AFTER RETIREMENT

Returning to work with any FRS-participating employer in any capacity during the first 12 calendar months after retiring may void your retirement and require you to repay retirement benefits, including a DROP payout. This includes work in a temporary, part-time, OPS or regularly established position, regardless of whether it is an FRS-covered or non-covered position.

If you retired **on or after** July 1, 2010, the minimum required length of time before you can return to work without voiding your retirement is:

- Pension Plan - 6 calendar months after retiring or after your DROP termination date
- Investment Plan – 6 calendar months after taking a distribution

After meeting the minimum separation requirements for termination, you may return to work as follows:

- Pension Plan - If you become employed during the 7th through 12th months after retiring or after your DROP termination date, you must suspend your Pension Plan benefits for each month you are employed during this period. **There are no reemployment exceptions.**
- Investment Plan – If employed, you will not be eligible for additional Investment Plan distributions until you terminate employment or complete 12 calendar months of retirement.

The Pension and Investment Plan reemployment laws are complex. Please contact the WCSB Department of Finance/Payroll or FRS - Bureau of Retirement Calculations before you perform any work for any FRS employer after you retire, terminate DROP participation, or take a distribution.

SALARY SCHEDULES AND PAYROLL

Once Board approved schedules can be viewed at www.wakullaschooldistrict.org ;

- Salary Schedules can be viewed by clicking on the following tabs: Departments/Human Resources/Salary Schedules
- Payroll Reporting Periods can be viewed by clicking on the Employee Resources/WCSB Forms/Payroll and Finance Forms.

A. CURRENT YEAR SALARY ADJUSTMENTS

1. Adjustments/increases to the Administrative and Classified Salary Schedules are determined and approved by the School Board.

2. Adjustments/increases to the Certified Salary Schedule are determined through the collective bargaining process.
Adjustments to this salary schedule will be made only after this agreement is ratified and then approved by the School Board. Thus, the certified salary schedule is not always effective at the same time as the Administrative and Classified Salary Schedules.
3. All salary adjustments might or might not be retroactive to the first day of the contractual year, depending on the agreements made during the collective bargaining process.

B. REQUESTING 12 CHECK PRORATION

Salaried employees who work 9 or 9 ½ months may request, before their first day of work, that their annual salary be divided into twelve (12) equal payments. This request continues from year-to-year and CAN NOT be terminated within a school year once the employee has started working. If an employee takes an unpaid leave of absence, they will receive all salary owed in their last paycheck. Upon their return to work, they must continue their 12-check status for the remainder of the school year.

The two (2) “summer checks” do not contain salary supplements that may have been received during the school year. Additionally, no payroll deductions are made from these checks other than required taxes and court orders. Please see the Payroll Reporting Salary Schedule for payroll dates.

Certified personnel and all 12-month personnel automatically receive twelve (12) checks. These checks are paid on the last working day of each month. Please see the Payroll Reporting Salary Schedule for the exact dates.

TRAVEL

A. “Class C” Subject to Federal Tax Withholdings

Class C travel is "travel for short distances or day trips where the traveler is not away from official headquarters overnight." Beginning July 1, 2005, Class C travel reimbursement for meals (breakfast - \$8.00, lunch - \$8.00, dinner \$20.00) for such trips became taxable income. Payments for Class C meal allowances will be included in scheduled payroll checks. Questions should be directed to the Principal/Supervisor or the Chief Financial Officer.

B. Travel Reimbursement Procedures

Expenses for approved overnight Temporary Duty Elsewhere will be reimbursed in the following manner: A. Per Diem or hotel plus meals, whichever are the greater amounts.

1. Per Diem: \$60.00 per day computed at \$15.00 per quarter or fraction thereof. Quarters are 12-6 and 6-12 for the AM and PM portions of a day.
2. Hotel plus meals: Actual hotel room expenses, substantiated by a paid bill (not to exceed single room rate), plus meal allowances which are \$8.00 breakfast, \$8.00 lunch, and \$20.00 dinner.
3. NOTE: When two or more employees share a hotel room, the hotel costs will be prorated equally among those sharing the room (hotel costs do NOT include meals, parking, and other incidental items charged to the room). When employees share a hotel room, each employee's name must be written on the hotel bill.

B. Mileage will be based on MapQuest or other comparable internet agency from work center site to destination and return. Vicinity mileage for business purposes is allowable, if stated on reimbursement form as a separate line item. Mileage will be reimbursed at a rate of \$.44/mile.

C. Reimbursement may be requested for tolls, taxis, parking, registration fees and other reimbursable expenses when properly documented.

D. A Reimbursement for Travel (WMIS 180) form must be completed and approved by your principal or supervisor. All necessary expense receipts and/or bills must be attached to this form. Form is available on-line at www.wakullaschooldistrict.org.

E. If an internet agency, such as Priceline.com or Expedia.com, is used to pay for hotel room(s), an in detailed receipt from the hotel showing the date(s) and amounts paid must be submitted with the reimbursement form.

SECTION IV – HUMAN RESOURCES & INSTRUCTIONAL

ADDING AREAS OF CERTIFICATION, REPRINTS, NAME CHANGES – Contact the Instructional Services Department, Lori Sandgren. She can help guide you toward taking the correct steps. The District cannot apply for you; you must apply for all additions and name changes yourself. There is a fee for all name changes and additions.

*Angie Walker, Chief Human Resource Officer
Ext. 9401*

Questions regarding:

*Appraisals, Awards, Certification, Equity,
Forms, Job Description/ Postings,
Personnel, Orientation/ Screening,
Public Records, Workers Compensation,
Professional Conduct, Grievances, FMLA,
Leadership Development, Hiring Procedures, etc.*

District Contacts: *Brenda Clemons (ext. 9402),
Kimberly Randolph-(ext. 9403) OR
Marilyn Pascarella (ext. 9400)*

ALTERNATIVE CERTIFICATION PROGRAM

A. Options for completion of Florida Professional Teaching Certificate requirements for career changers and non-education majors include the traditional path of college course completion, the Educator Preparation Institute offered by Tallahassee Community College, Flagler College, and the American Board Passport to Teaching. Contacts for each of the above are:

1. District Alternative Certification info: angela.walker@wcsb.us or 850.926.0065 (Angie Walker) ` 1
2. Educator Preparation Institute: [Educator Preparation Institutes](#)
3. Grand Canyon University
4. Flagler College at TCC, Dr. Melanie Jensen, 850.201.8070
5. American Board Passport to Teaching: www.abcte.org or 877.669.2228.
6. Florida Southern College School of Education, Donna Davis, ddavis@flsouthern.edu
7. University of Phoenix, Kathy Akbani, Kathy.akbani@phoenix.edu, visit phoenix.edu/wakullak12, an exclusive resource center where you can learn more about the benefits and discounts University of Phoenix has to offer.

BACKGROUND SCREENING

The Jessica Lunsford Act requires public school districts to screen individuals who are vendors or contractors and are permitted access to school grounds when students are present. F.S. 1012.467 The Ethics in Education Act provides that conviction of certain offenses makes certain individuals ineligible for positions with direct student contact. All potential employees, volunteer coaches, mentors, vendors and contractors are required to undergo background screenings in the Human Resources Department.

COMPENSATORY TIME POLICY

Compensatory time may be given to those employees who work overtime and that overtime is approved, in advance, in writing, via the department supervisor. Employees are encouraged to use their accrued compensatory time, and the district will make every effort to grant reasonable requests for the use of compensatory time when sufficient advance notice is given and the workplace is not unduly disrupted. The maximum number of compensatory hours that an employee may accrue is forty. Any employee who has reached this maximum shall not work any additional overtime until the

employee's accrued compensatory time has fallen below the maximum allowed. If an employee terminates their relationship with the district with a remaining balance, the compensatory time will default automatically to zero.

CONTRACTS *

The School Board offers Administrative and Certified personnel contracts stipulating their terms of employment. Contracts are signed after the School Board has approved the individual's appointment. The contract speaks to the employment status of each individual.

A. Certified Personnel

1. The contract received is a Probationary, Annual, or Professional Service Contract.
2. The Florida Teaching Certificate type and validity is indicated on the contract. Note that if the appointee cannot acquire a Florida teaching certificate, the contract is null.
3. The contract gives the dates of employment. Service is listed as the school year or whatever portion of the 196-day school year that is to be served.
4. The salary listed will be the annual salary from WCSB Certified Salary Schedule that is in effect when appointed. If the appointment is after the first day of the school year or for less than the total 196-day teacher year, the salary on the contract will be given as a daily or hourly rate. This rate is a breakdown of the annual salary for the appropriate level. Note that the daily or hourly rate is accurate but should not be used to determine monthly paycheck amounts. Contact the payroll department if this information is needed.

