

# Monroe County School District



## Administrators' Guide of Human Resource Policies, Procedures, Practices & Standards



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## Web Site Addresses

AESOP (OM, staff, subs)	<a href="https://www.aesoponline.com/login2.asp">https://www.aesoponline.com/login2.asp</a>
AESOP (HR staff) (Substitute Placement and Absence Management)	<a href="https://www.aesoponline.com/navigator">https://www.aesoponline.com/navigator</a>
CATS (Contractors Applicant Tracking Site)	<a href="https://pats.monroe.k12.fl.us/CATS/vcn.nsf">https://pats.monroe.k12.fl.us/CATS/vcn.nsf</a>
Certification Application	<a href="https://www.fldoe.org/edcert/apply.asp">https://www.fldoe.org/edcert/apply.asp</a>
EdTraining Center	<a href="http://www.edtrainingcenter.com">www.edtrainingcenter.com</a>
eHRPortal	<a href="https://ehr.monroe.k12.fl.us">https://ehr.monroe.k12.fl.us</a>
PATS (applicant) (Personnel Applicant Tracking System)	<a href="https://patsr7.monroe.k12.fl.us">https://patsr7.monroe.k12.fl.us</a>
PATS (hiring authority)	<a href="https://patsr7.monroe.k12.fl.us/ha">https://patsr7.monroe.k12.fl.us/ha</a>
Sexual Offender/Predator	<a href="http://www.fdle.state.fl.us">www.fdle.state.fl.us</a>
DOE Staff Terminations	<a href="http://app1.fldoe.org/EIAS/StaffTerminations">http://app1.fldoe.org/EIAS/StaffTerminations</a>
VISA (Volunteers In School Activities)	<a href="https://visa.keysschools.com/">https://visa.keysschools.com/</a>





## **Guide Overview for Hiring Authorities**

Thank you for your contribution towards our district's efforts to recruit, retain, professionally develop and invest in a high performing workforce. Your energies have resulted in the diverse array of highly qualified professionals we currently employ and that support student learning in the Monroe County School District (MCSD). To further assist you, we have developed this human resources management guide. In it you'll find everything from creating jobs to interviewing, on-boarding and orientations for the new employee. We hope you will utilize it as your personal lighthouse beacon as you manage your HR workflow. And as always, if you have questions along the way you may contact the Monroe County School District Human Resources Department for assistance.

## **Strategic Planning, MCSD**

MCSD Leadership works collaboratively with stakeholders to develop and deploy strategic plans in six core areas. The intent of the effort is to continually align behaviors, improve as an organization, and increase productivity. Ultimately, the objectives serve to fortify teaching and learning and implement state of the art educational best practices that support the kind of post graduate success that provides students a competitive edge in the global workplace. The six (6) objectives of the Strategic Plan are:

- 1) Climate and Culture for Excellence
- 2) Outstanding Student Achievement
- 3) Effective Communication and Community Engagement
- 4) High Performing Workforce
- 5) Leader in Technology and Innovation
- 6) Accountable Resource Management

This manual is designed to offer support that actualizes Strategic Objective 4, High Performing Workforce. When used by or stakeholders, it aligns efforts and increases operational efficiency.

## **Personnel, Positions, and Policy**

Human Resources (HR) actions are found under Strategic Objective 4 of the MSCD Strategic Plan. The strategic objective as written seeks to recruit, retain, professionally develop and invest in a high performing workforce. Essentially, HR is in the people business. From the creation of positions to the policies that govern employee interactions the department strives to support professional development through engagement with and improvement of human capital issues that enhance organizational development and effectiveness. To achieve this, the HR department utilizes a system of reflection through ongoing progress monitoring that increases awareness. This process identifies employee needs to which solutions are attached with a goal of increasing human capital output. Ultimately, this leads to greater job satisfaction, higher employee morale, retention rates, substantial returns on investment (ROI) and improved student learning gains. Research affirms that sound HR practices are the lighthouse beacons in the department's mission to lead organizational pursuits of excellence through performance improvement. This guide engages best practice by aligning the best efforts of all administrative and support stakeholders in unison. The results of these efforts facilitate how we work as a team to build, become and be the best demonstration of our fullest potential.

## **Advertising of Positions**

### **Budget**

All positions within MCSD are controlled through the budgeting process. When creating or modifying positions, the current department or school budget is reviewed to determine if the change met prior approval(s) or whether the request was budgeted for the upcoming fiscal year. If the position currently exists, it can be modified upon written request to the Executive Director Human Resources using the Human Resource Request Form ([HR Request Form](#)). Existing position changes generally involve a change to one or more working conditions. If the position is not funded, the site or department administrator should initiate an HR Request Form workflow to establish the new position.

Ideally new positions are approved during the initial budget meeting held with departments and schools by the MCSD Finance department. Beyond this, additional requests from schools or departments to advertise positions are sent to the HR department using the HR Request Form. Prior to any position being opened for advertisement, the requesting site should complete the form and submit it to HR through the channels listed on tab one of the excel workbook. Once received the requesting site/department's budget will be reviewed. This affirms that the position has been budgeted through (1) one of three (3) venues. The first includes positions that are new and for which a budget amendment is required. The second involves those positions for which working conditions are modified (i.e. increased hours or extended day opportunities). This category also requires a budget amendment. The third category includes positions that have been vacated. These are considered

replacement positions for which no budget amendment is required. Currently budgeted, they merely require verification of budget and unit allocations prior to approval and execution of the request to open the position for hire. Verifications are performed by submission of an Exhibit A by the employee or administration indicating that the budgeted position has officially been vacated. In all instances budget verification is mandatory.

### Exhibit A

The Employee Exhibit A – Employees should create and submit an Exhibit A with a date effective as of the date they leave their current position within the District, either through transfer, resignation or retirement. The Exhibit A form is available to every employee through use of their individual sign-on and password for [e-HR Portal](#).

The Administrative Exhibit A – Administrative Exhibit A’s should be created by the administrator when:

- 1) employment has been terminated during a probationary period or in lieu of exigent circumstance, both of which require a notation of “with prejudice” in the comment section of the Exhibit A;
- 2) termination of an employee by board action;
- 3) contract non-renewal; or
- 4) in lieu of an internal roster move.

Paper forms are available for use by temporary employees who end employment either at the end of a fiscal year and prior to working in the next school year or at the conclusion of other job duties (i.e. six-month temporary employees). Examples of this are: substitutes, athletic coaches and student workers ([Exhibit A Form](#)).

### Opening Positions to Create Ad

Prior to opening a position that is already budgeted, check to verify that the “Exhibit A” has been completed. Secondly, verify that the position is in fact in the budget. Once confirmed, the position is opened/availed and prepared for use by the requesting site. These preparations include confirming/entering data pertaining to

1. The assignment of a position control number
2. Job Title
3. Organizational Unit
4. FTE hours & hours worked /day
5. Job Status (Full Time or Part Time)
6. Allocated number of units
7. Funding Source and percent of allocation source (1 – 100%)

The position will become available for creation of the job posting the next business day utilizing the Paperless Applicant Tracking System or PATS. Posts are completed by the site administrator’s designee.

## Job Posting

The site administrator or office manager has the authority to create job postings for available positions at their site only. The Hiring Authority (HA) is reminded that all replacement position requests must follow appropriate hiring procedures and a completed “Exhibit A” must be submitted to HR to avail the position both in the budget, and on the applicant tracking system.

Jobs are unique to their job titles and position control numbers. All job postings require a unique 9-digit “position control number” (i.e. 01319153) and 5-digit “job title” (i.e. 51051). The 9-digit position control number also indicates working conditions (i.e. part time, summer employment, etc.) for the posting as well as other job requirements each of which appear on the job posting.

It is the responsibility of the school/department submitting the advertisement to monitor the posting for applicants and their rates of completion of qualifying criteria. Additional assistance will be offered/provided by HR in helping to determine eligibility.

### *Required posting time*

All jobs posted for employment with the MCSD are required to be posted for a minimum of five (5) calendar days.

Charter schools and other agencies may also utilize MCSD’s applicant tracking system when posting jobs. However, they may not always be subject to MCSD time restrictions. While charter schools are public agencies, they have individual governing bodies that are empowered with regulatory control over this process.

### *Review by HR*

All job postings are reviewed at time of submission for posting time, certification requirements (if applicable), part-time or full-time classification and appropriate/legal questions of applicants. After review they are approved for posting and will appear on the applicant tracking system.

After the initial submission of a request for a position, approval by HR and posting of the position, the “Y” designation is removed from the H805 screen in TERMS so that duplicate positions will not be erroneously processed.

As applicants provide documents to the system, HR staff verifies the documents and processes workflows as required for certification and minimum qualifications for various positions. All qualified applicant names will propagate to a special category “Qualified” at the top of the applicant listings.

## System Requirements for Applicants

### *Employment History and Telephone Verifications*

All applicants must provide their “employment history” for the last five (5) years or since the age of 18, whichever is less. This history should be submitted chronologically with no gaps. Periods of unemployment must be entered with a brief explanation (unemployed, going to school, etc.).

The hiring agent should review this with the new employees to ensure all information has been provided correctly. It remains the hiring administrator’s responsibility to affirm completion of this task. Additionally, the hiring site is required to process “telephone verifications” for the past three (3) years of employment. In the case of gaps in employment, reasons for the gaps shall be provided by the applicant in writing. Minimally, hiring agents should attempt to verify the most recent three (3) work experiences.

