

Employee Handbook

2019-2020

A PUBLICATION OF THE PERSONNEL DEPARTMENT

Marla Hiers,
Director of Personnel

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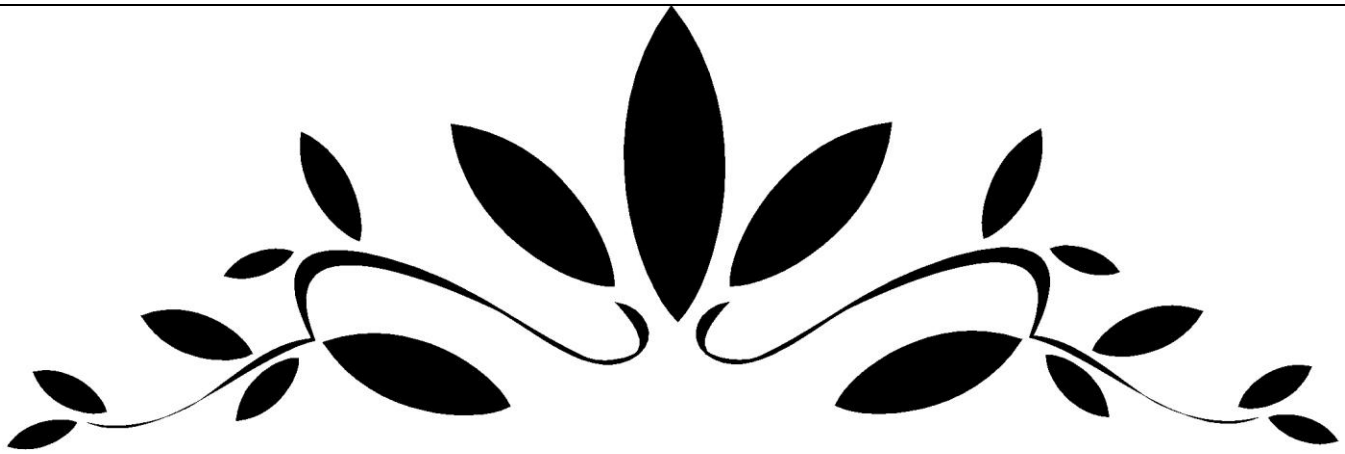
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Tami Wain, Personnel Specialist

Lori Lott, Secretary

Heather Thompson, Substitute Coordinator

School Board of Levy County
480 Marshburn Drive
Bronson, FL 32621
(352) 486-5231
www.levyk12.org



Welcome

to the Levy County School System!

Each employee contributes directly to the successful educational program for the children of Levy County as well as the organization's growth and success. We hope that you will take pride in being a member of our team of educational professionals. Please remember that you represent the School Board of Levy County while in the community as well as at school.

This handbook describes some of the expectations of our employees and outlines the policies, programs, and benefits available to eligible employees. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the Levy County School System. However, the handbook cannot anticipate every situation or answer every question about employment. As a result, the employee should consult with his/her worksite supervisor or the Personnel Department regarding any questions not answered in the handbook.

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

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General Information

2019-2020 LEVY COUNTY SCHOOL YEAR CALENDAR

4 Independence Day
23 New Employee Orientation

JULY 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Pre-Planning
6-7 PD Day
8 No Meeting Day
9 Bus Driver Training
9 No Meeting Day
12 Students Start

2 Labor Day
27 School Improvement Day (no student attendance)

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 End of 1st 9 Wks (42 days)
14 Teacher Work Day
18 Distribute Report Cards

11 Veterans Day
25-29 Thanksgiving
25-26 ***12 month employees work**

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25*	26*	27	28	29	30

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 School Improvement Day (no student attendance)
18-20 Exam Days/Early Release
20 End of 2nd 9 Wks (43 days)
21-7 Christmas Holidays
25 Christmas Day

21-7 Christmas Holidays
1 New Year's Day
6 Teacher Work Day
7 PD Day
7 Bus Driver Training
8 Students Return
17 Distribute Report Cards
20 M.L. King Day

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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FEBRUARY 2020						
S	M	T	W	Th	F	S
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23	24	25	26	27	28	29

17 Presidents Day
28 School Improvement Day (no student attendance)

13 End of 3rd 9 Wks (45 days)
16 Teacher work day
20 Distribute Report Cards
23- 27 Spring Break

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

APRIL 2020						
S	M	T	W	Th	F	S
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26	27	28	29	30		

10 Good Friday

25 Memorial Day
27-29 Exam Days/Early Release
29 Last Day of School
End of 4th 9 Wks(47 days)

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2020						
	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Teacher Work Day

Final report cards will be released at the discretion of the school following release of State EOC scores for affected grade levels.

Board Approved 3/12/2019
Revised 5/28/2019

ADMINISTRATIVE ORGANIZATION
School Board of Levy County
2019-2020

SUPERINTENDENT

JEFFERY EDISON

JOHN R. LOTT JR**. ASSISTANT SUPERINTENDENT, CURRICULUM**

DIRECTORS

Thomas Bennett, Management Information
Rosalind Hall, ESE/Student Services
Marla Hiers, Personnel
Kimberly Lake, Finance
Gary Masters, Transportation
Barbara Rivers, Accountability
William T. Stockman, Maintenance

OFFICERS

Pamela Whitney, Finance

PRINCIPALS

Cheryl Beauchamp, Principal, BES
Timothy McCarthy, Principal, BMHS

Kathryn Lawrence, Principal, CKS

Michael Homan, Principal, CES
Matthew McLelland, Principal, CMHS

Melissa Lewis, Principal, JBES
Jaime Handlin, Principal, WES
Joshua Slemp, Principal, WMHS

Teiko Hurst, Principal, YTS

SCHOOL BOARD MEMBERS

Cameron Asbell, District 1 Bronson
Chris Cowart, District 2 Cedar Key
Brad Etheridge, District 3 Williston
Paige Brookins, District 4 Chiefland
Ashley Clemenzi, District 5 Yankeetown