B. Administrators

1. Administrators receive an annual contract.
2. Annual contract individuals are renewed annually by recommendation of the Superintendent.
3. Salary indicated on the contract will be the annual salary from the WCSB Salary Schedule that is in effect when appointed.
4. The Florida Educators Certificate status is indicated on the contract. Note that if the appointee cannot acquire or does not maintain a Florida Educators Certificate, the contract is null. (Not all Administrative positions require a Florida Educator's Certificate)

C. Classified

1. Classified employees receive the Contractual Workday Obligation Form - this is a written agreement of employment expectations. Employees are recommended annually for continued employment. * **Subject to changes as mandated by Florida Statute 1012.335**

EMPLOYEE AWARDS PROGRAM

The Employee Awards Program, [forms available on-line at under the forms tab] is designed to provide a formal process for recognition of outstanding service. Employee Award Program Handbooks are available in the Human Resource Department or from the Program/School Administrator. Employees from each classification are regularly recognized in unique ways. In addition to District supported awards, most schools/programs plan activities to recognize, reward and/or celebrate employee contributions.

A. Employee of the Month

Month	Department
January & June	Operations & Maintenance
December & May	Secretaries/Fiscal Specialist/Technicians
October & March	Para-Pro/CDA/Data Entry

November & April
September & February

Transportation
Food Service

B. Teachers of the Month Schedule

For clarification: (Notice: No TOM for May, June, July, August)

Month	School Program
September & January	WHS & SES
October & February	WMS & MES
November & March	CES & RMS
December & April	RES & WEC/SEC/DO*

***WEC/SEC/DO recognized in April only.**

EXPERIENCE- CREDIT GRANTED

A. Experience will be evaluated for each new employee to see 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.

(It is the employee's responsibility to obtain work experience verification on the designated WCSB form. B.

The following experience may be accepted:

1. Certified Personnel as defined in Florida State Statute 1012.01(2) shall receive credit for salary purposes for all prior teaching experience in all public schools and accredited private schools. Each year of service shall meet the criteria for a year of service prescribed by law and as defined in WCSB Policy 6.13.
2. Military Experience – Certified Personnel - if an individual's teaching career is interrupted by required military service, up to four (4) years salary credit shall be granted, however, no military experience for which a teacher is receiving retirement benefits shall be applied as a year's credit on the salary schedule. Verification of such experience must be received by the Board within ninety (90) calendar days from the beginning of the teacher's employment. If the teacher is employed in a vocational area that was relevant to their military experience (i.e., electronics, carpentry, mechanics, etc.) they may be able to receive salary credit up to ten (10) years. We accept the DD214 form.
3. Military Experience – Classified Personnel – Effective 2007-2008 school year, a maximum of ten (10) years experience, when related to the position, will be granted when properly verified in writing from previous employers and approved by the Human Resources Department. Experience must be substantially related (representing more than 50% of the job responsibilities when compared) not tangentially. All verified experience must be on file in the Human Resources Office before the end of the required (90) day probationary period and will be retroactive. We accept the DD214 form.
4. Credit for experience for administrative and classified personnel may be granted by the Superintendent for verified experience, outside of the district, in the same or similar work field or position up to 20 years.
5. Any person employed after July 1, 2006, as a vocational instructor who does not have a valid Florida Teachers Certificate **and** teaches a vocational course to include carpentry, auto-mechanics, welding, industrial arts, or other hard vocational courses, must furnish verified experience of a four (4) year apprenticeship to receive experience not exceeding four (4) years for salary determination. Certification

for the position shall be required, and the individual must hold a temporary or higher certificate covering the area of employment with plans to work toward standard certification.

6. Degree Audiologists may be granted credit for salary purposes for verified professional experience in the speech field. Credit may be granted for up to twenty (20) years of service when such service meets the criteria for a year of service prescribed by law and as defined in WCSB Policy 6.13.
7. No credit for teaching experience shall be allowed for substitute teaching unless the service was rendered under a contract and meets the requirements for a year of service.
8. Part-time employment may not be counted in determining a year of service unless the person renders service under contract in excess of one-half the days or hours required for a full-time contractual position.
9. Credit for previous experience for salary purposes is calculated using the current annual salary as provided in the salary schedule.
 - a. New Hires with past experience as a WCSB employee must complete form WMIS PR544, Statement of Previous Employment, during employee orientation. This alerts the Human Resources Department to research your past employment with our system. Experience will be granted according to the experience verification guidelines and current WCSB policies.

C. Salary

1. Retroactive salary dating to the first day of employment in the current school term shall be paid for verified experience filed up to sixty (60) days or to the making of the third payroll, whichever is greater from the first day of employment.
2. Verified experience received **after** sixty (60) days or the making of the third payroll from the first day of employment is not subject to retroactive pay. The pay adjustment will be effective from that date forward.
3. Any salary adjustments will be evident in the paycheck most closely following the notification of the Payroll Department by the Human Resources Department. Every effort is made to act quickly on the verification forms received and on adjusting the payroll system.

D. The original verification form is required before action is taken.

E. Questions about verification forms received and/or actions taken should be directed to the Human Resources Department.

FLORIDA INFORMATION PROTECTION ACT OF 2014

The legislation will better protect Floridian's personal information by ensuring that businesses and governmental entities (including school boards) take certain measures to protect personal information and report data breaches to consumers.

Pam Bondi, Attorney General, April 30, 2014

“Breach” is unauthorized access of data in electronic form containing personal information. “Personal information” is name plus any of the following: social security number, driver's license/ID card/passport/military ID number on government document used to verify identity, financial account number and security code/password, any medical information, any identifier used by health insurer, or user name and email address with password/access code.

FORMS/LINKS/HANDBOOKS

- A. **Forms used by the District must have a WMIS number assigned to the form per FS 1008.385(2)(b)1.**
- B. All form(s) must be forwarded to HR electronically.
- C. The form(s) is numbered then sent back to the sender.
- D. No form will be put on the website without a WMIS number.
- E. Any revised form(s) must be re-sent to HR.

F. Human Resources forms/links located on District Website @ [Human Resources Forms](#)

- 1) Contractual Workday Obligation
- 2) Advanced Degree Recommendation Form
- 3) Employee Awards Program Data Sheet \]
- 4) Compensatory Time Form
- 5) Employee and Applicant Discrimination Complaint Form
- 6) Employee Protection Form
- 7) Exit Interview Questionnaire for Employees
- 8) Fingerprint Information
- 9) Individual leadership Development Plan
- 10) IPPAS-Professional Development Assistance Form 11) Leave Form
- 12) Out of Field
- 13) Personal History Form
- 14) Personal Information Exemption Request
- 15) Recommendation and Appointment of Personnel
- 16) Reference Form-Certified and Substitute Teachers
- 17) Reference Form-Classified
- 18) Reference Form-Professional Teacher
- 19) Resignation Form
- 20) SearchSoft (link)
- 21) Statement of Previous Employment
- 22) Statement on the Collection, Use or Release of Social Security Numbers of Employees and Others 23) Student Discrimination Complaint Form
- 24) Supplemental Positions Non Certified and Non WCSB Employee
- 25) Supplemental Positions WCSB Certified
- 26) Telephone Reference and Recommendation
- 27) Update Change Information Form
- 28) Verification Form for Certified Employment
- 29) Verification Form for Classified Employment

G. Human Resources handbooks located on Website, [Handbooks](#)

- a. Employee Awards Handbook
- b. Equity Handbook
- c. Florida School Leaders Assessment
- d. Hiring Procedures Handbook
- e. Personnel Handbook
- f. New Educator Orientation & Induction
- g. Sub Solutions Handbook

IN-DISTRICT TRANSFERS

Current Wakulla County School Board employees, in good standing, may request a lateral transfer for any advertised position by submitting an online application.

INITIAL CERTIFICATION

The Bureau of Educator Certification has an extensive Web site, www.fldoe.org/edcert. The Executive Director of Human Resources has responsibility for monitoring and assisting with **initial** certification for WCSB employees. Teachers should utilize the on-line application as the primary means to apply for certification in Florida:

<http://www.fldoe.org/edcert/apply.asp>. Please use your DOE assigned number when making inquiries to the Florida Department of Education.

A valid Florida Educator's Certificate is required under Florida law for teachers. Securing and updating a certificate is the responsibility of the teacher. Our staff is here to provide you with guidance, but you must fulfill the requirements and complete all procedures.

INVESTIGATIONS: INTERNAL AND SCHOOL/SITE

RE: F.S. 1012.796, F.S. 1006.061, F.S. 1012.31(3)(a)(1), F.S. 1012.796(4)

Florida Public School Districts are required to review allegations of misconduct as defined in s. 1012.01, Florida Statutes. All allegations of workplace wrongdoing will be taken seriously to ensure student safety. Any complaint against an employee shall be confidential and exempt from the provisions of s. 119.071(1) until the conclusion of the preliminary investigation or until such time as the preliminary investigation ceases to be active. During an internal investigation of a complaint of discrimination it is likely that numerous individuals will be interviewed. All employees are expected to cooperate during the investigative process. Investigations are comprehensive, in-depth, fact-finding endeavors to obtain all the information involving the complaint. These facts are used to ultimately determine if the allegations contained in the complaint are true.

Investigations are administrative in nature. Administrators must be aware of any mandatory child abuse reporting requirements related to school/site investigations and the potential for collateral Department of Children and Families, i.e., state welfare investigator involvement. Time is of the essence for both the employees and the schools. Confidentiality must be maintained especially during on-going investigations. Procedural questions should be referred to the Superintendent's Office.