### *References*

All applicants must provide three (3) e-references.

### *Transcripts*

Transcript requirements are as noted below (diplomas are not accepted):

- Administrative – a copy of transcripts for all degrees obtained. Some positions do not require postsecondary education.
- After School Tutoring – a copy of high school transcripts or GED (HQ not required).
- Clerical – high school graduation as a minimum; college transcripts if applicable.
- Instructional – a copy of all college transcripts.
- Paraprofessionals – college transcripts showing a minimum of 60 semester hours or an associate’s degree. High School transcripts are acceptable if they have taken and passed the ETS Paraprofessional exam with a score of 464 or higher in lieu of college credits.
- Support Staff (bus driver, bus aide, cafeteria, day care) - a copy of high school transcripts or GED requested, but not required for positions.
- Other forms that may be submitted and considered during posting/interviewing/hiring process:
  - Florida Statement of Eligibility
  - Florida Teaching Certificate
  - Examination Score Reports
  - Instructional Experience
  - Out-of-State Certificate
  - Certificates of Successful Completion in Vocational Areas
  - Resume

Instructional positions must have a bachelor's degree as a minimum and be eligible for certification as required on the posting (i.e. Florida Statement of Eligibility). Certification requirements are based on the selection of the specific instructional position grade and/or subject area.

Instructional based administrators must have a minimum of a master's degree and be eligible for certification as required on the posting. Certification requirements are based on the selection of the specific administrative position.

### Transfer requests

Transfer requests are processed as per union contract for both the instructional staff (Article XIV, Section 1(A)) and school related personnel (Article VIII, Section 2 (A)).

#### *Instructional*

Applications for transfer will be submitted using the applicant tracking system by April 1 (expire July 31), prior to the beginning of the school year in which the transfer is to take effect. Employees wishing to activate a transfer application are not subject to prior approval by their principal.

#### *Support*

An employee shall have the right to apply for a transfer to another work location within the same job classification. The request shall be completed on the applicant tracking system. Employees requesting a transfer shall be considered in accordance with the union contract. Requests for transfer are active for a one year period from the date of request and are renewed annually.

#### *Non-union Positions*

All employees are encouraged to apply for positions of interest to them. However, there is no guarantee or first consideration for non-union positions.

### Providing References (Administrators)

Administrators who choose to provide a letter of reference or recommendation, upon request, for a current or former employee of the District is free to do so with the following stipulations:

- References should be addressed to a specific person/company and mailed directly to them. A copy can be given to the individual requesting the reference.
- References should only contain statements that are truthful and factual based on first-hand knowledge.
- Position employee held, period of time referenced, duties assigned and performance of duties

A copy must be sent to the HR department for placement in the employee's personnel file.

If a phone reference is given at any time, documentation of the date, time, company, person's title are to be completed and sent to HR with a notation to have it scanned into the employee's personnel file. This is done as a matter of record. Employees should be notified that the reference was provided and will be placed on file.

## **Interviewing**

PATS is the MCSD's internet based Paperless Applicant Tracking System available to applicants 24 hours a day and 7 days each week. Job vacancies are posted as they occur and move in real time. All job postings are to be advertised for five (5) days minimally.

The applicant tracking system allows the HR department to assist in qualifying applicants for positions based on minimum requirements and completion of job applications. It remains the applicant's responsibility to affirm all necessary documents are recorded/uploaded as required by the position for which one applies.

### **First Consideration**

First consideration is given to existing employees as per union contract. For the instructional contract, the language is located in Article 15, Section 5. For the school related personnel contract it is located in Article 8, Section 1B. In general, first consideration gives current employees the opportunity to fill new or vacant positions within the District. The areas that are evaluated when giving first consideration are: qualifications, training, experience, annual evaluations and time in the District.

### **Reviewing Applicants/Determining Interview Candidates**

Following the 5-day posting period (minimal requirement) and after the posting has closed (unless advertised as "Until Filled"), the site administrator should review all applicant materials and determine how well an applicant qualifies as it pertains to that specific position. Applicants should be processed using standardized criteria and as according to Florida Statutes: Chapter 447 Employee Rights, and the UTM contract. A "score card" for applicant portfolio review can be requested from the MCSD-HR Department to assist you in standardizing the portfolio review process.

The Human Resources Department may not qualify applicants that do not meet the minimum requirements of the position and as according to F.S. 1012.315: Disqualification from employment and F.S. 1012.32 Qualifications of personnel.

The hiring authority should then review the remaining applicant submissions and select a minimum of three (3) qualified applicants to interview based on a match of applicant

qualifications and what preferred qualifications were listed on the posting as necessary to meet specific job expectations. In instances where the applicant pool is particularly shallow, contact HR for guidance. NOTE OF CAUTION: Please make sure that any individual claiming **Veteran's Preference** is included in your interview pool if they meet the minimum guidelines. There is no maximum number that hiring authorities are allowed to interview.

### Interview Do's and Don'ts

You **can** ask: current or previous address; if they are 18 or older; if they are lawfully authorized to work in the US; if they have served in the armed forces, including branch, rank, job related experience; education/schools attended; languages spoken/fluency; work references; willingness to perform job functions; or willingness to work required schedule and conditions.

You **cannot** ask about: race, religion, color, ethnicity, gender, weight/height, physical or mental characteristics, immigration status, marital status or children; how other language skills were acquired; or military obligations.

Before the interview session begin, take a moment to review the list of items below with the interview formative committee. Remember this committee informs the hiring decision. They do not make the decision. Only the hiring authority can make a recommendation for hire. The final decision to hire comes after the successful candidate is recommended to the school board by the Superintendent. Only after school board approval is received can the candidate be considered a new employee.

### Interview Formative Committee Calibration and Talking Points

1. Formative committee members will greet the candidate, sharing your name, title and faction represented on the focus panel (if any).
2. Ask the committee members if any of them knows of a reason why he or she may not be able to participate in the process in an impartial manner. If there are reason/thoughts/concerns/interests that need to be shared, the facilitator will do so privately with the affected panel member
3. Remind the committee that all candidates are advised that **no decisions are final until School Board approval** is received and they should conduct themselves accordingly. While it is up to the candidate to inform their current employer of their desire to transition to a new workplace setting, in most instances the candidate should not inform current employers of intent to resign, retire, etc. until after this approval is received.
4. Facilitator: Explain interview purpose/process to the committee:



- A. Explain all candidate information gathering protocols and the initial inventory scaffolding procedure performed by HR Specialists to determine who will be a part of this level of the conversation.
  - B. Goal of the interview formative committee: To inform the decision in such a way as it informs and supports our district's efforts to best inform talent selection decisions.
  - C. Explain the **STAR** (Situation, Task, Action, Results) thinking model and rubric as a guide to support how we process the information being shared. Share how the progression continuum unfolds and well as how we capture the individual components.
    - 1) Relatedness – is the candidate's response related to the question that was asked? Was the question thoughtfully and thoroughly answered?
    - 2) Relevance – did the details of the applicant's response demonstrate knowledge of the working environment/department of which the candidate would like to be a part?
  - D. Explain the "acumen" component of the process.
    - 1) Culture as defined by what the individual brings to the process (background, heritage, up-bringing) and;
    - 2) Climate as the mix of all individual cultures within a social unit. This creates the organization's interpersonal climatic temperature.
5. Describe the information gathering plan:
- A. Questions are designed to get specific information about a candidate's professional history. Listen attentively and develop a tally system that allows you to work comfortably while focusing on and digesting the information shared. As facilitator, be prepared to share helpful hints using the graphics prepared by the MCSD Department of Human Resources.
  - B. Committee members may interrupt facilitators or interviewees from time to time in order to ensure all dimensions of a question are covered in a manner that suites their understanding.
  - C. Interviewers are allowed to take notes on a separate sheet of paper. Only ranking values may be placed on the ranking sheets. Do not copy the questions, as these are the property of MCSD.
  - D. All interview question sheets **MUST** be returned and may not be copied or otherwise distributed.
  - E. Interview formative committee findings are used to inform the hiring decision. They do not render a final choice of who is hired. This authority lies elsewhere in our organization.

6. At conclusion of interview, thank the candidate for the interview

## The Interview Guide:

### *Behavioral Analysis Instrument (BAT) - Interview Template*

The MCSD has implemented Targeted Selection as the standard for interview proceedings. This requires that all applicants for a position be interviewed by the same selection team, MCSD interview guide, question series and timing variables to the fullest extent possible.

Targeted Selection is a standardized behavioral approach used to inform hiring decisions in a consistently valid and reliable manner. The goal of a targeted selection interview is to collect data regarding job-related behaviors from conversations focused around an applicant's former work related experiences. Interviews are structured and target content delivery, response relatedness to the target position, cognitive processing, goal accomplishment, and impact. During the conversation interviewers listen for key components in the form of situations, tasks, actions and results (STAR). Data captures are then ranked numerically based on completeness of response, degrees of relatedness to the job for which one is interviewing, and depth of knowledge and experience.