COORDINATORS

Valerie Boughanem, ESOL/Testing
Brandon Eastman, Purchasing/Inventory
Lawrence Frields, MIS/Technnology
Chloe Hunt, Title Programs
Carol Jones, Tech Prep/Vocational Education
Laura Klock, Pre-K
Julia Oberst, Food & Nutrition
Kalee Wade, Benefits & Risk Management
Joseph Wain, Transportation
Dennis Webber, School Safety
Marcy Young, Exceptional Student Education & Section 504

ASSISTANT PRINCIPALS / ADMIN. ASSISTANTS

Holly Willis, Asst. Principal., BES
Cheryl Allen, Asst. Principal, BMHS
Kelly Gore, Asst. Principal, CES
Marlene Wiggins, Asst. Principal, CES
Robert Ebert, Asst. Principal, CMHS
Jennifer Bray, Asst. Principal, CMHS
Amy Webber, Asst. Principal, JBES
Emily Hancock, Asst. Principal, WES
Dorenda Westfall, Asst. Principal, WMHS
Hillary Cribbs, Asst. Principal, WMHS

REVISED 07/31/2019

LEVY COUNTY SCHOOLS AND ADDRESSES

School Office Hours: 8:00 a.m. - 4:00 p.m. **Teacher Hours:** 8:00 a.m. - 3:30 p.m.

SCHOOL BOARD OF LEVY COUNTY
480 Marshburn Drive
Bronson, FL 32621
Phone: (352) 486-5231
FAX: (352) 486-5237

School	Grade Level	Phone/Fax	School #
BRONSON ELEMENTARY SCHOOL, Cheryl Beauchamp, Principal 400 Ishie Avenue Bronson, FL 32621	PK-5	Phone: (352) 486-5281 FAX: (352) 486-5285	1011
BRONSON MIDDLE/HIGH SCHOOL, Timothy McCarthy, Principal 8691 NE 90th Street Bronson, FL 32621	6-12	Phone: (352) 486-5260 FAX: (352) 486-5263	0021
CEDAR KEY SCHOOL, Kathryn Lawrence, Principal 951 Whiddon Avenue Cedar Key, FL 32625	PK-12	Phone: (352) 543-5223 FAX: (352) 543-5988	0041
CHIEFLAND ELEMENTARY SCHOOL, Michael Homan, Principal 1205 N.W. 4th Avenue Chiefland, FL 32626	PK-5	Phone: (352) 493-6040 FAX: (352) 493-6042	0241
CHIEFLAND MIDDLE/ HIGH SCHOOL, Matthew McLelland, Principal 811 N.W. 4th Drive Chiefland, FL 32626	6-8	Phone: (352) 493-6025 (352) 493-6000 FAX: (352) 493-6048 (352) 493-6018	0051
JOYCE BULLOCK ELEMENTARY SCHOOL, Melissa Lewis, Principal 130 S.W. 3rd Street Williston, FL 32696	PK-2	Phone: (352) 528-3341 FAX: (352) 528-5541	0092
WILLISTON ELEMENTARY SCHOOL, Jaime Handlin, Principal 801 South Main Street Williston, FL 32696	3-5	Phone: (352) 528-6030 FAX: (352) 528-5458	0231
WILLISTON MIDDLE/HIGH SCHOOL, Joshua Slemp, Principal 350 SW 12th Avenue Williston, FL 32696	9-12	Phone: (352) 528-3542 FAX: (352) 528-2723	0091
YANKEETOWN SCHOOL, Teiko Hurst, Principal 4500 Highway 40 West Yankeetown, FL 34498	PK-8	Phone: (352) 447-2372 FAX: (352) 447-3961	0111
ADULT HIGH SCHOOL, CCF, Marilyn Ladner**,** Director 114 Rodgers Boulevard Chiefland, FL 32626	Adult	Phone: (352) 493-9533 (352) 493-9543 FAX: (352) 493-9994	0121
WHISPERING WINDS CHARTER SCHOOL, Kimberly Bartley and Jennifer Smith, Co-Directors 12390 N.W. Old Fannin Road Chiefland, FL 32626	K-8	Phone: (352) 490-5799 FAX: (352) 490-7242	0060
NATURE COAST MIDDLE SCHOOL CHARTER SCHOOL, Charles G. Bowe, Principal 6830 NW 140th Street Chiefland, FL 32644	6-8 FAX:	Phone: (352) 493-1040 same as above	0062


employment
work
edit
Employment
employee
employer
employees
relationship
economic
labour
may
employers
wages
time
interests
labor
management
person
balance
human
state
wage
workers
relations
power
countries
conflicts
hires
jobs
profits
new
industrialized
worker
World
capitalist
capitalism
Depression
Pakistan
productivity
activity
paid
unequal
usually
Sweden
seen
period
Contract
companies
view
compensation
Workplace
motivation
include
Globalization
bust
whatever
Acts
service
India
businesses
War
unemployment
three
direct
Philippines
owners
certain
However
including
manage
issue
Australia
system
individuals
workplace
become
Job
hire
high
thus
salary
era
known
market
men
creating
per
baby
working
Work
productive
individual
share
force
contract
standard
status
good
Wage
free
employed
social
competition
termination
control
minimum
benefits
States
created
result
typically
conditions
great
Employer
must
unions
company
society
organization
living
help
set
offer
considered
purpose
Employees
within
Employers
Capitalism
also
generation
demand
Labour
many
policies
Labor
effectively
defined
incorporation
Employee
United
job
value
often
issues
provided
factors
resource
suggest
steward

VACANCIES

Notice of vacancies within the district shall be posted via Employee Access on Skyward and on the SBLC web page. Notices shall remain posted for a minimum of at least five (5) days prior to filling the vacancy or "Until filled". Individuals may be recruited from universities, colleges and from other resources.

PERSONAL DATA CHANGE

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

VOLUNTARY TRANSFERS

When an employee is voluntarily transferred to another school site or location in the district, the accepting principal or administrator will request permission from the Personnel Department for the transfer. When the transfer is approved Personnel will complete the paperwork.

INVOLUNTARY TRANSFERS

The Personnel Department assumes responsibilities for the paperwork (i.e. transfer form, employee status form, etc.).