Possible sources of problems leading to investigation include: student/teacher interactions; online behavior, including social media; inappropriate language and/or content in classroom; inappropriate attire; unprofessional behavior at off campus, school related activities and/or events.

Investigators include, but are not limited to: human resource personnel, law enforcement, and legal counsel.

JOB DESCRIPTIONS

It is the employee's responsibility to review job descriptions annually. Job descriptions are available at the WSCB website – www.wakullaschooldistrict.org, under Human Resources OR by calling the Human Resources office at 850.926.0065 and requesting a copy.

MISSION STATEMENT

The Human Resources Department will contribute to the overall mission of the School Board by creating a supportive environment for faculty and staff. By providing sound and responsive advice and consultation, accurate information, and efficient and courteous service, we will motivate and support the faculty and staff who serve our students and the

community. Human Resources staff will model respectful and ethical behavior, provide a welcoming and positive work environment while recognizing the need for innovation and flexibility as the needs of our workforce change.

NOTICE OF RESIGNATION/RETIREMENT/DROP - EMPLOYEE'S RESPONSIBILITY

When an employee resigns, retires, enters DROP or requests a leave of absence, Board Approval is required. Therefore, employees must state their intentions in writing to be submitted to the Board.

A. Resignation/Retirement/Drop: Please submit your resignation on form WMIS PR244 or in the form of a written letter. Retirement/DROP notifications should be submitted in letter form to your supervisor/administrator and he/she will submit the letter to Human Resources. Please refer to the Retirement, Section III for important information and deadlines. Your request/notification will be added to the agenda items of the next Board Meeting.

B. Leave of Absence: The Board allows, with the recommendation and approval of the supervisor and the Superintendent, leave for various non-work related reasons. This leave may be granted for reasons such as parental leave, educational leave, and time to care for an ill parent or child, personal health reasons (medical leave) or maternity leave.

Please note – the following does not apply when taking a day of personal leave, a few days of sick leave or annual (vacation leave). Personal leave, sick leave and annual leave are documented by filling out a leave form. **See Section III-Dept. of Finance/Payroll under LEAVE.** If you are requesting a leave of absence, please adhere to the following steps:

1. **Submit your written request for leave to your immediate supervisor/administrator, stating the type of leave you are requesting.**
2. FMLA Rights and Responsibilities are posted at each school/site and at wakullaschooldistrict.org.
3. If requesting leave under FMLA, contact Human Resources for rights & responsibilities.
4. **Include the date you will begin your leave and your expected return date.**
5. Be sure to check with your immediate supervisor/administrator for any additional requirements he/she may need.
6. The supervisor/administrator will submit the request/letter to the Dept. of Human Resources.
7. Human Resources will add your request for leave to the agenda items for the next Board Meeting. Whether you are using paid leave or unpaid leave, or a combination of both, you **must have Board approval** for a leave of absence. **(Should you have questions regarding the type of leave to request, or to question if a request for your anticipated leave is necessary, call the Human Resource Dept.)**
8. If your leave is for unpaid leave – be sure to **contact the Payroll Department to insure the necessary steps have been taken to continue benefits. If premium is not paid during the term of leave, benefits will be terminated for non-payment.**
9. If you do not request leave and have exhausted all leave and have not notified your supervisor, you will be noted as abandoning your job.

ORIENTATION TO THE WAKULLA COUNTY SCHOOL DISTRICT

A. New Educators: All new educators in the District are required to complete The Educator Orientation and Induction Program consisting of survival training, seminars, mentor support, school-based orientation, and demonstration of the new FEAPs (Florida Educators Accomplished Practices); including a digital record of personal teaching with critique. B.

District-wide New Employee Orientation:

Orientation provides you with information regarding the Wakulla County School System, and your benefits, rights and responsibilities as an employee.

Your Employee Benefits' Contact is knowledgeable about information contained in the Orientation and is prepared to answer any questions that you have. Enrollment Services, Employee Related Services and Professional Learning are also available.

C. Work Site Orientation:

A supervisor or co-worker will orient you to your new facility and introduce you to fellow workers. All new to Wakulla certified employees will be assigned a mentor/peer teacher.

As you are oriented to your new job with Wakulla County Schools, if you have questions, feel free to ask them. Your coworkers and supervisors want to help you feel comfortable and competent in your new role.

OUT-OF-FIELD AGREEMENTS

Appointments of certified personnel out-of-field will require the employee to take six (6) hours of course work or receipt of a passing score on the designated subject area exam, if applicable, during the year of appointment. Reappointment for the following school year will not be processed until the Human Resources Director is presented with proof of satisfactory completion of such course work or a passing score on the SAE. Delaying course work is risky. Failure to complete the out-of-field requirements endangers your continued employment.

PERSONNEL FILES

Your official personnel file is located in the Human Resources Department. This file includes your employment application, personnel/payroll action changes (appointments, promotions, transfers, etc.), annual performance evaluations, leave records, insurance applications, and information relative to your employment. Your personnel file is available for your review. Employees wishing to review their personnel file should make an appointment with the **Executive Director of Human Resources**.

Copies of items in your personnel file will be made for you at a cost of fifteen cents per one-sided copy and twenty cents per two-sided copy plus the pro-rated time of the employee who handles the request. Usually, copies of one or two items will have no additional cost. Personnel data is also maintained electronically.

It is important that you help us keep your file current. It is your responsibility to notify your supervisor and the HR Department of changes in your name, address, telephone number, marital status, number of dependents, and similar items. **Name changes to your personnel records cannot be made until your social security card has been changed and presented to Human Resources.**

Personnel files are open to inspection as required in Chapter 119, Florida Statutes.

Note: If your spouse or parent works in a field that protects the disclosure of family directory information, contact the HR Office. With verification of your exempt status, your file(s) will be tagged as exempt for the protected information. Chapter 119.07(2) (a) FS.

PROBATIONARY PERIOD

Certified - The probationary period for certified staff is as defined by F.S. 1012.335. The initial Annual Contract is subject to a one school year (196 work days) probationary period, during which time the Employee's Annual Contract may be terminated without cause by the Superintendent or designee, or the employee may resign without

breach of this Annual Contract, as provided in Section 1012.33(3)(a)4, Florida Statutes, said resignation effective and irrevocable per the date acted upon by the Board.

Classified - Classified employees serve a four (4) year regular probationary period. This includes a ninety (90) day temporary probationary period, during which time employee records and on-the-job performance may be reviewed and verified for determining continuation of employment.

PROFESSIONAL LICENSES

Those individuals holding a position due to a unique licensing regulatory body other than the Bureau of Educator Certification are responsible for maintaining a current license. Continued employment is dependent upon the license being current and on file in the Human Resource Department.

PUBLIC RECORDS REQUESTS

Persons may request public records either verbally or in writing. Requesters are encouraged to submit requests in writing to expedite accurate processing of their requests. Requests should be sufficiently detailed to identify the documents sought to be examined or copied. A copy fee will be charged.

Public records requests are applicable to non-exempt, non-confidential portions of existing records. The District shall not be obligated to create a new record or compile lists or information from various existing records to accommodate a public records request.

Schedule of Fees - The District shall furnish a copy of any non-confidential, non-exempt record upon payment of the fee prescribed in [FS 119.07\(4\)](#). For additional information visit www.wakullaschooldistrict.org and click on the yellow employees tab. Scroll down to Records Management.

Refer all Florida Public Records requests to the Executive Director of Human Resources. Florida's Government-in-the-Sunshine and Public Records Laws are complicated. It is important to protect records that are confidential or exempt from public inspection or copying. It is also important that we are consistent in the fees applied to a public records request. If and when you receive a call requesting public records, either take a message and contact the reference Administrators with the information or ask the individual to contact them directly.

If you know litigation is pending, it is your duty to maintain files/records beyond regular schedule retention date.

The following tag line should be included on all district e-mail accounts, added by individual employees: *The Wakulla County School District is an Equal Education Opportunity Provider and Employer. Under Florida's "Public Records" law, absent a Specific exclusion, written communications to and from Wakulla School District employees are considered public records. Email communication with this correspondent may be subject to public and media disclosure upon request.*

RECRUITMENT OF PERSONNEL

"The Last Best Natural Place to Live and Teach"

The Human Resources Department shall maintain an online applicant tracking system. A variety of techniques are used to identify and attract qualified applicants. These include soliciting names of prospective out-of-county applicants, encouraging qualified local citizens to apply, notifying the Department of Education and college placement office of

postings, recruiting at The Great Florida Teach-in and other career day fairs, including Career Source, PAEC Job Fair, One-Stop Center Job Fair as well as scheduling interviews with graduating seniors at colleges and universities.