During the talent selection conversation, preparedness on the part of interview formative committee members is expected. Keep the following in mind as you calibrate them:

1. **Reliability:** Use past behavior to predict future behavior: Behavior in one situation usually predicts behavior in a similar situation at a later time. There is a strong overlap between the past performance situation and the performance situation being predicted.
2. **Validity:** Interview for critical job requirements. The interview should be guided by a list of skills, special qualities, knowledge or behaviors as relative to the position for which one is interviewing. This list is developed by identifying those aspects of on-the-job performance that are most critical to getting the job done (i.e. job description).
3. **Orient, calibrate and organize your teams for the experience:** Hiring decisions are based on interview committee interpretations of candidate sharing of professional experiences from a variety of sources. Orientations should be planned and provided ahead of time. During orientations, share the purpose of the interview and describe the interview process. Then, inform each member how to record qualitative information in a quantitative format using the STAR tallying model. Plan

to spend 20-30 minutes before the interviews to calibrate the formative committee. Calibration involves review of the job descriptions, review of the hiring authority's expectations, a review of the scoring process and committee member Q&A's. You may even invite other district leaders to share their perspectives of the "perfect candidate". All committee members should be provided time to review the resumes and think about the relevance of the backgrounds under study to the job for which the candidates have applied. Local hiring authorities should also have used this information to prepare behavioral questions. Once the candidates are present and before beginning the talent selection conversation, facilitators are allowed to share information about the district during a brief exchange period that leads into the talent selection conversation. This exchange allows candidates time to relax and warm-up for the interview. At the conclusion of the interview, remember to thank the candidate.

4. Begin the interview process using: a) The Facilitator's Processing Guide and b) The Behavioral Analysis Tool (BAT).
5. Remember to verify whether or not the candidate is claiming **Veteran's Preference**. This should be done just before you close the talent selection experience.
6. Apply effective **questioning skills and techniques**: An interview is only as good as the questions asked. Use your guide as a resource when developing your question bank. During the conversations, read each question thoughtfully and place emphasis on important phrases/key terms. It's okay to allow committee members to practice reading prior the engaging candidates. Committee members should read the same question during each interview session as was read during the position's first interview session. HR recommends a total of 12 questions. The final question is typically, "Is there anything regarding this application for employment that you would like to share about which we have not asked". This too can be a scored response. It is important to remember to always try to maintain the candidate's positive self-esteem. And, it is the interview facilitator's responsibility to control the pace of the interview. Remember to adjust the numbers on the self-calculating worksheet of your BAT to reflect the number of committee members and the number of questions.
7. **Close the experience** by asking whether or not the candidate has any additional questions or would like to share anything that has not been touched upon during the questioning and sharing period.

8. Exchange and discussion of information obtained with the other managers involved in the interviewing process should only occur after all interviews have concluded. The names of individual candidates should never be used. Let the numbers speak for themselves. And, numerical rankings should never be compared nor used as if in a consensus building setting. These are individual data points, relevant to the understandings held by individual committee members and they should be confidentially kept.

### *The Question Formatting*

The STAR behavioral response tracking model informs interviewers regarding cognitive processing of behavioral responses. Questions may also target intangible domains. These include initiative, motivation, stress tolerance, leadership, decision making, acumen and persuasiveness.

The following are sample questions grouped by domain.

#### **Initiative**

*Actively attempts to influence events and people to achieve goals; self-starting rather than passive acceptance. Taking imaginative, creative action to achieve goals beyond what is called for.*

- Tell me about a situation where you went above and beyond the call of duty. What happened? Why did you do it?
- Give me an example of being in a situation where things were not going well and you turned it around. What did you do? Why did you do it? What was the outcome?
- What was the most difficult task you've had to learn? What did you do to learn in this instance? What was the result?
- What is a recent responsibility you have taken on? Why did you assume this responsibility?

#### **Motivation**

*The activities that stimulate and intrinsically reward an individual.*

- Give me an example of when you worked the hardest and felt the greatest sense of achievement. What did you do? What happened?
- Tell me about a recent frustrating experience. Why were you frustrated? What did you do? What were the results?
- Tell me about your favorite club or activity? What specifically makes it your favorite? What has been your role/how have you progressed?
- Tell me about your job search strategy. What actions have you taken? Results?
- When did you feel the most significant achievement in a work situation? What did you do and why was it so rewarding?

- How do you spend your free time? What do you like about and why?

### **Stress Tolerance**

*Stability of performance under pressure and/ or opposition. Handling disappointment and/or rejection while maintaining effectiveness.*

- Tell me about a situation in which you were rejected. How did you handle the outcome?
- What has been your greatest obstacle? How have you dealt with it? What was the result?
- Give an example of when your work was criticized. What was wrong with it and how did you deal with it?
- Give me a time in the past year when you have been opposed in a discussion. How did you react?
- What kind of pressure do you feel at work/school?
- Under what conditions and in what environment do you work best? Give specific examples.
- How often is your schedule upset by unforeseen circumstances? Give me a recent example and how do you handle it.

### **Leadership**

*Utilization of appropriate interpersonal styles and methods in guiding individuals (subordinates, peers, superiors) or groups toward maximum results.*

- What has been your most difficult experience in giving others direction? What specifically did you do? What was the outcome?
- Tell me about your most challenging leadership role. What was your role in the group? What was the result?
- Tell me about a time you made a difference in the performance of a task. What was your role? What was the outcome?

### **Decision Making**

*Readiness to make decisions, tender judgments, and to commit with confidence after carefully weighing the consequences of alternative actions. Risk taking balanced by judgment in selecting a course of action in which the benefits appear greater than the risks.*

- Tell me about procrastinating about a decision in the last 6 months. Why did you do it? What was the outcome?
- What is the most important decision you've had to make in the last six months? Did you seek advice? What did you decide? Did it work?
- Give me an example of a decision you tend to make rapidly. Give me one where you tend to take more time.
- Tell me about your "To Do List". What is always at the top and what is always at the bottom? How are new items added to the list? Walk me through your priority setting process. Why do you feel this is an effective way of doing things?

## **Persuasiveness**

*Ability to convince others, help groups to work together.*

- Tell me about a relationship where a person started out as an adversary and is now a supporter.
- Tell me about your most difficult supervisor. Give me an example. How did you handle this supervisor?
- Give me an example of convincing someone to extend a deadline.
- Tell me about convincing a group to make a change you felt necessary. What was the change? How did you convince them? Why did you feel it was necessary?

## **Acumen**

*Ability to collaborate well with others, contribute towards the forward movement of groups as individual members learn to work together.*

- Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?
- Tell me about your most difficult supervisor. Give me an example. How did you handle this supervisor?
- Tell us about a time you prompted a group of individuals that were of diverse backgrounds to action. How did your actions strengthen the cultural fabric of the organization while producing measureable outcomes?

## **Team Selection**

An interview team should always have a minimum of three (3) members. Selection of the ideal team includes the hiring agent, an outside individual (outside the organization) and an employee that may or may not be a subordinate. It is noted that the ideal team is not always a reality during summers as a result of individual work calendars. Still, every effort should be made to meet this goal. Teams selected for administrative positions are encouraged to include parents, students, community members, support personnel, instructional personnel, and district or local agency administrators as appropriate.

All committee members should be contacted in advance and provided a copy of the job description for the position under study.

## **Scoring**

Rankings should be assigned using the following 5-point rubric:

- 5 points – Candidates response as given provided the required STAR elements with no vague areas. Answer was demonstrative of high performance or exemplary behavior in the targeted area. This rating is the most difficult to achieve. The frequency of awarding this score is low.
- 4 points – Candidates response as given provided the required STAR elements with one vague area. And, while the answer as provided demonstrated the basics

of the required performance, it included no high performance or exemplary behavior. This ranking is the difficult to achieve. The frequency of awarding this score is moderately low.

- 3 points – Candidates response as given provided the required STAR elements and may have included two or more somewhat vague areas. These responses are considered average. This ranking is the somewhat to fairly difficult to achieve. The frequency of awarding this score is average. An average well-prepared candidate should expect to receive this ranking.
- 2 points – Answer included some STAR elements but there were incomplete or missing components. These are below average responses. Candidates with this ranking will generally need professional development, on-the-job training and other supports to meet with success. The true learning curve better be engaged once these applicants have gained prerequisite skills.
- 1 point – STAR elements were missing, answer was vague and incomplete or was unrelated to the question. These responses are generally less than what may be otherwise expected from a qualified candidate.
- 0 points – No response given. These rankings will not yield sufficient data to secure a recommendation for hire.

### *Using an Candidate's Interview Ranking for More Than One Position*

You may use an interviewee's instrument for more than one position **IF** you first ask the interviewee if that is acceptable to them and they agree **AND** all of the following conditions are met: you are using the same interview team (or configuration thereof where the same membership is unavailable); you are using the same interview questioning instrument; and their interview is dated within the last month preceding its re-use.

### *Veteran's Preference*

As according to Florida Statute F.S. 110.2135, Preference in employment, reemployment, promotion, and retention, and School Board Policy 1121C, 3121C and 4121C - Preference for Veterans in Employment, preference in employment, reemployment, promotion and retention shall be given to an eligible veteran, as long as the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for the particular position.

### *Verification with Human Resources*

It is **highly recommended** that prior to making an offer of employment for any position, the hiring agent confers with HR on the minimum qualifications of the candidate of their choice for the position – certification, HQ, experience, etc. The TERMS/FOCUS database should also be checked. In TERMS/FOCUS, prospective hiring agents will identify whether or not prior employment experiences exist within our school District.

## Talent Selection

MCS D believes that hiring qualified individuals to fill positions contributes to the overall strategic success. Each employee is hired to make significant contributions to the District. Hiring authorities make selections to positions on the basis of an individual's qualifications, job duties/responsibilities and other stated qualifiers for the position as posted.