HIRING OF RELATIVES

Although the School Board of Levy County has no prohibitions against hiring relatives of existing employees, situations in which relatives work in the same area will be monitored. In case of actual or potential problems, the employer will take prompt action. This may include reassignment, or if necessary, termination of employment for one or both of the individuals involved.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with employee morale because of perceived favoritism. In these circumstances, all parties, including supervisors, leave themselves open to allegations of inequitable consideration in decisions concerning work assignments, transfer opportunities, time-off privileges, training and development opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships. Therefore, worksite supervisors and employees need to demonstrate behavior that is above reproach.

ORIENTATION

All new employees are encouraged to attend an orientation workshop, which is usually scheduled prior to preplanning. When a substitute employee is hired in a regular full-time position, this person becomes eligible for benefits and is invited to attend orientation.

IMMIGRATION LAW COMPLIANCE

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

OATH OF LOYALTY

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

FINGERPRINTING

As of January 01, 1990, Florida law requires that all school board employees and substitutes hired on or after this date must be fingerprinted. It is the responsibility of the employee to pay the processing fee that is established by the Florida Department of Law Enforcement (FDLE). Fingerprint appointments are scheduled with the personnel office and sent to an off-site vendor to be taken and submitted to FDLE and the Federal Bureau of Investigation (FBI). Employees are placed on probationary status pending the processing and determination of compliance with standards for good moral character. When a criminal record is returned, an investigative committee will review the report and complete the investigation to determine if the employee will be retained or dismissed. This information will be maintained with the other confidential records.

If the fingerprint report for an instructional/administrative employee filing for initial certification indicates a criminal history or if the applicant acknowledges a criminal history, the applicant's records shall be referred to the Bureau of Educator Standards for review and determination of eligibility for certification. If the applicant fails to provide the necessary documentation requested by the Bureau of Educator Standards within 90 days after the date of receipt of the certified mail request, the statement of eligibility and pending application shall become invalid.

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

SELF-REPORTING RULE

Effective January 1999, all employees are required to comply with the "Self-Reporting Rule" for arrests and convictions. The "Rule" requires employees to self-report to the Director of Personnel within 48 hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, the employee is required to report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere **for any criminal offense** other than a minor traffic violation within 48 hours after the final judgment.

CODE OF ETHICS

The code of ethics governs professionalism through integrity and consists of those principles of professional conduct that govern the education profession in Florida. The State Board of Education approved the principles of professional conduct on July 21, 1992 (Rule 6B-1.006, FAC). Violation of any of the principles of professional conduct shall subject the individual to sanctions against the certificate, which may include revocation or suspension of the individual educator's certificate, or the other penalties as provided by law. All employees are encouraged to read, understand and become familiar with these principles (Rule 6B-1.00, FAC). Certified employees may become ineligible for employment should they commit any of the felonies or misdemeanors listed in FS. 1012.315 (*Note – current employees who have committed one of these felonies in the past will also be disqualified from employment.)

Code of Ethics – Education Profession

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

6B-1.001 Code of Ethics of the Education Profession in Florida.

1. 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 to teach and the guarantee of equal opportunity for all.

2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

3. 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.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.

2. 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 provided by law.

3. Obligation to the student requires that the individual:

    a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

    b. Shall not unreasonably restrain a student from independent action in pursuit of learning.

    c. Shall not unreasonably deny a student access to diverse points of view.

    d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

    e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.

    f. Shall not intentionally violate or deny a student's legal rights.

    g. 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.

    h. Shall not exploit a relationship with a student for personal gain or advantage.

i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

4. Obligation to the public requires that the individual:

a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.

b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.

c. Shall not use institutional privileges for personal gain or advantage.

d. Shall accept no gratuity, gift, or favor that might influence professional judgment.

e. Shall offer no gratuity, gift, or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:

a. Shall maintain honesty in all professional dealings.

b. 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.

c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.

d. 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.

e. Shall not make malicious or intentionally false statements about a colleague.

f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

g. Shall not misrepresent one's own professional qualifications.

h. Shall not submit fraudulent information on any document in connection with professional activities.

i. 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.

j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

k. 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.

l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/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 Contendre 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.

n. 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 1012.795(1), Florida Statutes.

o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section1012.795(1), Florida Statutes.

p. Shall comply with the conditions of an order of the Education Practices Commission.

q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

6. Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

PROFESSIONALISM

Each employee (bus driver, food service or maintenance worker, classroom aide or teacher, administrator and other classifications of employees) is expected to demonstrate professional and appropriate behavior. Each employee is expected to abide by school and School Board of Levy County rules, and state and federal laws. Because employees of a school system serve as role models for students, employees are held to the highest standard of conduct (Adams vs. Turlington). In a small rural school district such as ours, the community holds school personnel as examples for children.

OUTSIDE EMPLOYMENT

Outside employment or "moonlighting" on the part of an employee shall not violate the moral standards of the community, or the Code of Ethics of the Education Profession in Florida. Under no conditions shall outside employment conflict with the employee's performance of his/her professional duties or with the extracurricular activities related to his/her position.

EMPLOYEE RELATIONS

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

If employees prefer to exercise the right to be represented by a collective bargaining agent, the school board will respect that choice. As some employees in the Levy County School System have already chosen third party representation, we affirm our commitment to retaining positive relationships with the existing bargaining unit.

GRIEVANCE

If an employee has a complaint, which he/she believes may become the basis for a grievance, the employee shall discuss the complaint, in an informal manner with his/her immediate supervisor. If the problem is not resolved, the employee may file a formal grievance with the Director of Personnel.

The purpose of the grievance procedure is to resolve at the lowest possible level and in the most expedient and impartial manner, any dispute between members of the bargaining unit and management, concerning the terms of the contract. Employees are encouraged to read the collective bargaining agreement and may refer to the grievance procedure/form in the contract should it become necessary.

PUPIL SUPERVISION

Proper supervision of a pupil shall be provided while the student is under the immediate control of the school. Supervision shall be maintained on the school grounds, in classrooms, on the bus, in pupil occupied areas of buildings, on field trips, during any extracurricular activity, at school-sponsored functions, and at any other school related sponsored activity.

Any employee who has responsibility for the supervision of pupils in the performance of their normal duties, or who is assigned duty requiring the supervision of pupils needs to be diligent in supervising each child. Obviously we want each child to be safe. An employee who fails to provide such student supervision by failing to report for duty or by leaving his/her post of duty without being properly relieved of such duty shall be deemed guilty of neglect of duty. Any person charged with such neglect of duty shall be subject to suspension from duty and termination as provided by law (SB 6.32).