REQUIRED NEW HIRE PROCEDURES

Failure to file the necessary papers with the Human Resource and Payroll Office could delay your appointment by the School Board and/or your paycheck. Forms that must be filed include:

- A. Employment Forms
 - 1. An online application for employment
 - 2. One (1) reference form
 - 3. Official transcripts of college work (certified and administrative employees)
 - 4. Copy of high school diploma or equivalent (classified employees)
 - 5. Copy of commercial driver's license, CDL (bus drivers)
 - 6. Copy of Florida Educators Certificate or Statement of Eligibility or Professional License (certified and administrative)
 - 7. Employee's Withholding Allowance Certificate (W-4)
 - 8. Public Employee Oath
 - 9. Verification of Experience (Prior to payment for experience)
 - 10. Form I-9 Immigration Reform and Control Act with **two** documents for proof of citizenship. The following are acceptable forms:
 - a. Social Security Card or Birth Certificate, **AND**
 - b. Driver's License
 - c. Passport
 - d. Voter's Registration Card
 - e. Other documents listed on Form I-9
 - 11. Florida Retirement System
 - 12. Personal History
 - 13. Supplemental Employee
 - 14. Public Records Exemption, is applicable
 - 15. Requirements to Begin Work
 - 16. Direct Deposit along with voided check. (all payroll is direct deposit)
 - 17. In2vate Employee Protection Line®
 - 18. Applicable Insurance Enrollment Forms (eligible employees)
- B. Other Requirements
 - 1. *Fingerprinting with Level II clearance
 - 2. *Pre-employment drug testing and obtain a negative test results
 - 3. E-Verify (when applicable)
 - 4. Attend Orientation
 - 5. ID Badge

(*The cost shall be borne by the employee except when otherwise authorized by the Superintendent or his designee. Cost subject to change without notice.)

SALARY FOR ADVANCED DEGREES AND OTHER SALARY PAY CLASS CHANGES

The "Student Success Act" SB 736, provides that a school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement. WMIS PR298-Credit for Advanced Degree

Recommendation Form is completed by the Principal or Program Coordinator then forwarded to the Chief Human Capital Officer (HR). The Chief Human Capital Officer alerts the Payroll Department of the pay class change. If all paperwork is in order at the time the contract of a new hire is completed, then the certified contract will indicate the advanced degree status. If paperwork is not in order, the certified contract will reflect the basic Bachelor's degree status. An employee will receive advanced degree pay once the FL Department of Education (DOE) has issued a certificate with the advanced degree included and Human resources has received official copy of transcripts indicating advanced degree earned. Retroactive pay will be from the date that DOE receives all of the following documents without any errors caused by the applicant:

1. Official transcripts from the college or university where the degree was earned
2. A completed DOE application for advanced degree to be added
3. All fees required by DOE paid in full

The No Child Left Behind Act requires that all instructional paraprofessionals assigned in Title I school wide programs and those funded with Title I in targeted assistance programs be "highly qualified." Non-Title I schools are required to have highly-qualified paraprofessionals, as defined by NCLB, who instruct students who did not make Adequate Yearly Progress (AYP) since the 2011-2012 school year. Therefore, one of the following requirements must be met for all instructional paraprofessionals:

- A. An associate's or higher degree (PP1)
- B. Two years of study at an institution of higher education, or a minimum of 60 credit hours,
- C. A rigorous state or local assessment of knowledge of and the ability to assist in instruction in reading, writing, and mathematics or reading readiness, writing readiness, or mathematics readiness. (PP2)
 1. DOE acceptable paraprofessional assessments (Reference 02/26/2003 Memorandum from Betty Coxe, Deputy Chancellor)
 - a. Educational Testing Service Praxis Parapro Assessment (passing score 464)
 - b. College level Academic Skills Test (CLAST)
 - c. The Florida Teacher Certification Examination General Knowledge Test (passing scores earned July 1, 2002, and after
 - d. Educational Testing Service Praxis I: Academic Skills (passing scores earned prior to July 1, 2002)

SELECTION OF PERSONNEL

Many activities are involved in selecting the right individual to fill an opening. The screening process for each position varies and includes but is not limited to:

- A. Filing a formal online application
- B. Obtaining written references
- C. Obtaining official verification of education via transcripts & Florida DOE Certification
- D. Scheduling an oral interview
- E. Taking a skills test when applicable

The Wakulla County School Board website, www.wakullaschooldistrict.org, lists current certified, administrative and classified positions. Reference forms can be printed from the WCSB website. All applicants must submit an online application and required documentation.

Detailed hiring procedures are outlined in the Hiring Procedures manual located under the employee website, Hiring Procedures Manual.

Statement on the Collection, Use or Release of Social Security Numbers of Employees and Others***

Wakulla County School District is authorized to collect, use or release social security numbers (SSN) of employees and other individuals*** for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat.

§119.071(5) (a) 2 & 3].

1. **Employment eligibility, report to IRS, SSA, UC, and FAWI , including for W-4's and I-9's** [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.6011(b)-2, 26 C.F.R. 301.6109-1 and

31.3402(f)(2)-1, and Fla. Stat. § 119.071(5) (a) 6]

2. **Receipts to employees for wages and Statements required in case of sick pay paid by third parties**

[Required by federal statute 26 U.S.C. 6051 and Fla. Stat. § 119.071(5) (a) 6]

3. **Verification of an alien's eligibility for employment, including I-9** [Authorized by 8 U.S.C. 1324 a(b) and 8 C.F.R. 274a.2]

4. **Income tax withholding (including for annuity and sick leave)/Payroll deductions on Form W-2**

[Required by 26 U.S.C. 3402, 26 C.F.R. 31.6051-1 and Fla. Stat. § 119.071(5) (a) 6]

5. **Teacher retirement system benefits and contributions** [Authorized by Fla. Stat. § 238.01 et seq., including 238.07, and Fla. Stat. § 119.071(5) (a) 6]

6. **Retirement contributions required for enrollment in Florida Retirement System (FRS) Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS**

[Required by Fla. Admin. Code 19-11.010, 19-11.006 and 19-11.007 and Fla. Stat. § 119.071(5) (a) 2 & 6 or required by Fla. Stat. § 121.051 and 121.071 and Fla. Admin. Code 19-13.003 and Fla. Stat. § 119.071(5) (a) 2 & 6]

7. **Reports pertaining to deferred vested retirement programs** [Required by 26 C.F.R. 301.6057-1 and Fla. Stat. § 119.071(5) (a) 6]

8. **Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R. § 423.34 and 42**

C.F.R. § 423.886 [Authorized by 42 C.F.R. 423.884 and Fla. Stat. § 119.071(5) (a) 6]

9. **Educator Certification or licensure application, renewal, or add-on, or non-employee registration for professional development for in-service points or incentive pay** [Required by Fla. Stat. § 1012.56, and

119.071(5) (a) 6, and/or authorized by Fla. Stat. § 1012.21 and 119.071(5) (a) 6]

10. **Criminal history, Level 1 and level 2 background checks / Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available** [Required by Fla. Admin. Code 11C-6.003 and

Fla. Stat. § 119.071(5) (a) 6]

11. **Registration information regarding sexual predators and sexual offenders** [Authorized by Fla. Stat. § 943.04351 and required by Fla. Stat. § 119.071(5) (a) 2 & 6]

*** Note, this form states the reasons for collecting, using or releasing the social security numbers only of employees and individuals other than students, parents and volunteers. A separate written statement sets forth the reasons for collecting, using or releasing the social security numbers of students and parents, and a separate written statement exists for collecting, using or releasing the social security numbers of volunteers as part of the volunteer (VIPS) application.

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12. **Reports on staff required to be submitted to Florida Department of Education (DOE), including but not limited to Out-of-County/Out-of-State Verification of Highly Qualified** [Authorized and required by Fla. Stat. § 119.071(5) (a) 2 & 6 and/or EDGAR at 34 CFR 80.40(a) or Fla. Stat. § 1008.32]

13. **Social security contributions** [Required by Fla. Admin. Code 60S-3.010 and Fla. Stat. § 119.071(5) (a) 2 & 6]

14. **State directory of new hires (including for determining support obligations and eligibility for several federal and state programs)** [Required by federal law 42 U.S.C. 653a and Fla. Stat. § 409.2576 and Fla. Stat. § 119.071(5) (a)]

15. Notice to Payor and Income Deduction notices for child support, or for alimony and child support

[Required by Fla. Stat. § 61.1301 (2)(e) and Fla. Stat. § 119.071(5) (a)]

16. Child support enforcement [Required by 45 C.F.R. 307.11 and Fla. Stat. § 61.13, 742.10 or 409.256.3 or 742.031]

17. Garnishment payment pursuant to a Notice of Levy [Required by Fla. Admin. Code 12E-1.028m and Fla. Stat. § 119.071(5) (a)]

18. Request from depository for support payments [Required by Fla. Stat. § 61.181 (3)(b) and Fla. Stat. § 119.071(5) (a)]

19. Record of remuneration paid to employees [Required by federal regulation 20 C.F.R. 404.1225, Fla. Admin. Code 60BB-2.032, and Fla. Stat. § 119.071(5) (a) 6]

20. Unemployment benefits and short term compensation plan [Required by Fla. Stat. Ch. 443, including 443.1116, and Fla. Stat. § 119.071(5)(a)6]