The District does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, ethnicity, disability, or age.

### Human Resources Personnel Files

Personnel files are maintained in the department of Human Resources. All files are maintained in an electronic filing system. Individuals wishing to view personnel files may do so by contacting the HR department to make a request. The Human Resources department requires that all requests be met by appointment. The length of preparation required for processing is dependent upon the nature of the requested information. A fee may be assessed for the clerical time and cost for copies.

Paper submissions or electronic PDF documents received are scanned or uploaded into the system according to specific categories. These are as follows:

- Employee Records
  - Records pertaining to employee documents completed at the time of processing
  - Notices/Memorandum of Termination
  - Exhibit A
  - Letters of Suspension
- Personnel Information File (PIF)
  - All PIF documents
- Leave Papers
  - All leave papers
  - Family Medical Leave documents (FMLA)
- Certifications
  - All certificates
  - Training documentation
  - Information from Recruitment
  - Documents from the Department of Education
  - Binders
  - Transcripts
  - Educational Institution documents
- Evaluations
  - All evaluation related materials
  - Observation materials



- Verification
  - All verifications
  - Employee Statement of Salary and Wages
  - Loan Forgiveness
  - Fingerprinting Documentation
  - Work activity
  - Employment Verifications
- Fingerprints
  - All fingerprint related materials
  - Sexual predator information
- Non-Public Records
  - Related materials
- Correspondences
  - All miscellaneous communications
- Medical Information
  - All medically related materials
  - Insurance contracts

### Processing Candidates in the Applicant Tracking System

Once all interviews for a position have been completed and a selection made, the site administrator or their designee will inform the selected candidate. If the candidate accepts the position, the site administrator or their designee will hire the individual on that job posting in the applicant tracking system. The hiring process requires they submit the Personnel Information Form (PIF) in the applicant tracking system and a Binder Request. This must be completed before they contact Human Resources to schedule an appointment to process the new employee for hiring. Remember to briefly describe the reason for hire in the comments section of the PIF to facilitate processing.

The hiring administrator should inform the individual that they are required to bring their driver's license and social security card\* for processing. A list of additional documents required for processing can be secured by having the candidate contact the HR Department prior to their scheduled appointment. Candidates generally do this when confirming appointments. Additionally, candidates are advised that they will be required to pay a fingerprinting fee of subject to current State rates and that the use of the District's direct deposit process is mandatory. A voided check can be used as bank documentation for direct deposit. Individuals hired as a substitute teacher also pay a processing fee. Again, current State rates will apply. Only credit cards or money orders will be acceptable forms of payment. All visits to the Human Resource department must be arranged in advance.

\*Verification of possession of a valid social security card is required during the clearing procedure. This document will be used to meet guidelines to pay employees based on their

legal name as is identified on the face of the social security card. Other documentation may be provided to meet the I-9 requirement.

### *Completion of Personnel Information Form (PIF)*

After the selected individual has been hired through the applicant tracking system, the system will prompt you to complete the New Hire Forms prior to scheduling their appointment with HR for processing. It is imperative that these forms be completed first to expedite and ensure accurate information is provided to the new hire during their intake experience.

A fully executed PIF must be completed in the applicant tracking system for all individuals hired for a regular position. The document will load demographic information; however, the hiring agent must provide the following information as it relates to the position being filled (sample PIF Form in Exhibits):

- Employment Type: Emergency, New, Supplement, or Transfer
- Effective date (first date of employment)
- Contract Status (AC, PSC/CC, Not Applicable)
- Select proper salary schedule
- Rank/Level
- Step/Increment
- Salary Slot (should be a combination of rank and step)
- Months, Days and Hours (all 3 are required)
- Job Number
- Pay Type
- Base Wages
- Course Codes (if applicable)
- Funding Source(s) to include each: percentage, fund, function, object, center, and project.

For individuals hired for temporary positions (substitutes, student workers), a Sub/Temp PIF can be created in e-HR Portal on the first day they report to work at the site. Remember to briefly describe the reason for the action in the comments section of the PIF to facilitate processing.

### Placement on Salary Schedule

Salary and step placements in the School District are administered in accordance with Florida statute and School Board policy and School Board administrative procedure (1410, 3410 and 4410). All newly hired staff will typically be placed on Step 0/Level A1 at the time of hire. Credit for years of experience will be adjusted by the HR/Payroll departments upon receipt of the Experience Verification Form(s). The responsibility to provide this

documentation remains with the employee. The deadline to provide this information is within 90 days of employment.

[Instructional Experience Verification Form](#)

[Non-Instructional Experience Verification Form](#)

Procedurally:

Pursuant to State law the Board shall consider for adoption salary schedules and calendars appropriate for job descriptions established within the District; in accordance with F.S. 1012.22 – Public School Personnel and Board Policy 1120 -Employment of Administrators the Board shall annually approve salary schedules and calendars for all positions in the District; job descriptions shall be aligned to job titles and job codes received from the Florida Department of Education; evaluation of job requirements and commensurate development of and/or attachment to a job description based on State coding, and alignment with appropriate salary schedule and initial step placement as aligns with performance expectation(s) will be a responsibility of the Superintendent or Superintendent’s designee; the Superintendent shall execute adopted salary schedules, descriptions, and calendars accordingly within the District based on identified human resource capital needs; Board review and/or approval of a salary schedule onto which an employee is placed shall be upon receipt of prerequisite recommendation by the Superintendent.

Further, the immediate supervisor will conduct reviews and vetting of personnel qualifying criteria as appropriate for the targeted position as a designee of the Superintendent; consideration and qualification of years of experience and educational attainment as a job related talent enhancement may be considered as a variable impacting initial step placement onto the salary schedule;

Initial placement will occur in the following manner:

Initial step placement will occur as according to the administrative procedure. Hiring authorities should consult the district’s website, policies and procedures for guidance during this stage of the talent acquisition process. The related procedures are 1410 – Administrative Staff, 3410 – Instructional Staff and 4410 – Support Staff. The salary of the new hires will be changed on the regular pay date following verification of the work experience. Critical needs exceptions for higher placement on the schedule shall be reviewed and approved by the Superintendent.

[1410 - SALARY SCHEDULE DETERMINATION, STEP PLACEMENT ONTO SALARY SCHEDULES](#)

[3410 - SALARY SCHEDULE DETERMINATION, STEP PLACEMENT ONTO SALARY SCHEDULES](#)

[4410 - SALARY SCHEDULE DETERMINATION, STEP PLACEMENT ONTO SALARY SCHEDULES](#)

Initial salary schedule placement may be recommended by the immediate supervisor rigorously using a these approval processes, the use of electronic communications and other documentation capturing all personnel compensation additions or changes to be

submitted to the Executive Director of Human Resources as appropriate and for review by the Superintendent using the Human Resource Request Form.

A Candidate who wishes to claim credit for previous experience must complete and submit to the Human Resources Department the Employee Years of Experience Verification Form (Form HR023 – Non-Instructional or HR024 - Instructional) within the first 90 days of employment, for years of service to be verified for consideration. The use of this form is up to the hiring manager.

The candidate should fill out the top part of the form and send it to their past employer's for applicable work experience credit. The former employers should complete the form as follows:

- Year/School Year: Enter the target year as 20XX – 20XX as appropriate for the row for which the data is being entered.
- # Days in Work Year/# Days in School Year: Total number of work days in the work year. The total number of days in the work year will likely be a consistent number for each year.
- # of Days Worked/# of Days Taught: Enter the number of days actually worked by the employee during the particular year.
- Full Time: Check this box if the employee worked full-time.
- % if Part-time: Indicate the percentage of hours worked.
- Name of Employer/Name of School: Name of the organization that employed the candidate.
- Assignment/Grade & Subject: Enter the “Job Title” the candidate held while employed.
- Satisfactory Evaluation: Enter “yes” or “no” indicating whether or not the evaluation was satisfactorily passed.
- Sign, date and complete the contact information at the bottom of the form.

Upon verification of the forms, Human Resources will recommend the appropriate change to the Superintendent. At a subsequent regular meeting of the Board, the list of personnel recommendations that includes recommended for changes in initial step placement shall be provided to the Board as appropriate to established administrative procedures. The Superintendent shall recommend personnel to the Board using the consent agenda and providing the name, position, calendar, contract status, pay grade, step placement, and number of calendar days worked. The Board may approve or reject personnel recommendation(s) for placement on Board approved salary schedule as recommended by the Superintendent.

Upon school board approval the hiring authority at the work site should initiate the Personnel Information Form (PIF) workflow item to implement the change in the employee's initial step placement. This step should be activated for all initial hires, position

transfers and changes to employee working conditions. Remember to briefly describe the reason for hire in the comments section of the PIF to facilitate processing.

### Completion of Binder (if applicable)

A binder request is required for all instructional and administrative positions. A Binder will be prepared and sent to the candidate to accept the position, which should be completed by the time they report to HR for processing.

### Verification of Former Employment

Verification of former employment for the last three (3) years must be conducted on all new hires before they report on site to work. This verification is to be conducted by the site administrator or their designee. It is strongly suggested hiring administrators confirm the candidate's employment history in its completed form before an offer is made.

The candidate must provide verifiable information for all previous employers and all private or public institutions/organizations where the candidate was previously employed after the age of eighteen.