CHILD ABUSE

Each school district employee is considered a "mandated reporter." All employees have an affirmative duty to report all cases of actual or **suspected** cases of child abuse or neglect, and shall have immunity from liability if such cases are reported in good faith. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures. Should a certificated employee fail to report, they would automatically be referred to the Bureau of Professional Practices at the Florida Department of Education. Teachers are required to take an online course on recognizing and reporting child abuse.

WEAPONS PROHIBITED

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

ALCOHOL & DRUG-FREE WORKPLACE

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

Alcohol beverages in any form, drugs and controlled substances (except as defined by School Board policy 6.45 and 6.46) are barred from all school property, buildings, and functions sponsored by the public schools of Levy County.

Work place is defined to mean any site for the performance of work done in connection with employment. This includes any building on School Board property, any vehicle used to transport students to and from school, and any school sponsored curricular or extra curricular activity, event or function, on or off School Board property where students are under the jurisdiction of the Board. Each job offer is contingent on a negative drug test. When reasonable suspicion exists, employees may be required to submit to a drug test. Refusal to test or positive results are grounds for termination.

CLEAN INDOOR AIR ACT

All uses of tobacco products in any form are prohibited in any District-owned facility, property, or vehicle at any time.

BLOODBORNE PATHOGENS EXPOSURE PLAN

Universal precautions will be observed by all employees to prevent contact with blood or other potentially infectious materials. Annual training will be provided to employees who are employed in an identified occupational exposure position. The Principal/Supervisor is responsible for monitoring this process and ensuring that universal precautions are observed. Employees who have been identified as working in occupations that expose them to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. Vaccines will be given through an agreement with the Levy County Health Unit.

NON-DISCRIMINATION IN EMPLOYMENT

The **Florida Educational Equity Act** requires that public education agencies regularly notify staff, students, applicants for employment, parents, and the general public of its policies of non-discrimination. Discrimination is prohibited by the School Board of Levy County Board Policies 5.01, 5.37, 6.39, 6.4. The Equity Coordinator for the School Board of Levy County is John R. Lott Jr., Assistant Superintendent. His contact information is listed below. The information below is posted to comply with the notification requirements of the education equity act.

Non-Discrimination in Employment – All employees and applicants for employment with the School Board of Levy County shall be recruited, selected, and assigned solely on the basis of experience, qualifications and the necessary requirements for the vacant position. Race, religion, age, national origin, marital status, gender, and genetic information will not be considered factors in the recruitment, selection, and assignment of such personnel, nor shall any qualified disabled person be excluded from consideration for employment on the basis of his/her disability.

Non-Discrimination in Student Activities – No student enrolled in the Levy County Schools shall, on the basis of race, religion, age, national origin, gender, marital status, disability, or genetic information, be excluded from participation in or be subjected to discrimination under any curricular or any other programs offered without discrimination. This rule shall apply to all present and future course offerings and to all other school sponsored offerings in which students are eligible to participate. Opportunities for using school facilities will be afforded to all youth groups without discrimination. This includes the Boy Scouts of America or any other youth group as provided in the Boy Scouts Act.

Non Discrimination by Students and Employees- A Public K12 educational institution must treat discrimination by students or employees or resulting from institutional policies motivated by anti-Semitic intent in an identical manner to discrimination motivated by race. For the

purpose of this section, the term “anti-Semitism” includes a certain perception of the Jewish people, which may be expressed as hatred toward Jewish people, rhetorical and physical manifestations of anti-Semitism directed toward a person, his or her property, or toward Jewish community institutions or religious facilities.

Grievance Procedures – Grievances should be filed with the following personnel:

Employee Grievance
Marla Hiers
Director of Personnel
480 Marshburn Drive
Bronson FL, 32621
352-486-5231 ext. 2048

Student Grievance-Educational Equity Act
John R. Lott Jr.
Assistant Superintendent
480 Marshburn Drive
Bronson FL, 32621
352-486-5231 ext. 2032

Student Grievance – Americans with Disabilities Act or Section 504 Rehabilitation Act
Dr. Rosalind Hall
Director of ESE and Student Services
350 School Street
Bronson FL, 32621
352-486-5240

REASONABLE ACCOMMODATIONS IN EMPLOYMENT

In accordance with the Americans with Disability Act (ADA) of 1990, an employee may request reasonable accommodations when he/she meets the criteria of a disability as defined by ADA. ADA has a three-part definition of disability. Under ADA, an individual with a disability has:

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

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

a. Modifications or adjustments to a job application process that enable or qualify an applicant with a disability to be considered for the position such qualified applicant desires; or
b. Modifications or adjustments to the work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or
c. Modifications/adjustments enabling employees with disabilities to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities (i.e. making existing facilities readily accessible and usable by individuals with disabilities, job restructuring, etc.).

Employees desiring reasonable accommodations in employment may contact the personnel office.

SEXUAL HARASSMENT

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

a. Such conduct is made either explicitly a term or condition of an individual's employment;
b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
c. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.

Sexual harassment may include but is not limited to the following behaviors:

a. Staring or leering with sexual overtones;
b. Spreading sexual gossip, whether true or not;
c. Unwanted sexual comments;
d. Pressures for sexual activity; OR
e. Any unwanted physical contact of a sexual nature.

The Director of Personnel shall be the district's contact person for all matters dealing with sexual harassment. Persons who allege sexual harassment may also report such actions to any teacher, principal, administrator or other responsible person within the school/work site where the action occurred. All complaints shall be reported to the Director of Personnel and investigated as promptly as practicable. Filing a Complaint of sexual harassment will not reflect upon the individual's status, future employment, work assignments, future grades or extra curricular activities. A substantiated charge of sexual harassment shall subject the individual to disciplinary actions.

It is the responsibility of the supervisor/teacher to take steps to prevent, investigate, respond to, and stop all unlawful sexual activity and/or acts of harassment/discrimination. Failure to take steps to prevent or stop unlawful harassment (sexual and/or discriminatory) may result in not only liability to the employer (School Board) but personal liability to the supervisor or employee.

Retaliation is against the law. Even if the allegation is found to be unfounded or untrue, it is against the law to retaliate when reports are made in good faith.