21. Unemployment reports from District [Required by Fla. Admin. Code 60BB-2.023 and Fla. Stat. § 119.071(5) (a) 6]

22. Income information disclosure to HUD [Required by federal regulation 24 C.F.R. 5.214 et seq. and Fla. Stat. § 119.071(5)(a)6]

23. Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided Including for IRS form W-9. [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.6109-1, and Fla. Stat. § 119.071(5) (a) 2 & 6]

24. Tort claims and tort notices of claim against the School Board [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 119.071(5) (a) 6]

25. Reporting to and reports of worker's compensation injury or death, including for DWC-1 [Required by Fla. Stat. § 440.185 and Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. § 119.071(5) (a) 6]

26. Worker's compensation petitions for benefits and responses thereto [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. § 119.071(5) (a) 6]

27. The disclosure of the social security number is for the purpose of the administration of health benefits for a District employee or his or her dependents [Required by Fla. Stat. § 119.071(5)(a) 6] **28. The disclosure of the social security number is for the purpose of the administration of a pension fund administered for the District employee's retirement fund, deferred compensation plan, or defined contribution plan** [Required by Fla. Stat. § 119.071(5)(a) 6]

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29. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license [Authorized allowed by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071(5) (a) 6]

30. Authorization for direct deposit of funds by electronic or other medium to a payee's account [Required by Fla. Admin. Code 6A-1.0012 and Fla. Stat. § 119.071(5) (a) 6]

31. Identification of blood donors [Authorized by 42 U.S.C. 405 (c)(2)(D)(i)]

32. Employee's and former employee's request for report of exposure to radiation [Authorized by 41 C.F.R. 50-204.33 and .3]

33. Collection and/ or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network [Authorized by Fla. Stat. § 119.071(5) (a) 6 and required by Fla. Stat. § 119.071(5) (a) 2]

34. The disclosure of the social security number is expressly required by federal or state law or a court order [Required by Fla. Stat. §§ 1012.56 and 119.071(5) (a) 6]

35. The individual expressly consents in writing to the disclosure of his or her social security number

[Allowed by Fla. Stat. § 119.071(5) (a) 6]

36. **The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224** [Required by

Fla. Stat. § 119.071(5) (a) 6]

37. **The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in Fla. Stat. § 119.071** [Allowed by Fla. Stat. § 119.071(5)(a)6]

38. **The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State** [Required by Fla. Stat. § 119.071(5)(a)6]

STATEMENT OF ELIGIBILITY

There are times when applicants are hired without having a Statement of Eligibility (SOE) or FL teaching certificate issued from the FL Department of Education (DOE). This is not a regular practice and is only done when there is enough evidence to assume an applicant will have a SOE or certificate issued by DOE. In this situation, if the applicant is hired, he/she will be hired and paid as a substitute teacher. Once the certificate or SOE has been issued, the applicant will begin being paid as a teacher and retroactively paid for the time taught prior to the issuance. However, if DOE does not immediately issue a certificate due to an error caused by the applicant, retroactive pay may not be issued, and the applicant is in danger of being ineligible for that position. All teachers hired without a SOE or certificate issued will be required to complete and sign a "CERTIFICATE PENDING." Each school principal will review the form with the new employees.

This document is issued by the Bureau of Educator Certification to an applicant who is interested in obtaining a Professional Educator's Certificate. This is an important document. It states per area of certification what an individual must do to obtain the Professional Certificate. It is important that the Human Resource Department have a copy of this Statement of Eligibility indicating certification eligibility.

For temporary certificate holders, it is extremely important that you follow the requirements listed on your Official Statement of Eligibility (SOE). The SOE Statement is used by the Florida Department of Education. If you do not have your SOE Statement, please contact the HR Department. If you have specific testing requirements to meet, you may access testing sites and procedures at the district web-site under employment. You may also acquire this information by email the Department of Education at www.fldoe.org/edcert or by calling 1-800-445-6739 or by email at edcdert@fldoe.org or by calling 1-800-445-6789. **DO NOT WAIT UNTIL THE LAST MINUTE TO TAKE THESE TESTS.** You are ineligible for reappointment if your certificate expires and all requirements for your professional or temporary certificate is not completed at the time of reappointment; which is normally in the month of April.

PROFESSIONAL LEARNING OPPORTUNITIES AND THE ePDC ELECTRONIC TRACKING SYSTEM

SECTION V – EDUCATOR CERTIFICATION & PROFESSIONAL LEARNING

Professional learning opportunities are offered to employees to help assure a competent work force. Professional learning activities, as noted in the District Strategic Plan and School Improvement Plans are tied to school or program initiatives and/or requirements as well as the Individual Learning Plans of educators. All Professional learning activities must align with the District's State-approved Master Professional learning Plan and adhere to the Florida Professional Development Protocol Standards. It is a privilege that such Professional learning activities can be used to renew

Professional Certificates. WCSB Professional learning service is tracked through an electronic system called the ePDC. The ePDC system involves all components of professional learning activity – registration, attendance, satisfactory completion and evaluation. This system is fully operational and participation is each professional educator’s professional responsibility.

Please note the following:

- Registration in the ePDC is required for ALL Professional learning activities.
- This is an email driven system. Your Wakulla email should be the one recorded in the system, and you must check your email regularly.
- Workshop stipends will not be paid without appropriate registration.
- Absence from more than 10% of a workshop or professional learning activity is regarded as non-attendance. This means the participant will not receive credit or a stipend. Emergencies will be handled on an individual basis.
- Registration for an activity carries the professional responsibility of completing all follow-up requirements.
- Failure to complete follow-up assignments after attendance may impact the participant’s eligibility and consideration for future opportunities.
- If you are unable to attend an activity after registering, you should contact your supervisor to have the registration removed from your transcript.
- There is an e-fraud policy in the ePDC. All responses must be the original work of the educator.
- The course evaluation must be completed before credit can be awarded.
- Prior approval from the school-based administrator and/or the district office is required prior to participating in an independent course of study if Professional learning credit is expected.

Your Principal is the first line of contact for understanding the ePDC system. The Curriculum Coordinator has responsibility for monitoring the ePDC system and is your second line of contact for ePDC. The Curriculum Coordinator can be reached at the District office, 850.926.0065.

Support personnel Professional learning activity is most often monitored and tracked by the responsible Administrator. The Professional learning offered is usually directly related to the satisfactory performance of the assigned job.

Certificate Renewal and Professional Learning Opportunities are managed by the Curriculum Coordinator, Lori Sandgren and the Professional Development Council. Monthly updates to the Professional Learning Calendar are shared with administrators and emailed to all personnel.

RENEWAL OF PROFESSIONAL CERTIFICATES

Maintaining appropriate certification is each educator’s professional responsibility. The District is given the authority to verify and request the renewal of the Professional Educator Certificate for its employees through its state-approved Master Professional Learning Plan. You may contact the **Curriculum Coordinator, Lori Sandgren** at 850.926.0065 (ext. 9510) with questions regarding renewal.

Please note the following:

- Renewal can be requested only in the last year of coverage for your certificate.
- All certified personnel are required to enroll in the ePDC at www.paec.org/epdc . This should occur no later than the third week of employment.
- Renewal fees are covered as an employee benefit for current/active WCSB instructional employees.

- Teachers will be notified of their certificate status during the fall of the last year of their validity period. It is the teacher's responsibility to request a renewal form from the Chief Academic Officer's office.
- Educators will not be appointed for rehire without a current certificate.
- If an educator allows his/her certificate to expire, the educator will be required to pay the full cost of recertification plus any late fees. The District does not renew expired certificates. The educator must deal directly with the DOE.
- For specific information on renewal requirements, log onto www.wakullaschooldistrict.org or contact the Curriculum office at 926.0065 ext. 9510.

MENTOR TEACHERS AND SUPERVISING TEACHERS FOR INTERNS

The Wakulla County School District partners with a number of colleges and universities to provide student teaching experiences for undergraduate, graduate and alternative certification students seeking to enter the education profession. An Internship and Mentor Teacher Handbook have been created to serve as a resource for district personnel, college/university internship coordinators, potential interns, and mentor teachers. The procedures apply to teacher preparation students who are completing internships and currently employed teachers who wish to be supervising teachers or mentor teachers. Guidelines regarding the placement of pre-internship or practicum students are also addressed.

The role of a supervising teacher/mentor is paramount in shaping the future of the education profession. Mentors and supervising teachers serve an invaluable role in assimilation of new teachers into the district. Faced with new procedures, adjustment to culture, management of new materials, planning for instruction, the accountability of high-stakes testing and building rapport with a classroom of students, new teachers are often overwhelmed with the difficult demands they face each day. Mentor Teachers and supervising teachers stand in the gap to provide support and guidance as new teachers navigate through the rough waters of the first year of service in the district.

All teachers must have the-clinical education training (CET) to be considered for a supervising teacher or mentor teacher assignment.