The Verification of Former Employment form ([Verification of Former Employment form](#)) should also be completed in full. All completed forms, along with the employment history, should be returned to the Human Resources Department.

1. Verify the employment history in the applicant tracking system with the individual that will be offered the position being sure to check for completeness and accuracy. Candidates must have entered dates as months and years. They may not enter year ranges only. Some candidates may have periods of unemployment. Request these candidates provide a written statement regarding any periods of unemployment. The hiring administrator should also affirm that there are no gaps in the dates reported. In confirming dates of unemployment the candidate should provide information - why the gaps existed, for example: student, stay at home mom, or could not find a position.
2. The hiring administrator should print the employment history for the individual from the applicant tracking system. Include a copy along with the Verification of Employment Form when you submit the information to Human Resources. These documents will become a part of the employee's hiring history. Hiring Administrators are required to verify employment for all hires in two ways. The first is during the initial intake preceding wherein the prior 10 years are verified with the employee in person. The second is the Employment Verification Form completion procedure. This form is completed with the candidate's former employers of the last three (3) years. Organization is key in accurately completing this task. It is recommended that the HA use the Employment Verification Form

to verify employment for perspective employees. Populate the sheet with as much of the information reported by the candidate as you can prior to beginning. Number each sheet based on the list in the employment history on the applicant tracking system. This will facilitate ease of referencing. Please be sure to indicate the name of the company and the activity number to which it corresponds. This form is completed for the most recent three (3) years of experience. If an employee was not employed during this time use the most recent three years available.

3. Document the company name, their employment periods and job titles, with whom you spoke, the date and time and their response to the questions.
  - a. While attempting to verify this information, record the date and time for each attempt made to contact an employer; make notes indicating whether you left a voice message, received a busy signal, etc. If you are having difficulty in reaching someone or receiving a return call then contact Human Resources for assistance or guidance.
  - b. If the individual states they were in school and not working, they need to sign a statement to that or provide supporting documentation to the effect.
  - c. A written explanation of gaps in the timeline or times of unemployment should also be provided by the prospective hire. This will be maintained in the employee file. Along with the employment history.
4. Submit the printed history from the applicant tracking system and the verification sheets to the Certification Specialist in the Human Resources Department.
5. Complete the Verification of Former Employment form and submit it to the Certification Specialist located in the Department of Human Resources, Monroe County School District.

**EXCEPTIONS:**

- If the individual's last employer was another public school District within the U.S. and they conducted/documentated a complete background check prior to employment. A copy of this background check should be requested for MCSD personnel files.
- If the individual is in one of the current substitute pools (teacher, cafeteria, custodian, bus driver, bus aide).
- If the individual is currently employed by MCSD as a regular employee (transferring).
- If you are exercising use of an exception, state the reason for the exception on the verification form and forward this information to the certification officer in the Human Resources Department.

# New Hire Processing#

## Reference & Criminal Background Checks

After a decision has been made to hire a particular candidate, an offer will be made to that individual contingent on their having met all qualifying criteria, satisfactory completion of reference check criteria and criminal background checks as according to the Jessica Lunsford Act. Candidates with Professional Practices Services cases will not be considered for hire until after the cases are resolved. All hiring is contingent upon satisfactory completion of this inquiry.

## Fingerprinting

All new employees are required to have a Level 2 fingerprint submission and clearance as per Florida Statue 1012. The notice of this requirement is given at the time of application on the applicant tracking system as well as notice that certain criminal convictions can deem you ineligible for employment by a public school system. All fingerprints are processed by the Department of Law Enforcement (FDLE) and instructional fingerprints are also processed by the Florida Department of Education (FDOE). This action is required by law and all accounts will be maintained in their databases.

The cost of fingerprinting is the responsibility of the new hire. Rates are subject to State requirements and can vary from year to year. Candidates should be encouraged to verify the current rate with the HR Specialist while confirming their appointment for clearance. Fingerprints and their associated annual retention costs are absorbed by the District. When an employee severs their employment, the District will not continue to retain their prints on record. Notification of discontinued employment will be provided to the Florida Department of Law Enforcement. Upon the 5-year anniversary of the fingerprinting for current employees, the HR department resubmits the prints electronically at a reduced cost. This cost is currently absorbed by the District.

When reports of fingerprint screenings are returned, the HR department reviews the information for compliance with eligibility requirements. In the event that issues of noncompliance surface during the background check, the Executive Director of HR will make a determination regarding the candidate's suitability for employment based on Florida statute. Depending on what is reported an candidate may be rejected, or the Executive Director of HR may make a recommendation to the Superintendent regarding whether the candidate should be considered based upon mitigating circumstances. The latter circumstance often requires additional documentation from the candidate.

Candidates who have been convicted of disqualifying offenses shall not be employed by the District. The term conviction is defined as a finding of guilt, a plea of guilty, a plea of *Nolo Contendere*, or a verdict of guilty.

Disqualifying offenses shall include the following as outlined in 1012.01 F.S. Any felony offense prohibited under any of the following statutes:

- Section 393.135, relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct
- Section 394.4593, relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct
- Section 415.111, relating to adult abuse, neglect, or exploitation of aged persons or disabled adults
- Section 782.04, relating to murder
- Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, or aggravated manslaughter of a child or aggravated manslaughter of an officer, a firefighter, an emergency medical technician or a paramedic
- Section 784.021, relating to aggravated assault
- Section 784.045, relating to aggravated battery
- Section 784.075, relating to battery on a detention or commitment facility staff member or a juvenile probation officer
- Section 787.01, relating to kidnapping
- Section 787.02, relating to false imprisonment
- Section 787.025, related to luring or enticing a child
- Section 787.04(2), relating to taking, enticing, or removing a child beyond the state limits or concealing the location of a minor with criminal intent pending custody proceedings
- Section 787.04(3), relating to leading, taking, enticing or removing a minor beyond the state limits or concealing the location of a minor with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor
- Section 790.115(1), relating to exhibiting firearms or weapons at a school sponsored event, on school property or within 1,000 feet of a school
- Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon at a school sponsored event or on school property
- Section 794.011, relating to sexual battery
- Former Section 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority
- Section 794.05, relating to unlawful sexual activity with certain minors
- Section 794.08, relating to female genital mutilation
- Chapter 796, relating to prostitution
- Chapter 800, relating to lewdness and indecent exposure
- Section 806.01, relating to arson
- Section 810.14, relating to voyeurism
- Section 810.145, relating to video voyeurism



- Section 812.014(6), relating to coordinating the commission of theft in excess of \$3,000
- Section 812.0145, relating to theft from persons 65 years of age or older
- Section 812.019, relating to dealing in stolen property
- Section 812.13, relating to robbery
- Section 812.131, relating to robbery by sudden snatching
- Section 812.133, relating to carjacking
- Section 812.135, relating to home-invasion robbery
- Section 817.563, relating to fraudulent sale of controlled substances
- Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult
- Section 825.103, relating to exploitation of an elderly person or disabled adult
- Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person
- Section 826.04, relating to incest
- Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child
- Section 827.04, relating to contributing to the delinquency or dependency of a child
- Section 827.071, relating to sexual performance by a child
- Section 843.01, relating to resisting arrest with violence
- Chapter 847, relating to obscenity
- Section 874.05, relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang
- Chapter 893, relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity
- Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct
- Section 944.47, relating to introduction, removal, or possession of contraband at a correctional facility
- Section 985.701, relating to sexual misconduct in juvenile justice programs
- Section 985.711, relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program or any misdemeanor offense prohibited under any of the following statutes:
  - Section 784.03, relating to battery, if the victim of the offense was a minor
  - Section 787.025, relating to luring or enticing a child or federal or other state offenses:
  - Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2). or registered Juvenile Sex Offenders:
  - Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this

state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under § 943.0435(1)(a)1.d, F.S.

#### Obligation to Inform District of Arrests

All employees are subject to the requirements of this section and are required by Florida Statutes to inform his/her employer or the party to whom s/he is under contract and the School District within forty-eight (48) hours if s/he is arrested for any of the disqualifying offenses listed above. An employee who willfully fails to comply with this subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a contractor or the party to whom the contractor is under contract knows the contractor has been arrested for any of the disqualifying offenses listed above and authorizes the contractor to be present on school grounds, the employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.802 or 775.083.

#### Reconsideration and Appeal

If a candidate has been convicted in a criminal, civil, or administrative proceeding of an offense other than the disqualifying offenses listed above, the HR Executive Director may consider certain mitigating factors to determine if a recommendation to continue in the application process is appropriate.

Candidates who have been denied employment because of their criminal record shall receive written notice of the reasons for denial. Upon request, the candidate is entitled to receive a copy of the relevant information for the purposes of challenge and correction. A candidate seeking to dispute the accuracy of the results of a criminal history record should contact FDLE Quality Control Sections (850-410-7898), if the concern is with the Florida record. If the concern is with out-of-state record, the contact should be with the FBI (304-625-2000).

- A. The candidate may request reconsideration by the Executive Director of HR **only** if the candidate presents new information not previously made available during the application process.
- B. Candidates who have been denied consideration by the Executive Director of HR may appeal to the Superintendent for a waiver of the policy. The appeal must be in writing and may not include any documents or information that was not previously considered by the HR department.
- C. Approval of a waiver by the Superintendent only allows for consideration of the application for a position. There is no assurance of a nomination for a position by the Superintendent.
- D. The candidate shall have the opportunity to respond in writing to the findings. The decision of the Superintendent shall be final.