The rights to confidentiality, both of the complainant and or the accused, will be respected consistent with the Board's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

The School Board of Levy County requires all employees to complete an on-line training on sexual harassment. This training should be completed by October 31, 2019 and can be accessed by logging onto www.britteam.com/login/ . Your username is your email address and the password is levy1234.

PROBATIONARY PERIOD

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

The probationary period is intended to give new employees the opportunity to demonstrate his/her ability to achieve a satisfactory level of performance and to determine whether the new position meets his/her expectations.

The employer uses this period to evaluate employee capabilities, work habits, and overall performance. All the new and re-hired Educational Staff Professionals (ESP) must demonstrate two (2) years of successful probationary services. Upon satisfactory completion of the probationary period, the person may be recommended as a regular employee.

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

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

EXPERIENCE VERIFICATION

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

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

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

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

No experience credit is approved for substitute or part-time teaching.

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

Instructional personnel will be paid according to their highest degree earned, in accordance with the master contract. However, to qualify for an advanced degree payment, the advanced

degree must be held in the individual's area of certification. Official transcripts must also be provided before salary is adjusted.

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

Non-certificated personnel with **applicable Levy County School System experience** will receive 100% credit experience for salary purposes. Non-certificated personnel **who do not have applicable Levy County School System experience** will receive only 50% experience credit for salary purposes for full time employment. Part time or substitute experience will not count.

USE OF SOCIAL SECURITY NUMBERS

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

As provided in Section 119.071 (5) (a) 3, Florida Statutes, the Levy County School Board hereby makes the following disclosure. We request employee social security numbers to be used for human resource operations such as payroll or benefits eligibility, background checks, medical claims payment, IRS reporting or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and or the Federal government.

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

This notice is provided with the expectation that you will inform any non-minor individuals whose social security numbers are being collected by the district for the above uses.

The collection of employee social security number is mandatory and may only be used as authorized or prescribed by law.

If you have questions regarding this important notice please contact the Director of Finance for the Levy County School Board.

FLORIDA CERTIFICATION REQUIREMENTS

(for instructors and administrators)

APPLICATION FOR CERTIFICATION

Before you apply for employment you should have already applied for certification. If not, the personnel office will assist you with the process. You must:

a. Apply online to the Florida Department of Education at www.fldoe.org
b. If you have not been in the new DOE system, you will need to set up an account before proceeding with you application.
c. Submit Official transcripts from all colleges and universities attended

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

INITIAL CERTIFICATION REQUIREMENTS

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

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

PROFESSIONAL CERTIFICATE REQUIREMENTS

For a five year Professional Certificate, you must:

A. Meet requirements for a three year non-renewable Temporary Certificate as stated on the Statement of Eligibility issued by DOE.
B. Present passing score on:
    1. All parts of the General Knowledge Test;
        a. Techers issued a Temporary Certificate will have the validity period of the Temporary Certificate to demonstrate mastery of the General Knowledge Test for a Professional Certificate.
        b. If a teacher has not met the General Knowledge requirements, a Temporary Certificate can be extended for 2 years if the certificate holder is rated highly effective in the immediate prior year's performance evaluation or has completed a 2 year mentorship program.
    2. Professional Education Test;
C. Completion of the Profession Educational Competencies (PEC's)
D. If you have not been in the new Department of Education portal, please go to www.fldoe.org and click on teacher certification to set up a new account.

IN-SERVICE

Each school has a Professional Development Representative who handles In-service. Please turn in all paperwork regarding in-services to them for processing. Follow-up points must be done in order to receive points unless otherwise stated. **NOTE: Only in-services taken during the current school year will be awarded points.**

TEACHING OUT-OF-FIELD

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

Teachers assigned or employed out-of-field must earn six (6) semester hours of college credit in the appropriate field and/or the equivalent in-service points from an approved district add-on program in each area and submit documentation one calendar year from the initial date of the out-of-field assignment to the Personnel Department. This requirement must be satisfied if the teacher is to be appointed out-of-field in a subsequent school year.
As of July 1, 2002, a teacher may also take the Subject Area Exam (if applicable) within one year of initial date of the out-of-field assignment.

EMPLOYMENT CATEGORIES

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

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

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

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

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

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

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

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

PERFORMANCE EVALUATION

The performance of each employee is the key to the overall success of the Levy County School Board in carrying out its mission, goals, and programs. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis so the employee can better understand what the job requires as well as what the supervisor expects of him/her in their job. The success of the school system depends upon

the combined efforts of employees, managers, supervisors, and administrative staff. The performance evaluation system is designed to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals that would improve student performance, job performance, and the quality of service provided.

TERMINATION

When an employee resigns or retires from the Levy County School Board, a letter of intent must be provided to the principal or administrator, with a copy to the Personnel Department for Board acceptance. In the interest of better personnel management, it is important to know the reason employees leave their job and how they feel our programs and services might be improved.

ACCESS TO PERSONNEL FILES

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

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


GYM
BALANCE
SUBSIDY
FRIDAYS
NORTHWESTERN
ATTIRE
ACCOUNTS
PRE-TAX
FLU-SHOTS
AFLAC
WORK/LIFE
CASUAL
SICK
HEALTH
DAYS
SUPPLEMENTAL
FREE
INSURANCE
CTA
PAID
EMPLOYEE
EVALUATIONS
POLICY
EVERYDAY
METRA
SPONSORED
EVENTS
REFERRAL
TRANSIT
MEMBERSHIP
PERKS
BONUSES
FLEX
BENEFIT
VACATION
FINANCIAL
VISION
ON-SITE
LIFE
MUTUAL
COMPANY
CARD
PARKING
SECURITY
HOLIDAYS
DENTAL
SPENDING
PROGRAM
UNLIMITED
FLEXIBLE
PASS

BENEFITS

Eligible employees of the Levy County School System are provided a wide range of benefits. A number of the programs, such as social security, workers' compensation, state retirement, disability, and unemployment insurance cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors, including employee classification. Some benefit programs require contributions from the employee. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefits are available to eligible employees:

- Auto Mileage
- Insurance
- COBRA
- Workers' Compensation
- Unemployment Compensation
- Training Opportunities
- Critical Teacher Shortage
- Masters Fellowship
- Direct Deposit
- Holidays
- Vacation
- Sick Leave Benefit Pay
- Sick Leave Bank
- Uniform and Uniform Maintenance
- Retirement/Drop Program
- Terminal Leave Pay

AUTO MILEAGE

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

In-district travel is computed in accordance with the district mileage schedule, or the odometer reading from the point of departure to point of destination plus vicinity mileage. Out-of-district travel is established by official state road maps plus vicinity mileage. When employees are traveling extended distances in a county car, a fuel or credit card from the district office should be checked-out for use. Persons traveling to the same meeting are encouraged to travel together.