Qualifications for Supervising Teachers and Mentors

1. Satisfactory completion of Clinical Educator Training (CET) through an approved trainer/provider.
2. A minimum of three-years of successful teaching experience, one of which must have been completed every three years in Wakulla County Schools.
3. A minimum of one year of experience in the current grade level or subject area.
4. No rating of less than "Effective" on the annual teacher summative evaluation.
5. Full certification for assigned teaching area; currently teaching in-field.
6. Consistent demonstration of effective classroom management skills.
7. Recommendation/approval by the current principal.
8. A willingness to provide professional feedback and guidance to a student teacher, as evidenced by collaborative work at the school level.

For additional information please see **The Internship and Mentor Teacher Handbook,** which may be accessed at www.wakullaschooldistrict.org.

REQUIRED PROFESSIONAL NORMS

As teachers encourage and support the critical thinking of students in classrooms, ongoing debate and discussion is inevitable. Therefore, it is important to establish professional standards that set the stage for norm setting in the classroom.

All Wakulla County educators are expected to adhere to the following professional norms when addressing controversial issues and to use these norms as a baseline for helping students agree upon guidelines to govern classroom interaction.

- 1. Critical analysis of a topic or subject is welcome.**
- 2. Differing belief systems are treated with respect.**
- 3. There is no place for ridicule in the classroom.**
- 4. While students are required to learn and are tested on content as required by state standards, there is no requirement to agree with a stated position.**

Please note that a parent may request a related alternative assignment when there is strong objection to content.

- 5. Students are not penalized for proffering an alternative position on a controversial issue.**

SECTION V: RISK MANAGEMENT AND SAFETY

The Wakulla County School Board strives to provide a safe, healthy, and non-threatening environment in which to work and learn. General information follows to heighten your awareness of policies or procedures in some areas of concern. WCSB Policy 8.10 (See Appendix) speaks to the School Board's commitment and intentions to provide a safe environment. The mission of the Risk Management Department is to promote safe, healthy and secure learning and working environments and to ensure protection of District property by identifying risks and developing and managing programs to control and minimize losses.

Coordinator of Risk and Safety

Jim Griner

ext. #271 or 850.320.5345

Questions regarding:

Safety related issues – transportation/facilities/etc., fire/tornado/shelter-in-place drills, property/liability insurance, and safety inspections/equipment

- ~~2019-2020~~ 2020-2021 Accident Claim Form-Gerber Life
- ~~2019-2020~~ 2020-2021 Athletic Risk Management In-service
- Application for Use of School Building and Facilities
- August Safety Talk
- Fire Drill Schedule Form
- Incident Report Form
- Observed Behavior Reasonable Suspicion Form
- Parent Letter on Accident Reports
- Student Accident Report
- Student Medical Information Release and Physical Form
- Tenant Users Liability Insurance Policy (TULIP)
- Workers Comp Band-Aid Form

EMERGENCY CLOSING OF SCHOOLS

There may be circumstances where the Superintendent may close schools or dismiss schools early due to emergency situations. Usually these circumstances are related to severe weather or natural disasters. All schools and departments have emergency closing plans. Be sure to speak to your supervisor regarding your site's plan and your responsibilities in these types of circumstances.

EMPLOYEE ON THE JOB INJURIES

Report on the job injuries immediately to your supervisor. In case of a life threatening or major emergency, call 911 or go to the nearest hospital. You will be given specific instructions to follow. Wakulla County School Board covers injured employees through a specific insurance provider – Johns Eastern. Administrators/Supervisors have specific procedural actions to follow in the case of an employee injury. They will advise the employee of the proper channels to follow dependent on the seriousness of the injury. The following requirements **must** be followed:

- A. Only doctors on the approved list can be used. (Patient's First on 505 Appleyard Drive, Tallahassee, FL and Dr. Keen at Wakulla Urgent Care, 1325 Coastal Highway, Panacea, FL.)
- B. Prescriptions, if given due to an injury, should be filled at CVS, Wal-Mart, Winn-Dixie or Walgreen's Drugstores in Crawfordville.
- C. Following initial medical treatment and all follow-up appointments, work status must be discussed with Risk Management and your supervisor. A copy of the work status documentation must be sent to Risk Management as soon as possible.
- D. Worker's Comp doctor visits and/or prescription cost are billed to the insurance provider, Johns-Eastern. Administrators/Supervisors will provide the directory information and doctor's name for injured employees.
- E. A return to work form signed by the attending physician is required prior to return to work indicating any restrictions, if applicable. The district reserves the right to review restrictions and determine if the employee is able to perform essential job functions within restrictions.

Contact the Risk Management or Human Resources offices at 850.926.0065 (Jim Griner, ex. 9550 or Brenda Clemons, ex. 9402) if you have questions regarding the Worker's Compensation Program.

EVACUATION PROCEDURES

Procedures for safely evacuating buildings are clearly posted at District facilities. Evacuation drills (fire drills, lock-down drills) are ~~periodically~~ performed monthly. Staff is expected to be aware of all such emergency procedures and to assist in these drills as prescribed in the sites' Evacuation Plan.

HAZARDOUS MATERIAL

Under Florida law, you are entitled to know about any hazardous or toxic substance that might be in your workplace. Every precaution is taken to ensure that you may perform your duties in a safe environment. The ultimate responsibility for safety lies with you.

Contact your supervisor to arrange a time to review the information and materials at your work site. If a condition exists in your area that might cause harm to you, a student, or a coworker, it must be reported immediately to your supervisor.

Each employee of the Wakulla County School Board has the right to know the chemical make-up of any toxic materials he/she may come in contact with in performing his/her duties. You may contact the Executive Director of Maintenance and Operations, Randy Bristol, in writing, to receive a MSDS (Material Safety Data Sheet).

PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the policy of the Panhandle Area Educational Consortium (PAEC) to prevent occupational injuries and illnesses through the proper use and donning of personal protective equipment. The Board requires that all employees use appropriate personal protective equipment as required by particular job function, and complete training in the usage, maintenance, and applicability of protective equipment.

Personal protective equipment, otherwise known as PPE, is used to create a protective barrier between the worker and hazards in the workplace. PPE includes such equipment as safety shoes, safety glasses, hearing protection, etc. Personal protective equipment is not a replacement for good engineering controls, administrative controls, or work practices. Rather, PPE should be used in conjunction with these controls to ensure the health and safety of employees.

All Wakulla School District employees, visitors, and contractors shall abide by this policy at all times while on Board property. The PPE specified in this policy shall be provided to employees at no charge and without cost to the employee, including for damaged and/or defective equipment.

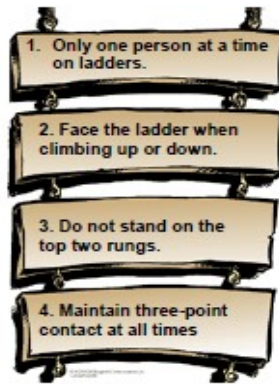
As part of the Board's **Personal Protective Equipment Program**, hazard assessments will be conducted for job tasks to determine what PPE may be necessary and training will be conducted to ensure the proper use of PPE.

The Risk Management Department, in conjunction with supervisors and safety representatives district-wide, will continually assess work activities to determine hazardous work conditions. If a hazardous condition exists, proper PPE will be selected and provided.

The Risk Management Department, or designee, will provide training to each employee required to use PPE. Training will include usage, adjustment, limitations, and maintenance of PPE. If at any time the trained employee changes work activities requiring different PPE, or exhibits a lack of understanding of the required PPE, the employee will be retrained.

PAEC carries workers' compensation insurance coverage for work-related accidents causing injury as defined in the Florida Workers' Compensation Law. However, pursuant to provisions of the Florida Workers' Compensation Law described, in part, at section 440.09(5), Fla. Stat., if injury is caused by the knowing refusal of the injured employee to use the PPE or safety appliance provided by PAEC, or by the employee's knowing refusal to following a safety rule brought to the employee's attention prior to the accident, PAEC and its Workers' Compensation Carrier may lawfully reduce payment of all required workers' compensation benefits by 25%.

4 STEPS TO SAFETY: LADDERS & STEPLADDERS



<p>1. Employees generally use a stepladder for most tasks. These include storing/removing supplies, changing light bulbs and cleaning tall appliances and equipment. <i>Remember not to use a metal ladder when doing any electrical tasks – including changing a light bulb!</i></p>	<p>2. Never use a ladder that has loose rungs, cracked or split side rails, missing or damaged footpads or is otherwise visibly damaged. Check the rungs for slippery substances such as oil and keep the ladder free of dirt, mud or grease. <i>Do not use a ladder that is wobbly or rocks.</i></p>
<p>3. <i>Make sure the ladder is on a flat surface</i> – don't place the ladder on boxes, barrels or any other unstable base. Do not place a ladder in a doorway or hallway without posting notice for employees and customers and redirecting foot traffic. Don't "walk" a ladder by rocking it. Climb down and then move it.</p>	<p>4. Allow only one person on the ladder at a time. Face the ladder when climbing up and down. Do not stand on the top two rungs of the ladder. Maintain three-point contact at all times: both feet & one hand or both hands & one foot. <i>Do not carry items in your hands while climbing.</i></p>

RESPONSIBILITIES

The Coordinator of Risk/Safety or their designee shall:

- Determine which employees and under what circumstances employees will wear personal protective equipment.
- Select the appropriate required PPE and ensure that it is purchased and available for employee use.
- Ensure that all PPE is appropriately maintained.
- Ensure that employees are adequately trained in the effective use of appropriate PPE.
- Ensure that employees agree to wear the PPE provided whenever their duties require.
- Monitor those employees while in the performance of their jobs to ensure that all required PPE is worn as recommended.