## Confidentiality

Any employee provided access to criminal history records shall be cautioned as to the confidentiality of the information contained in the records, and shall not discuss such information other than with those legally permitted access to such records. The District may only share the background screening results and details of the record with the individual that is being screened, or with his/her attorney of record.

## ID Badge

All new employees will have an ID badge made at the time of processing that lists their name and site of employment. Regular employees have a blue coloring and OPS/temporary employees have a yellow background. Charter schools have a green background and they each have their own logo. Each ID badge comes with in a plastic sleeve and the employee has the option of a clip or cord. There is a cost of \$5 to replace lost ID Badges. All employees should wear their ID Badge when on school sites for security reasons.

## Training

### *Blood Borne Pathogens*

New employees will be required to watch a Blood Borne Pathogens video when they are being processed in the Human Resources Department. The District seeks to provide a safe educational environment for students and staff by assuring that all persons within the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine.

High risk employees are afforded the opportunity to receive the Hepatitis B shot series at the District's expense upon hire or at any time during their employment. This high risk category includes: nurses, custodians, ESE teachers or aides, vocational/technical education teachers, coaches, PE teachers, PreK and Kindergarten teachers, bus driver or aides, plumbers or cafeteria workers.

Other individuals may request consideration from the Executive Director of HR. The shot series is valid for 20 years in most cases. Nurses should consider inoculation every 10 years.

### *FRS*

The Division of Retirement administers the Florida Retirement System (FRS) Pension Plan and provides retirement, disability or death benefits to retirees or their designated beneficiaries. An informational video can be found online at:

[http://www.myfrs.com/portal/server.pt/community/new\\_hire\\_video/246](http://www.myfrs.com/portal/server.pt/community/new_hire_video/246).

There are two (2) plan types: Pension Plan and Investment Plan. The video discusses each option and the plan selection should be made by the individual to best meet their needs

and goals. Vesting for the pension plan is 8 years; vesting for the investment plan is 1 year. If no plan is selected you will automatically be enrolled in the pension plan. You are allowed to change plans only one (1) time.

An employee is required to contribute 3% of the earnings to this retirement fund.

### *Ethics Training*

All new hires to the District, regardless of regular or temporary status, must take and successfully complete the Ethics for School Employees that is offered by EdTraining Center: <http://www.edtrainingcenter.com>. The cost is \$5.00 if they register as a MCSD Employee on the training website.

The training is intended to educate instructors, administrators and all other school staff on their ethical obligations to the public, to the students they serve and to their profession. The cost of this training is borne by the new employee.

Verification of successful completion must be verified by the HR Executive Director and a copy of the employee's certificate of completion should be printed and provided to the Human Resources department. This information will be scanned into their personnel file under Personnel/Certifications.

Refresher training is conducted at each site on this issue using a PowerPoint that can be obtained from the HR Executive Director in both English and Spanish. All employees are required to electronically sign acknowledgement forms using e-HR portal to verify their participation in this State required activity.

### Employee Paperwork

Employee paperwork is processed on the e-HR Portal. Within 20 minutes of being hired in the applicant tracking system, an employee can log-in to e-HR Portal using the same user name and password utilized for the applicant tracking system. All forms have designated workflows based on department needs/requirements and ultimately are imaged to the individual employee's personnel file in various files as directed. The forms load based on the position the individual was hired for – not all forms load for all new hires, but most do. There is a link on each form that allows them to print a paper version of the document.

The list of possible documents to be completed by new hires is as follows:

- Acceptable Use Policy for Networked Communications
- Acknowledgement of Substitute Teacher Training
- Acknowledge Receipt of Employee Handbook
- Anti-Bullying Policy
- Bencor Enrollment Form
- Bencor Statement
- Blood Borne Pathogens
- Clerical and Teacher Aide Agreement
- Code of Ethics

- Computer Information Sheet
- Direct Deposit
- Drug-Free Workspace
- ESOL Letter of Understanding
- Evaluation Instrument Orientation
- Ethics Policies
- I-9 form
- ID Badge
- Laptop Use and Security Policy
- Medical History
- Oath of Public Employee
- Password Policy
- Race/Ethnicity Survey
- Retiree Liability Release
- Security Awareness
- Sexual Harassment
- Substitute Registration
- TB Test Questionnaire
- Temporary Employment
- W-4
- W-2 Consent Form

Many of these documents are required to be re-acknowledged annually at the beginning of the school year: Acceptable Use Policy, Anti-Bullying, Bloodborne Pathogens, Drug-Free Workplace, Ethics Policies, Laptop Use and Security, Password Policy and Sexual Harassment and other documents as required by District policy or union contract.

In the rare event the forms will not load for a new hire, traditional paper forms are available.

### Certification

All new instructional hires should talk with the Certification Specialist during the hiring process to review their new teacher requirements, certification, highly qualified designation and to document any needed actions to remain certified and/or to acquire additional certifications that may be needed or desirable for the position they were hired.

All new administrative hires requiring certification should contact the Certification Specialist at the time of processing to review their requirements, instructional/administrative certification and to document any needed actions to remain certified and/or to acquire additional certifications that may be needed or desirable for the position for which they were hired.

Additional information is provided under **CERTIFICATION**.

### Substitute Teacher Training

All candidates that do not have a bachelor's degree (or higher) in education or hold a Florida professional teaching certificate are required to complete a five (5) course Introductory Teacher Training for Substitute Teacher. There is an online opportunity to meet this requirement at the EdTraining Center ([www.edtrainingcenter.com](http://www.edtrainingcenter.com)). This is a five (5) course, 20 hours model that provides a solid foundation for the new educator. The cost is \$20 if candidates register as MCSD employees. The cost of this training is the responsibility of the candidate.

The five (5) required courses are:

- Advanced Classroom Management
- Exceptional Student Education

- Instructional Strategies
- Substitute Teaching 101
- Working with At-Risk Youth

### Aesop

Aesop is the automated system used to connect instructional personnel that are unable to report to work on a specific day with the individuals in the approved substitute teacher pool. The system is available via the Internet at <https://www.aesoponline.com/login2.asp> or by phone 1-800-942-3767.

The substitute pool is hired, processed and maintained by the HR department. In order for a substitute to remain in the pool, they must accept work during each fiscal year.

### *Employees*

All instructional personnel are automatically entered into the Aesop system to report absences and request a substitute if required. Some categories of instructional personnel may have access to the system, but will not be able to request a substitute. Examples are guidance counselors, media specialists, academic coaches, etc.

Upon request of the office manager, individual paraprofessionals and day care employees will be included in this system for substitute usage.

Each employee is issued an individual user name and password for this system. An email is sent from Aesop providing this information along with the website address.

### *Substitutes*

All substitute teacher personnel are automatically entered into the Aesop system to accept requests for a substitute. The job availability is limited based on their selection of sites they requested to substitute teach for. Their list can be updated on request by the HR Executive Director.

Upon request of the principal, individual substitutes will be removed from the pool with appropriate documentation provided. The Executive Director of HR should be notified for affirmation as to whether or not additional action is warranted.

Each substitute teacher is issued an individual user name and password for this system. An email is sent from Aesop providing this information along with the website address.

## Board Appointment

All new hires are presented to the School Board for approval at the next regular meeting following the employee's acceptance of a position. The board can only reject a new hire for cause.

## Expectations and Requirements

The following are expected and required of all employees of the District:

- A. To abide by this policy, as well as the other policies herein, making the well-being of the students and the honest performance of professional duties core guiding principles.
- B. To obey local, State, and Federal laws, codes and regulations.
- C. To support the principles of due process to protect the civil and human rights of all individuals.
- D. To treat all persons with respect and strive to be fair in all matters.
- E. To take responsibility and be accountable for one's actions.
- F. To avoid conflicts of interest or any appearance of impropriety.
- G. To cooperate with others to protect and advance the District and its students.
- H. To be efficient and effective in the performance of job duties.

## Probationary Period

There is a probationary period for all new hires. If released under the probationary period then it is without cause and no reason is to be given to the employee. A letter is given to the employee stating that the right under SBP 1120, 3120 or 4120 and/or FL Statute 1012.335 is being exercised to release them under his or her probationary period. This is to be shared with the employee at the time of release. The ID Badge and other School Board property should be collected at this time.

All new instructional staff are on probation for their first year. The probationary period for union support staff is set forth in the applicable collective bargaining agreement. Non-union support staff shall serve a six month probationary period where the employee serves at the will of the Board and can be terminated without cause. Following successful completion of the probationary period, an employee shall be re-appointed annually except as provided for in Articles V and XIII of this contract agreement.

Support staff employees who have not completed the six (6) calendar months probationary period may be discharged without recourse and shall not be subject to the provisions of the grievance procedure.

When a support staff employee resigns or is released during his or her probationary period, the hiring authority may review the interview findings for the position that is vacated. If the interviews were held within the six (6) calendar months prior to the support employee's termination date, the hiring authority may make an employment offer to one of the candidates interviewed for the same position without needing to re-advertise the position. Prior to making an employment offer, please contact the Department of Human Resources to confirm that all of these conditional requirements have been met.