Reimbursement may be requested for taxi, and ferry fares; bridge, road, and tunnel tolls; storage and parking fees; communication expense and convention registration fees when properly supported by receipts. No reimbursement may be authorized for gratuities.

UNIFORM AND UNIFORM MAINTENANCE

The School Board appropriates funds for the purchase and maintenance of specialized clothing, footwear, uniforms and protective paraphernalia for certain categories of employees (i.e. food service workers, mechanics) because of required regulations and daily exposure to hazardous working conditions.

RETIREMENT

All new employees automatically become members of the Florida Retirement System (FRS) and are covered by Federal Social Security. Employees contribute a 3% contribution into the FRS fund, the District Pays the remainder. The State offers a choice of two retirement options: The pension plan or the investment plan. All new employees will receive a packet

from FRS with information regarding the two plans. You will have 8 months from your hire date to make a selection. If you do not make a selection, you will automatically be placed in the Investment plan. When an employee is ready to retire he/she should contact the District's benefits department. Employees may receive federal social security benefits in addition to state retirement.

TERMINAL LEAVE PAY

Upon retirement from the district, any employee or his/her beneficiary, if service is terminated by death, shall receive terminal leave pay for accumulated sick leave up to the maximum allowed by law. Employees transferring to other districts or terminating for reasons other than retirement have the option of receiving terminal leave pay for accumulated sick leave earned in Levy County or transferring their sick leave balance to another district. The employee shall indicate his/her preference by submitting a request to the Board in writing during his/her last month of employment.

INSURANCE

Full-time (working a minimum of 25 hours per week) employees are provided an opportunity to participate in Board approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefit package that best meet their family's needs. The board authorizes pre-tax payroll deductions as well as makes a contribution to each full time employee who selects health insurance coverage. A package describing available insurance plan coverage will be provided to you after the Board has approved your employment. Coverage is available the first of the month, after your hire date.

Employees may also participate in the Board approved individual retirement plans [403(b), 457 and 401(k)]. The employee may select from several companies approved by the Board. The contributions to an IRP must be payroll deducted.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue certain insurance coverage under an employer-sponsored plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and when a dependent child no longer meets eligibility requirements. It is the employee's responsibility to notify the School Board, in writing, should there be a qualifying event that will result in loss of coverage. Under COBRA, the employee or beneficiary pays full cost of coverage at the employer's group rates plus an administration fee. The Board's COBRA Administrator will provide each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

WORKERS' COMPENSATION INSURANCE

Levy County School Board provides comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment or lost time from work. Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported

immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. When a case is turned over to workers' compensation, the insurance carrier, in accordance with Florida Statute, will determine eligibility and benefits available. Medical expenses and travel for doctor appointments are assumed by workers' compensation.

UNEMPLOYMENT COMPENSATION

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

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

To qualify for benefits the employee must file a claim, have the necessary wage credits, and not be subject to any of the disqualification's provided for in the law. Ten-month employees are not eligible for unemployment compensation during the summer. Employees interested in requesting unemployment compensations should contact The Department of Economic Opportunity Reemployment Assistance Program at 850-921-3475.

TRAINING OPPORTUNITY

A variety of training activities are provided throughout the year so employees will have the opportunity to keep abreast of changes in the field of education. The inservice programs are designed to help employees improve student performance, their job performance, foster personal growth and development, as well as assist employees in meeting professional regulations and standards. Using ***track.nefec.org***, employees can search…. You will find activities you have enrolled in, ones that have been completed and archived activities (those that are from past validity periods). Also listed are your credentials showing the validity dates of your certificate and the subjects and endorsements you hold. To access Track you will login with your district: your google email address (ex. John.doe@levyk12.org) and your computer sign on password. A Professional Development Representative at the school site will be the liaison between the school and the Personnel Department. Credit for participation in inservice activities is granted in accordance with the Board's approved Master Inservice Plan for and State Board of Education regulations.

The Personnel Department disseminates information concerning inservice training activities to each school, as well as keeps track of all employees' inservice points for certification purposes.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is intended to help employees who are suffering from personal problems, which affect and interfere with their work performance. The goal of this program is to help employees who develop such problems by referring the employee to other resources for assistance to prevent the condition or problem from progressing to a degree where the employee cannot work effectively. Confidentiality of information is maintained, except in situations where such information is prohibited by law or judged to be in violation of best practices and professional ethics. Employees will not place their job(s) in jeopardy nor be discriminated against because of participation in the Employee Assistance Program.

Employees needing this service or desiring further information should contact the Coordinator of Benefits & Risk Management at (352) 486-5231.

The School Board of Levy County is providing a new benefit for all of its employees and dependents (even if not enrolled on the health insurance plan) through a contract with New Directions Behavioral Health, LLC. It is called the Employee Assistance Program (EAP).

We offer this confidential benefit to all employees and their dependents. The EAP is available to help you and your family deal with problems that may affect you at home or at work, such as family concerns, marital difficulties, stress, financial difficulties, physical or mental health issues, alcohol and/or substance abuse, or legal problems.

New Directions EAP offers you objective, professional assistance at no cost to you or your immediate family. This program is voluntary and confidential – New Directions makes every effort to safeguard your privacy. Services are available nation-wide for your convenience.