Employees of Wakulla School District shall:

- Be responsible for wearing the personal protective equipment provided by the Risk Management Department in order to ensure their personal safety while in the performance of their duties.
- In order to avoid collateral injury, advise those in the general area of the work to be performed to either don PPE or to remove them to a safe distance.
- Notify their immediate supervisor of required PPE of which only they would have knowledge due to licensing or certification.
- In the event that special or job specific PPE is required; request the additional equipment prior to performing the task at hand.



- Inspect their PPE to ensure it is in proper working order and request replacement through their immediate supervisor should it be found to be in improper working order or was lost or stolen.
- Perform their job in conformance with established safety standards including the use and wear of required PPE.

Visitors

It is the responsibility of the employee hosting a visitor to ensure that their guests wear the proper PPE, if deemed necessary, sign-in at the front office, and wear a visitor badge at all times.

Contractors

The Risk Management Department or Board employees who contract with outside vendors, as part of their obligations to PAEC or Board, shall ensure that the contractor and his or her sub-contractors wear the appropriate PPE, as deemed necessary.

Additionally, supervisors or contracting employees, as part of their obligations to the Board, shall consult with the Risk Management Department, or their designee, for specific PPE requirements before allowing the contractor to perform non-routine tasks or whenever the contractor has reason to enter or work in areas that present a physical or chemical hazard. It shall be the responsibility of the supervisor or contracting employee to ensure that the contractor has informed his or her employees, and their sub-contractors, of the requirements of this policy and that it is strictly adhered to at all times by periodically auditing their work.

Hazard Assessment

The hazard assessment is a process of identifying the hazards associated with a defined task and prescribing personal protective equipment along with other relevant protection measures which must be employed to reduce the risk from the hazards.

A written document detailing the hazard assessment for job positions/classifications will be completed. The Risk Manager, in conjunction with supervisors will be responsible for ensuring that hazard assessments are performed and the document signed, dated, and readily available or posted in each location. The assessment should be reviewed at least annually and updated anytime a new task or position which presents a hazard is introduced.

Appendix A is designed for position or job classification evaluation.

- Identify hazards that the position title may encounter while performing normal duties.
- Describe job process or procedure.
- Determine PPE requirements for each task.

Equipment Selection

The Risk Management Department or their designee will ensure all purchased PPE meets the minimum acceptable standards prescribed by OSHA or any other standard setting body. PPE selected for use by Board employees shall be based on the results of a workplace Hazard Assessment and shall be designed to provide protection from the following hazards:

- Head injuries caused by falling objects or impact with stationary objects
- General dusty or dirty conditions



- Impact from flying objects
- Chemical splashes and acid/caustic burns
- High intensity lights
- Ultra-violet light
- Chemical exposure
- Burning and welding activities
- Static control
- Sharp objects
- Blood and other infectious bodily material
- Chemical splashes and acid/caustic burns
- Vibrations
- Rough objects
- Extreme heat
- Electrical shock
- Sharp objects

Feet

- Penetration or splashing of chemicals
- Penetration of sharp objects
- Slippery or wet surfaces
- Impact from heavy objects or compression

Training Requirements

All employees must complete the Board's Personal Protective Equipment Training Program. This classroom and on-the job training will be provided by the risk management department, department supervisors or outside sources. Training may include the use or combination of audio, video, and/or electronic presentations, oral presentations, overhead projections and printed materials to be handed out to employees. The training program is designed to educate affected employees in the following:

- Proper Use and Selection of PPE
- Care and Cleaning of PPE
- Storage of PPE
- Limitations of PPE

Training forms are to be completed by the trainer at the completion of the training (Appendix B). These records are to be signed by the trainer and the employee on the date of the training session. The form is to be forwarded to the Risk Management Department. PPE training records will be documented and maintained. Copies can be maintained in the department as well.

A compliance audit will be performed by the Risk Management Department on a periodic basis to evaluate the continued effectiveness of this program. The results of this audit will be used to indicate when changes are necessary to this policy or when re-training of affected employees in the contents and requirements of this program are warranted.



Implementation Steps

- Conduct and document PPE assessment for each job classification
- Select PPE
- Communicate selection decisions to employee



- Provide PPE (obtain, purchase, rent, etc.)
- Train each affected employee
- Document training and employee testing results
- Retrain as necessary
- Enforce the requirements

Specific Protection Guidelines

Head

- Hard Hat: Head injuries caused by falling objects or impact with stationary objects

Eyes/Face

- Safety Glasses: General dusty or dirty conditions
- Impact Goggles: Impact from flying objects
- Chemical Splash Goggles: Chemical splashes and acid/caustic burns
- Shaded Safety Glasses: High intensity lights
- Welding Goggles/Shield: Ultra-violet light

Body

- Silver Shield Sleeves: Burning and welding activities
- Static Control Coats/Coveralls: Electrical
- Cut Resistant Sleeves/Wristlets: Sharp objects

Hands

- Disposal Latex Gloves: Blood and other infectious bodily material
- Chemical Resistant Gloves: Chemical splashes and acid/caustic burns
- Cotton or Anti-Vibration Work Gloves: Vibrations
- General Purpose Work Gloves: Rough objects
- Heat/Flame Resistant Gloves: Extreme heat
- Insulated Rubber Gloves: Electrical shock
- Leather/Cut Resistant Gloves: Sharp objects, heavy abrasions and penetration

Enforcement

An employee, who violates any provision of the Board's **Personal Protective Equipment Policy**, or any regulations or procedures related thereto, shall be subject to the following incremental disciplinary steps:

1. Documented conference with immediate supervisor
2. Formal written reprimand from immediate supervisor

Hazard Assessment

School/Department: _____ **Assessment Date:** _____ **Job**
Classification Evaluated: _____

Hazards Identified: Head

Falling Objects

Other _____

Eyes/Face

Dusty/Dirty Conditions

Flying Objects

Chemical

High Intensity Light or Ultra Violet Light

Chemical Exposure-

Hands

Burning

Chemical Splashes

Acids/Caus

Rough Objects

Extreme heat

Blood/Infection Bodily Materials

Vibrations

Other: _____

Feet

Penetration/Splashing Chemicals

Slippery/Wet Surfaces

Body -Impact Heavy Objects/Compression or Other**Describe Job Process and/or Procedure:**_____ **Hazard**to Others That Pass through Area: Yes ☐☐☐ No ☐☐**Personal Protective Equipment Requirements:****Eyes/Face:** Safety Glasses w/ Side Shields _____Face Full ___Goggles _____Other:**Hands:** Rubber Gloves___ Insulating Gloves___ Leather Gloves___ Other_____**Feet:** Steel-toed Safety Shoes___ Resistant Footwear Slip___ Rubber Soled___ Other: _____**Other PPE:** _____**List when the above selected PPE is required:**

I certify this hazard assessment was conducted in accordance with the provisions of the Panhandle Area Educational Consortium Personal Protective Equipment Policy:

Name: _____ Title: _____ Date: _____

Personal Protection Equipment Training Form

This certifies that _____ in _____ Department has received training on the following type(s) of Personal Protective Equipment:

Head Protection: Eye/Face Protection ____ Hand Protection ____ Body Protection ____

Foot Protection: PPE for Hot Work ____ PPE for Electrical Work ____

Information Discussed During Training:

When PPE is Necessary

What PPE is Required

How to Properly Adjust and Wear PPE

Limitations of PPE

Proper Care, Maintenance and Disposal of PPE

Date of the Training: _____

Instructor: _____ Title: _____

Employee: _____ Title: _____

PHONE USAGE

A. Cellular Phones

1. Personal Cellular Phones: Employees who bring personal cellular phones to work must limit use of such devices to before or after work, break times, and lunch times. Employees may use a personal cell phone at work for personal use in a clearly urgent emergency situation. Such use should be infrequent and brief. Employees may use personal cellular phones to conduct official School Board business only upon the recommendation of their immediate supervisor and approval of the Superintendent.
2. Other Personal Electronic Devices: It is recognized that wide ranges of cellular-based and personal electronic devices are available. This policy applies to any type of personal electronic device that may be utilized to make or receive phone calls, surf the Internet, send or receive e-mail, text message, or download or play music or videos. Such uses are included with the definition of "call" and are not permitted while performing activities related to your employment.
3. Cellular Phones at Meetings: To ensure the effectiveness of meetings, employees should leave cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that required immediate attention, the cell phone may be carried to the meeting on silent or vibrate mode.

- B. Landlines - District phones are provided to conduct official School Board business. Personal calls are to be limited to prevent the disruption of instruction, normal work schedules and responsibilities. No long distance telephone calls shall be made by an employee at School Board expense when the call is of a personal nature. In the event an employee must make a long distance personal phone call on School Board phones, he/she must

document this call on the appropriate log sheet and be responsible for reimbursing the School Board for the cost of the call.