## **Departmental Absence (Temporary/Short Term)**

In an effort to bring consistency to how we manage individual short-term absences throughout the District, the following standards are recommended:

### **Medical Appointments**

You can arrange with your Supervisor to come in early, stay later to make up the time, use your lunch hour or a leave form is required to account for the time missed. So not to disrupt the work day please try to schedule appointments either first thing in the morning or late in the afternoon when possible.

### **Veritime**

All non-exempt employees are required to log in and out using the Veritime automated system. This includes morning arrivals, lunch breaks, out in the afternoon, and end of day check-outs. The log-in is manageable for your desktop computers. If you do not know if you fall into exempt or non-exempt status please contact Human Resources for assistance.

### **Working from home**

Unless your job duties require you to travel to other sites in the District or specific arrangements have been made otherwise, you are required to be at your desk during the scheduled work week. It is not considered a work day if you are working from home and appropriate leave forms have not been completed.

### **Comp/Flex-time**

It may be earned by any exempt or non-exempt employee with prior approval of their immediate supervisor and/or the Superintendent. All flex-time records need to be maintained – time earned/date/reason as well as date used – supervisor/Superintendent signature should be obtained when earning/using. Comp/Flex-time should be used within 30 days of accrual. Comp/Flex-time may not be used as if 'banked' nor to extend leaves.

### **Vacation time and vacation time**

Rollover is time earned for the purpose of vacation. This time may only be rolled up to 42 days from June 30 to July 1 from one fiscal year to another. Unused days are considered remitted and will not be availed for subsequent use.



## Leave

A leave of absence is permission granted by the School 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 leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.

Except in cases of emergency, the request for leave shall be submitted to the site administrator and/or Superintendent or designee at least five (5) days before the date on which the proposed leave is to become effective except accrued vacation which may be approved by the immediate supervisor with reasonable notice. When a leave is submitted, the originator is required to submit related leave paperwork simultaneously. Where the employee is predisposed, a family member should be contacted and asked to submit the appropriate paperwork to the leave originator. When the leave forms are complete, they need to be delivered to the Human Resources Department.

Incomplete forms will be returned to the sender for corrective action. Where leaves are submitted incorrectly, a corrective email will be sent to the leave originator detailing proper procedures. In a second (2<sup>nd</sup>) instance of noncompliance a corrective e-mail will be sent commensurately with a cc to the Payroll Department. With a third (3<sup>rd</sup>) instance of noncompliance, the HR Executive Director will be notified and a conference will be held with the Lead HR Specialist to determine if the leave originator's supervisor should be engaged.

When a leave has occurred where the affected employee is inaccessible, the originator will note such on the form and submit as usual to properly alert all impacted department. All attempts should continue to be made by the originator to gain signatures on as timely as basis as possible.

Generally, no leave, except military leave or illness in line of duty leave, will be granted for a period in excess of one (1) year.

All employees of the District who are absent from work must complete a leave form utilizing the appropriate type of leave. All leave is subject to approval by the site administrator and Superintendent. Leaves requiring Executive Signatures will be first sent to the Purchasing Department to secure the necessary signatures and then the leave will be distributed accordingly for processing.

It is important that all information on the Request for Leave of Absence forms be accurate. The form must be submitted with all appropriate documentation.

### [Leave Forms](#)

If it is found that the employee will be absent for an indeterminable amount of time, the leave originator should project the greatest amount of time it is believed the employee will require leave and submit the paperwork once requesting that amount of time. This will allow the necessary board reports and departmental updates to occur. The leave can always be adjusted should an employee return sooner than expected. All leave, with the exception of annual leave, for 10 consecutive days or more must go to the board for formal approval.

### Types of Leave - PAID

#### *Annual (vacation)*

Certain employees shall earn vacation leave and shall be paid their regular straight time hourly rate, times the number of hours in their normal work day. For purposes of determining years of continuous service, the anniversary date of regular employment in a vacation earning position shall be used to compute full years of service. The chart below applies to continuous and creditable service in a twelve (12) month vacation earning position. Other earning rates may apply to employees working less than twelve (12) months per year.

<b>Continuous and Creditable Service</b>	<b>Leave Earned During Each Calendar Month</b>
1 through 5 years	1 day per month-12 workdays per year
6 through 10 years	1 1/4 days per month-15 workdays per year
More than 10 years	1 1/2 days per month-18 workdays per year

#### *Injury or Illness in Line-of-Duty (ILOD)*

ILOD may be up to a maximum of ten (10) days within any fiscal year. A doctor's statement with specific dates and a copy of the First Report of Injury must be attached to the request for leave. The ten (10) days of ILOD leave are applicable only to the fiscal year in which the illness or injury occurs. The term "injury" is defined as the result of an event which causes an employee to suffer an initial injury or a re-injury or an aggravation of an injury for which the employee had previously been granted injury in line-of-duty leave.

#### *Jury Duty*

Jury duty/court service leave is granted to employees if summoned to court for jury duty or subpoenaed as a witness before a court or regulatory agency, except in any action in which the employee is a party. A copy of the subpoena or jury duty summons as well as a certification of service from the court must be attached to the request for leave. Employees should submit the

request for leave after jury duty or court service ends. If court service involves a dependent minor, the employee must state the familial relationship with the child (e.g. son, daughter, stepson) on the completed leave of absence form. The date of birth of the child is also required. These information requirements do not apply to an action in which the employee is a party in the legal action. Employees may request personal leave or vacation for legal action in which they are personally involved.

### *Military Leave*

Military leave is granted for up to a maximum of seventeen (17) days within any fiscal year without loss of time, pay, or efficiency rating to employees who are required to serve in the Armed Forces of the United States or the State of Florida in fulfillment of training obligations incurred under selective service laws or because of membership in reserves of the Armed Forces or National Guard. Service members in the National Guard or a reserve component of the Armed Forces of the United States who are called up for active duty for other than training purposes, shall be granted, a paid leave of absence for the first thirty (30) days of such leave without loss of time, pay, or efficiency rating. In the case of national emergency, employees who are required to serve in the Armed Forces of the United States or of this State shall be granted military leave and shall be paid the difference in pay, if the military pay is less than the employee's normal rate of pay, for a period not to exceed one (1) calendar year. A copy of the employee's official orders must be attached to the request for leave.

### *Personal Leave Chargeable to Sick Leave*

Personal leave charged to sick leave, up to five (5) days of accumulated sick leave, may be used each fiscal year as allowed by law for personal reasons as defined herein. Personal leave is not cumulative. Except in an emergency, the application for leave shall be submitted to the principal or supervisor at least five (5) days in advance of the beginning date of the leave.

### *Sick Leave*

Sick leave is credited to employees beginning with four (4) days of sick leave on the first day of employment each fiscal year. During any fiscal year, employees may not earn more than a total of one (1) day of sick leave for each complete month of employment including the four (4) days initially credited. Sick leave may be used for personal illness (including illness or disablement related to pregnancy, illness, or disablement due to an abortion, and illness or disablement due to the birth of a child provided the matters prescribed in these parenthesis shall not be applicable to an employee on maternity leave) or illness or death of a child, spouse, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, child's spouse, father-in-law, mother-in-law, sister-in-law, brother-in-law, step-parents, step-children, or a person then residing in the same household as the employee. The unused portion of allotted sick leave benefits shall accumulate without limit.

To continue to remain on leave with a sick or disabled family member when sick leave balance has been exhausted, the employee shall request personal leave without pay.

### *Temporary Duty Elsewhere (TDE)*

TDE may be granted for an employee to be absent from their worksite on District business. TDE shall be approved in advance and may require board action.

### Types of Leave - UNPAID

#### *Extended Illness Leave*

An employee who exhausts all accumulated sick leave, but who continues to be sick or disabled and unable to return to employment, may be granted leave upon submitting a request for a leave of absence for a maximum of one (1) calendar year. Request shall be submitted to the approving authority no later than ten (10) working days prior to exhaustion of sick leave, if possible. All requests for this type of leave shall be supported by a statement from a Florida-licensed medical doctor indicating the inability of the employee to perform normal work duties for the period of requested leave.

An employee who is granted an unpaid leave of absence shall accrue no benefits during the period of Extended Leave Illness and may continue employee benefits by paying all of the required costs in a timely basis as prescribed by the District and in compliance with Section 125 provisions.

#### *Family Medical Leave Authorization (FMLA)*

Employees are "eligible" if they have worked for the School Board for at least twelve (12) months and for at least 1,250 hours over the twelve (12) months prior to the leave request.

Eligible employees who apply for FMLA leave for any of the approved reasons must complete and submit to the HR Department a leave form with appropriate documentation. Any leave time accrued on the books must be utilized during this leave.

Employees who take leave for their own serious health condition, prior to returning to work, must submit to the HR Department a "fitness for duty attestation" form from a physician licensed in the area of illness (i.e. orthopedics, cardiovascular, etc.). This form must be fully processed and approved-for-return by HR/Risk Management prior to the submitting employee being allowed to return to work.

#### [Application for Family or Medical Leave](#)

#### *Maternity Leave*

An employee shall be granted maternity leave under FMLA and will be required to utilize any leave time accrued on the books.

*Personal Leave without Pay*

Personal leave without pay may be granted to employees. Except under extenuating circumstances, the request for unpaid personal leave shall be submitted five (5) days in advance.