To take advantage of these benefits, call New Directions EAP at 1-800-624-5544 or log onto www.ndbh.com to schedule and in person session with a licensed counselor. The login or access code is levyk12. A brochure regarding the program is located on the School Board of Levy County's website at www.levyk12.org or you may call Kalee Wade, Coordinator of Benefits & Risk Management at 352-486-5231 ext. 2035


benefit
health
doctor
work
full pay
SICK LEAVE
family
staff
workplace
absence
illness
medical appointment
contamination
hospital
suspicious
parent
cost
loss
productivity
employee
job
absenteeism
certificate
legitimate
disability
family member
call in sick
day off
lie
abuse
absenteeism
benefit
work
loss
full pay
disability
suspicious
contamination
sick leave
hospital
family
employee
cost
doctor
illness
health
job
call in sick
medical appointment
productivity
workplace
parent
staff
absence

LEAVE REQUESTS

Any absence shall be covered by leave duty authorized and granted. Leave may be with or without pay as provided by law and regulations of School Board Policy. Leave requests shall be in writing on the forms prescribed by the Board. The employee is responsible for completing the appropriate paperwork requesting leave. All requests for leave, except for sickness and emergencies, must be requested and approved by the Board or Superintendent in advance.

PERSONAL LEAVE

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

LEAVE OF ABSENCE

A leave of absence is permission granted by the Board, or allowed under its adopted policies for an employee to be absent from duty for a specified period of time, with the right to return to employment upon the expiration of the leave. Employees returning from leave will retain full credit for years of service credited to them prior to the leave.

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

ABSENCE WITHOUT LEAVE

Any employee who is willfully absent from duty without leave shall interrupt continuity of service, and shall forfeit compensation for the time of the absence and his/her employment shall be subject to termination by the Board.

SICK LEAVE

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

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

Employees who expect to be absent from duty shall notify their direct supervisor/principal the evening immediately preceding the day of absence, if possible. Where an absence is due to an emergency, the employee shall notify their supervisor at the earliest possible moment. The notice of absence shall always be in advance unless conditions beyond the control of the employee make such advance notice impossible. The employee must submit an on-line leave request within five (5) working days of his/her return to duty. If the employee has access to a smart phone, there is a Skyward Mobile App available where a leave request can be submitted immediately. If the employee does not have sick leave hours available, a leave

form must be submitted for DOCK pay. The sick leave request will be used as documentation to certify that facts are true and correct, and that the claim is valid and legal. A false claim for sick leave shall be deemed cause for termination

SICK LEAVE BENEFIT PAY

At the end of each year, employees may request payment for accumulated sick leave that was earned during that year and was unused at the end of the school year. The employee is paid in accordance with his/her daily rate of pay multiplied by 80%. Days for such payment are deducted from the accumulated sick leave balance. A minimum balance of twenty (20) days accumulated sick leave is required after payment. An employee is ineligible for this benefit until he/she has provided 2 (two) years of service with the Levy County School System. Employees requesting this benefit must make application to the Finance Department by April 1. Continued employment with the School Board is required.

SICK LEAVE BANK

The Sick Leave Bank was established to provide employees emergency sick leave for illness or injury beyond that available under provisions governing sick leave. Participation is voluntary and open to any full-time employee who has worked **a full year with the school system** and has accrued a minimum of seven sick days. Enrollment in the sick leave bank will be accepted during September 1 through September 15 of each school year. Employees must wait thirty (30) days after initial enrollment before being eligible to withdraw days from the sick leave bank. Participating employees are required to contribute one (1) sick leave day during the enrollment period, and one (1) sick leave day each time the bank reaches 25% of the number in membership.

The employee must make application to the Sick Leave Bank in order to receive benefits. All requests for withdrawal of days from the Sick Leave Bank shall be addressed to the Sick Leave Bank Committee on the official form provided for this purpose and forwarded to the Personnel Office.

Any leave withdrawn must be used for the employee's personal illness, accident, or injury. A limit of 50 and a lifetime max of 150 days is placed on any one (1), accident, illness, injury, or resulting complications. The number of hours shall be equal to the hours that make up an employee's workday. Approval for sick leave from the Bank will not be granted unless the employee's accumulated sick leave and other leave has been exhausted, and the request is for absences totaling ten (10) continuous days or more. A participating employee is not required to replace the days he/she uses, except as a regular contributing member. Any leave donated by a participating employee will not be returned when the employee chooses to no longer participate in the Sick Leave Bank. If the membership falls below 25% the bank will automatically be dissolved. The remaining leave days will be equally proportioned to the remaining members.

SICK LEAVE TRANSFER

In 2012, the Legislature made provisions by amendment to FS 1012.61(2) to authorize donation of district employees unused accrued sick leave days to other district employees.

Eligible sick leave shall be granted to a district employee who is unable to perform his/her duties due to personal illness or accident disability or the illness or death of father, mother, sister, brother, spouse, child, other close relative or member of his/her own household.

The provisions of this policy are as follows:

1. Days donated will be based on the hours per day of the receiving employee.
2. Days shall be paid at the rate of pay of the receiving employee.
3. The transfer may not take place until the recipient of the leave has exhausted all of their own sick and vacation leave.
4. The number of days needed by the recipient must be five (5) or more. The days may be intermittent but MUST be for the same health reason. The days MUST have been missed during the current payroll period moving forward or the payroll period immediately preceding the current period.
5. The recipient must provide physician documentation of the illness or disability.
6. Unused transferred sick days must be returned to the authorizing employee if not used at the time the receiving employee returns to active employment. If more than one employee authorized the transfer of leave the unused days will be returned to the authorizing employees by ascending order.
7. The authorizing employee(s) must retain a minimum number of hours equal to the number of sick leave hours accrued annually.
8. Donated sick leave shall have no terminal value.
9. An Application for Transfer of Sick Leave must be completed by the donating employee and faxed or e-mailed to the Personnel Department.
10. Transfer of sick leave will only be approved for hours missed during the current payroll period and the payroll period immediately preceding the current payroll period.

ILLNESS-IN-LINE-OF-DUTY LEAVE

The School Board grants illness-in-line-of-duty leave to eligible employees who are unable to perform their duties as determined by the Board approved physicians, because of a personal injury/illness received in the discharge of their duties. The Board allows up-to a maximum of 80 hours each school fiscal year. Such leave is non-cumulative from year to year.

When an employee sustains such an illness or injury, he/she must notify the site administrator as soon as possible, but not later than 30 days after the illness or injury. The site administrator completes the appropriate leave and notice of injury forms in accordance with School Board's rules and regulations.