- C. Review of billings. Telephone service billings and long distance logs for School Board assigned landlines shall be subject to periodic review by school or district administrators.
- D. Violation of Policy -Violation of this Policy may constitute just cause for disciplinary action up to and including termination.

SAFETY

The School Board and Superintendent reserve the right to search or examine any Board equipment (desks, file cabinets, etc.) at any time. Vehicles or personal items such as boxes and briefcases which are brought on School Board property are also subject to examination at the discretion of the Board and Superintendent.

SAFETY COMMITTEES

Each school/site is required to conduct quarterly safety meetings. Minutes of the meetings should be forwarded to Jim Griner including the name of the committee chair.

VIDEO SURVEILLANCE POLICY

The Wakulla County School District employs a video surveillance network system to assist in protecting our resources and providing security for our patrons. Video surveillance cameras are placed where necessary and appropriate. Video cameras and digital video recorders (DVR) on school district property are used for the purposes of promoting safety of students, employees and visitors, deterring crime, assisting law enforcement officers in criminal investigations, and protecting the safety and property of the school district.

ADDITIONAL REFERENCE SOURCES

Countless numbers of additional reference sources can provide you with the information which you are seeking. Below is a listing of some of the sources which contain information relevant to the information presented in this Personnel Handbook.



Wakulla County Sheriff's
Department Anonymous Tip
Hotline: 833-202-2964

AIDS Hotline

US Public Health Service 1.800.342.AIDS
State Hotline 1.800.272.AIDS

Americans with Disabilities Act

1.800.669.EEOC
TDD number 1.800.900.3302

Florida's System of School Improvement and Accountability

The Florida Commission on Education Reform and Accountability
224-B Collins Building, Tallahassee, FL 32399-0400

850.922.7173 SunCom 292.7173

Division of Workers' Compensation

Bureau of Industrial Safety and Health 407.423.6299
400 W. Robinson, room 608, Orlando, Florida 32801-1781

Education Standards Commission: The Code of Ethics of the Education Profession

The Florida Department of Education 850.488.2481 SunCom 278.2481
Professional Practices Services Section
325 West Gaines Street, Tallahassee, FL 32399

Equal Employment Opportunity Commission

1801 L Street, NW
Washington, DC 20507
Information on all EEOC enforced laws 1.800.669.EEOC
TDD number for hearing impaired 1.800.800.3302
FACTS SHEETS 202.663.4395(Voice) or 202.663.4399 (TDD)

FIRN Yellow Pages

FIRN, Department of Education
FEC B1-14, Tallahassee, Florida 32399-0400
850.487.0911

Florida Commission of Education Reform and Accountability

107 West Gaines Street, Suite 224-B
Tallahassee, FL 32399-1560
850.488.6491 SunCom 278.6491 TDD 1.800.955.8771

Florida Retirement System – Division of Retirement

Division of Retirement, Cedars Executive Center, Building C
2639 North Monroe Street, Tallahassee, FL 32399-1560
850.488.6491 Sun Com 278.6491 TDD 1.800.955.8771

Internal Revenue Service

Publication 503 Child and Dependent Care Expenses Public
525 Taxable and Non-Taxable Income
1.800.829.3678

Professional Practices Services, Department of Education

Sun Com 278.2481

TEACHER/SCHOOL ADMINISTRATORS RESOURCES

www.fldoe.org/edstandards/resources

F.S. 1006.061

Child abuse, neglect

F.S. 1012.315

Disqualification for employment

F.S. 1012.52

Teacher Quality

F.S. 1012.56

Education Certification Requirements

F.S. 1012.795

Education Practices Commission

F.S. 1012.796

Complaints against teachers and administrators

F.S. 1012.798

Recovery network program for educators

F.S. 1012.799

Reporting certain offenses

COMMUNITY RESOURCES
Before and After School Childcare Programs

Wakulla Senior Citizens Council 926.7145

Behavior Management

Capital City Youth Services 926.5529 or 576.6000

Children's Home Society, Family Connection 921.8989

Career Counseling

Big Bend Work Force Center 926.0980

Counseling

Apalachee Center for Human Services 926.5900

A Time to Change Counseling Center 926.1900

Capital City Youth Services 926.5529 or 576.6000

Helpline24 224.6333

School Counselors, contact your child's school

Free Materials and Information

Florida Department of Education <http://www.firn.edu/doe>

Office of Family Involvement <http://www.firn.edu/doe/bin00077/home0077.htm>

The Partnership for Family Involvement in Education

National: <http://www.thefamilyworks.org>

Florida: <http://www.fndfl.org/partnership>

National Parent Information Network <http://www.npin.org>

FCAT Explorer <http://www.fcatexplorer.com>

Florida PTA <http://www.floridapta.org>

Parents Place <http://www.parentsplace.com>

Family Education Network <http://www.familyeducation.com>

Parent Smart <http://www.parentsmart.com>

Florida Diagnostic and Learning Resources System (FDLRS) 487.2630
Healthcare

Bond Community Center 576.6118 or 576.4073

Children's Medical Services 487.2604

Capital Regional Medical Center 656.5000

Tallahassee Memorial Hospital 681.1155

Wakulla County Health Department 926.3591 Wakulla

Medical Center 984.4735

We Care Network 942.7963

Housing

Wakulla County Housing Department 926.7962

Wakulla County Low-Income Home Energy Assistance 926.8677

Library

Wakulla County Library 926.7415

Wilderness Coast Public Library 926.4571

Recreation Activities

Wakulla County Recreation Department 926.7227 **Workshops/Training:**
 Family Network on Disabilities 800.825.5736 <http://fndfl.org> Wakulla
 County Cooperative Extension Service 926.3931

SCHOOL BOARD POLICIES/LINKS REFERENCED IN HANDBOOK

All School Board Policies are on our District Web site at www.wakullaschooldistrict.org -
<http://wakulla.fl.schoolwebpages.com/education/components/docmgr/default.php?sectiondetailid=6557&linkid=na v-menu-container-4-54255>.

Appendix A: POLICY 2.70

PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARRASSMENT

Appendix B: POLICY 2.80

UNLAWFUL DISCRIMINATION PROHIBITED

Appendix C: POLICY 2.90

TOBACCO USE IN DISTRICT FACILITIES

Appendix D: POLICY 3.42

ALCOHOL, ALCOHOLIC BEVERAGES, MOOD-MODIFYING OR CONTROLLED SUBSTANCE ON BOARD PROPERTY

Appendix E: POLICY 3.43

WEAPONS

Appendix F: POLICY 5.32

ZERO TOLERANCE FOR SCHOOL RELATED CRIMES

Appendix G: POLICY 5.321

BULLYING AND HARASSMENT POLIC

Appendix H: POLICY 5.63

STUDENTS WITH HIV OR AIDS

Appendix I: POLICY 6.17

APPOINTMENT OR EMPLOYMENT REQUIREMENTS

Appendix J: POLICY 6.30

ANTI-FRAUD POLICY

Appendix I: POLICY 6.33

ALCOHOL AND DRUG FREE WORKPLACE POLICY

Appendix J: POLICY 6.35

GRIEVANCE PROCEDURE FOR PERSONNEL

Appendix K: POLICY 6.61

HIV, AIDS, COMMUNICABLE DISEASES

Appendix L: POLICY 6.62

**TRAINING AND EDUCATION RELATED TO AIDS, BLOODBORNE
 PATHOGENS AND OTHER ENVIRONMENTAL HAZARDS**

[Appendix M: POLICY 6.912](#)**TERMINAL PAY**[Appendix N: POLICY 6.913](#)**LUMP-SUM PAYMENT OF VACATION LEAVE**[Appendix O: POLICY 8.10](#)**SAFETY**



Social Media Registration Form

School: _____

School Year: _____

Teacher/Staff Name: _____

Date: _____

I understand that I will be representing Wakulla County Schools online and that my use of social media in this context should be related to WCSB instructional, communication or co-curricular purposes. I have read the WCSB guidelines for social media use and agree to respect those measures.

Social Media you plan to use	URL, Page, Handle, etc.	Instructional/Functional Purpose

Signature: _____ Date: _____

Administrative Approval By:

Print Name: _____ Title: _____

Signature: _____ Date: _____

NON DISCRIMINATION STATEMENT

The School Board of Wakulla County, Florida does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information for applicants and employees, or any other reason prohibited by Federal and State law regarding non-discrimination. See 34 C.F.R. 100.6(d); 34 C.F.R. 106.9; 34 C.F.R. 110.25.

In addition, the School Board provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. See 34 C.F.R. 108.9.

Disabled individuals needing reasonable accommodations to participate in and enjoy the benefits of services, programs, and activities of the School Board are required in advance to notify the administrator at the school/center at which the event or service is offered to request reasonable accommodation.

The lack of English language skills will not be a barrier to any opportunity or event associated with Wakulla County Schools.

The designated Equity Coordinator, Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Angie Walker, Executive Director of Human Resources, 69 Arran Road, Crawfordville, Florida 32327; 850.926.0065; angela.walker@wcsb.us.