BEREAVMENT LEAVE

Employees may be granted up to three (3) days of bereavement leave upon the death of an immediate family member. This benefit is based on the employee's daily hours worked, with a maximum benefit of 24 hours for full time employees. Bereavement leave is of a special

nature and may not be deferred or converted to any other purpose and will not be deducted from earned leave. It is not charged against any other leave account. The employee will not be paid for days not scheduled to work. Bereavement leave shall overlap with the funeral services for the deceased.

Sick leave also may be used in reasonable amount upon the death of an immediate family member for events related to the family member's death. This benefit is available to employees who are eligible for the benefit at the time of the family member's death.

Immediate family member defined as: Employee's spouse, great-grandparent, grandparent, parent, step-parent, brother, sister, child, grandchild, or the great-grandparent, grandparent, parent, step-parent, brother, sister, child, grandchild, of the employee's spouse. This also includes for whom the employee is the current legal guardian.

VACATION

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. An employee on less than a 12-month contract will not receive vacation leave.

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

Vacation leave shall accrue at the close of each month, in accordance with the maximum allowed, and may not exceed 320 working hours for a carryover at the end of the fiscal year.

To request vacation leave, the employee must get advance approval from his/her administrative supervisor. Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system. Vacation leave shall not be granted until the employee has rendered at least six (6) months of acceptable service in the district. Vacation leave will not be approved for more than one (1) year's earned vacation days at one (1) time without prior approval of the Board as per Board Policy.

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

HOLIDAYS

When a legal holiday falls on a Saturday or Sunday, the holiday will be taken on the preceding or the following day as directed by the Superintendent. All school holidays shall be established by the action of the Board. All schools will observe the holidays as provided herein unless special permission is granted by the Board to deviate from the established school calendar. The following days shall be holidays for school employees, pending the employee's contract year:
Independence Day, Labor Day, Thursday and Friday of the week of Thanksgiving, Christmas Eve, Christmas Day, New Year's Day and Good Friday.

PROFESSIONAL LEAVE

Employees may be granted professional leave under the following classifications:

a. Extended professional leave

Extended professional leave is leave in excess of 30 days. Extended professional leave for professional study may be granted by the Board upon recommendation of the Superintendent, for a period not to exceed one year to any member of the instructional staff who possesses Professional Service or Continuing Contract status or any member of the Superintendent's administrative staff, who has served continuously and satisfactory for a period of five years in the school system. Such leave shall be without pay. The request for extended professional leave shall be in writing and in the district office at least 30 days prior to the last day of the post school conference. Upon return to work the employee is required to submit documentation of credits earned while on leave. Failure to submit the required documentation will invalidate the leave of absence, and may result in termination of employment.

b. Pre/Post school planning leave to complete summer coursework

When professional or certificated personnel request professional leave for any part of the pre-school or post-school planning period, the Board may grant professional leave with pay for a period not to exceed five (5) days provided that the teacher is attending class or taking examinations in course work related to the area(s) for which the teacher is responsible and that satisfactory evidence of such attendance or examination has been signed by the dean of the college or his/her representative.

C Leave for professional meetings, conferences, or conventions

Professional leave with pay may be granted to any member of the instructional, supervisory, or administrative staff who finds it necessary to attend a professional meeting, conference or convention, or who may be assigned by the Superintendent to be absent for professional reasons provided such request is made on the authorized form within the time frame specified by Board policy. A non-instructional employee may be granted professional leave to improve his/her job effectiveness, provided the Superintendent recommends such leave and approved by the Board.

MILITARY LEAVE

Employees are allowed to use military leave when they are required to serve in the armed forces, or because of membership in the reserves. Compensation allowed for military leave during peacetime shall not exceed seventeen (17) days. When an employee enters voluntarily into any branch of the armed services for temporary or an extended service, military leave will be granted at the discretion of the Board.

An employee granted military leave for extended duty shall, upon completion of the military duty, file an application for re-employment within six (6) months following the date of the release or discharge from active military duty. The Board shall, within six (6) months following receipt of the application, reassign the employee to duty in the school system.

JURY DUTY AND WITNESS LEAVE

Employees are encouraged to fulfill their civic responsibilities by serving jury and witness duty when required. The employees shall make application for temporary duty. The original or a copy of the subpoena/summons must be attached to the application for leave. The employee shall receive his/her regular salary and may retain any remuneration received from the Court

for such service. All applications for jury duty and witness leave must be endorsed by the principal or supervisor and submitted to the Superintendent.

When the litigation or court action is of a personal nature, a request for personal leave shall be made.

FAMILY MEDICAL LEAVE

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

- Birth of a son or daughter, and to care for the newborn child;
- Placement with the employee of a son or daughter for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition; or
- Because of a serious health condition that makes an employee unable to perform the functions of the employee's job.
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

To be eligible, an employee must have worked at least one year and must have worked for at least 1,250 hours during the previous 12 months. An employee who wishes to take Family Medical Leave must provide the supervisor with at least thirty (30) calendar days advance notice before the leave begins; or due to an emergency, a change in circumstances, or lack of knowledge, the notice of intent to take Family Medical Leave must be given as soon as possible and practical.

Under Family Medical Leave, the Board's contribution for health insurance will continue to be paid, however, an employee on such leave will not earn retirement credit for any month(s) during which no salary is paid. If an employee desires, he/she may purchase retirement credit for the Family Medical Leave taken, provided the individual is in compliance with FRS laws. Eligible employees desiring such leave must complete the Family Medical Leave form and submit it for Board approval.
At the discretion of the Board, and in accordance with Board policy, employees are allowed to use their accumulated sick leave, and/or Family Medical Leave for the purpose of parenting. The request for parenting leave should be made in advance and shall not exceed one (1) year. A physician's statement is required with the application for leave.

TEMPORARY DUTY

Any employee may be granted temporary duty when officially assigned short-term professional duties away from the regular job site. Employees granted temporary duty shall receive their regular pay and may be allowed expenses as provided by law and Board Policy. A request for temporary duty is subject to the approval of the employee's immediate supervisor. A leave form for temporary duty is required. When taking students on a field trip, a leave form and field trip request form are required to be completed **in advance**. TDE's need to be planned in advance and require approval of the employee's immediate supervisor and district staff. Any overnight stays also require School Board approval.

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