## **Certification#**

All instructional certification should be processed through the Certification Specialist in the HR Department to ensure accuracy of District documentation and recordkeeping.\

### **Initial Certification**

All new hires should meet with the Certification Specialist to determine their certification requirements and status. Educators are required to qualify with proper Florida eligibility for certification prior to employment by applying online to the Bureau of Educator Certification at [www.fldoe.org/edcert](http://www.fldoe.org/edcert). However, if the educator does not currently hold a valid teaching certificate in the State of Florida in the subjects necessary, they will be required to apply online or complete the FDOE certification form and submit it with a check made payable to the Florida Department of Education. The cost is \$75 for each certification area requested.

[Florida Department of Education Educator Certification Application](#)

### **Renewal Certification**

Each individual should complete the FDOE's district renewal application and submit it to the Certification Specialist. The fee is \$75 or as according to State rule. A check made payable to the Monroe County School District is required. Renewals for personnel who have worked for the District within the past year are handled in this manner.

Individuals who have not worked for the District within the past year should have the Certification Specialist submit their professional development points earned in Monroe County to the DOE and apply online.

[Florida Department of Education Educator Certification Application](#)

For renewals, the Certification Specialist will print the list of professional development activities completed during the certification validity period from My Learning Plan, User History section by printing the portfolio. The points will be totaled from the years of the certificate validity period. This should be attached to the renewal application.

To renew the professional FL educator certificate, 120 points are required, which must include at least one (1) semester hour of college credit or the equivalent 20 in-service points of training in Methods of Teaching Students With Disabilities (SWD) within the validity dates of the current certificate. A subject area exam (subject must be on certificate) is worth 60 points.

Teaching or taking a college course within your current validity dates where three semester hours are awarded to students will provide 60 points to be used toward renewal. Three semester hours of college credit is worth 60 points. An educator may earn six (6) semester hours of college credit or the equivalent 120 in-service points for retention of coverages on the professional certificate and meet the 1 semester hour or 20-point SWD requirement.

To use college credit toward renewal of a professional FL educator certificate, indicate the college coursework as the method of renewal request on the application to renew providing a copy for the Certification Specialist. If using a transcript for renewal credit, the transcript must be an original, official transcript reflecting the coursework completed within the validity dates of the current FL educator certificate and should be sent to:

Florida Department of Education  
Bureau of Educator Certification  
Suite 201, Turlington Building  
325 W. Gaines Street  
Tallahassee, FL 32399-0400

The Certification Specialist will review the list of activities and bank any excess ESOL, Reading or SWD points earned within the current validity dates, making sure there are still enough points for renewal. If 120 points are not available, previously banked points may need to be used (on the certificate management screen), where banked totals are adjusted and recorded. Please note that ESOL, Reading or SWD points earned under a temporary certificate can only be used for the first renewal.

In addition to college credit or in-service points, a passing score (taken within the current validity dates) on a subject area exam for a subject on the valid professional certificate may be used to satisfy renewal credit. The Certification Specialist will also look for subject area exams completed during the validity period that can be used toward renewal (this may free up more points to be banked). Subject area exams would be listed under score reports in the Candidate Info section of the BEC website. If using a transcript for renewal credit, the transcript must be an original, official transcript reflecting the course and should be sent to the DOE. The date sent should be written on the scanned copy of the transcript. A copy of the score report should be included with the renewal application.

A teacher who passes the Exceptional Student Education subject area exam during the validity period of their professional certificate AND already has ESE K-12 on the professional certificate or applies to add that subject to their certificate before applying for renewal can use that exam to clear the students with disabilities requirement for renewal. The exam is equal to 3 semester hours of college credit and an exam cannot be banked. If an educator has an Exceptional Student Education subject on their professional certificate such as Specific Learning Disabilities or Emotionally Handicapped then that person can take the Exceptional Student Education subject area exam and use the exam for 3 semester hours of renewal credit and the students with disabilities requirement without applying separately to add Exceptional Student Education to their professional certificate.

Banked points can either be used for renewal or remain banked in My Learning Plan until the educator requests the points be officially transferred to another Florida district. If they were previously banked, the points are recorded on the application as previously banked and added to the newly banked points for recording in the certificate management section of My Learning Plan.

The method of renewal and in-service credit sections should be completed on the application showing points were earned during the validity period.

The disclosure sections of the application should be checked and the application with disclosures will be emailed to Professional Practice Services for issuance approval prior to processing the renewal. The Certification Specialist will make sure the name, email and address in the profile section is correct and process the professional certificate renewal electronically on the Bureau of Educator Certification website. Instructions are available in the PASS manual that is linked to the website.

Employee records may be updated in My Learning Plan by going to the User Info and Certification sections. To get to the certification section, click on Configuration Summary and then Certificate Management. Then, choose the teacher's name from the drop down menu. Update the validity period for each subject and record any changes in banked points in the certification section.

Once My Learning Plan is updated, please update the certification information in the operating system employee database. The application should be held in the pending file until the certificate is issued, then a copy of the certificate should be printed from the DOE website. Once this is complete, the application and documentation can be scanned in to the teacher's personnel file, making sure there is adequate back up to justify any points used or banked in an audit.

### Adding Subject Area(s) to a Certificate

Educators who wish to add a certification subject to their certificate must meet the requirements to do so. In most cases, an individual can do this by passing the subject area exam and apply to add the subject to their certificate with a \$75.00 fee. Checks should be payable to MCSD; application is available from and may be submitted to HR. Adding a subject based on transcripts or an out of state certificate should be done online and paid for with a credit card to Florida Department of Education.

### Highly Qualified (HQ)

If a teacher needs to obtain or maintain their HQ status for a core subject they are currently teaching, they can submit the Title II Reimbursement Agreement for approval prior to registration for the subject area exam. Approval of the agreement by the District is subject to funding.

### [Title II Reimbursement Agreement](#)

Forms should be submitted to the Certification Specialist in HR and submitted to the Title II Administrator for final approval. The individual will be notified if the request is approved so that



they may register for the test. Reimbursement will only occur if the test is passed, the subject is added, required documentation is provided in the time agreed and funding remains available.

### Educator Out of Field Reporting

The Certification Specialist has access to and can work on the corrections and verifications prior to IT generation of the initial FDOE report to be sent to Certification for correction and verification of IT generated reports for Certification verification and correction. Afterwards the reports are returned to IT. Certification generates reporting to send recommendations for educators to teach 'Out of Field' subject areas to the School Board that must match the reports sent to FLDOE. School Board approval is required prior to FLDOE reporting. IT also makes corrections on the student side of the operating system.

Board approval must occur before October and February Survey reporting for educators indicated Out of Field for English Speakers of Other Languages ("ESOL") and subject areas. The Certification Specialist will send reports to Principals and Office Managers for review and immediate correction or a plan for correction. Certification also provides sample parent notification letters in three languages to copy and paste onto school letterhead for Principal signature to be sent home to parents of students whose teacher is out of field for a subject area and to parents of English Language Learner ("ELL") students whose teacher is out of field for ESOL. This notification must be dated the day after Board approval will be obtained and may be sent in the mail, sent home in backpacks or printed on the school newsletter to be sent home with students. If a teacher out of field for ESOL has no ELL students assigned, notification is not required. Certification also provides Out of Field Status letters for voluntary/involuntary indication (ESOL would be voluntary). After teacher and Principal signature/date, schools are to return Out of Field Status Letters for recordation in educator personnel files.

IT then makes any additional corrections and makes the final submission of reports available to FLDOE for Survey completion.

## Annual Evaluation

The purpose of annual evaluations is to monitor the effectiveness and competence of support staff members and to assist them in the improvement of their professional performance. All employees must receive an annual evaluation by their immediate supervisor. The evaluation form links and due dates are outlined as follows:

<a href="#">New and Beginning Teachers 1<sup>st</sup> Observation</a>	Prior to the last day of the first semester
<a href="#">New and Beginning Teachers 2<sup>nd</sup> Observation</a>	April 15
<a href="#">Teacher Evaluations</a>	5 days prior to end of SY
<a href="#">School Related Personnel</a>	April 15
<a href="#">Clerical and Paraprofessional Personnel</a>	May 27

Employees should not be given a mark less than satisfactory/acceptable on any item that was not brought to their attention during the evaluation period as being less than this minimum (attire, attendance, performance, quantity/quality, etc.) Please consult with the HR Executive Director if assistance is needed.

### Verification of Annual Evaluations

The HR Department uses a database to check off the evaluations as they are submitted to the HR office. Then they are scanned to the individual's electronic employee personnel files.

Every current employee should have a document submitted with the exception of probationary employees. Any probationary employee who misses the deadlines above should have an evaluation completed after their probationary period ends. **If the employee is released during probation, then an evaluation is not to be completed.** Probationary employees are released without cause.

Reminder emails are sent to administrators prior to due dates by the HR Department. Administrations will be advised on individuals that did not have evaluation submissions by the due date. It is the goal of the HR department to have all evaluations in before the start of the next school year.

### Recording of Instructional Evaluations

All instructional personnel will have their performance evaluation rating documented individually in the HR database with the elements as required by statute: highly effective, effective, needs improvement/developing and unsatisfactory.

### Overall Unsatisfactory Evaluation

Notation of an overall unsatisfactory evaluation will be transmitted to the FL DOE. The Superintendent and Executive Directors of Teaching and Learning, Operations, Finance and Human Resources are also notified of this overall rating.

An overall unsatisfactory evaluation triggers an improvement plan with the site administrator and periodic reviews during the next year. The union contract should be observed and consulted as necessary. Should a second annual evaluation result in an overall unsatisfactory for a PSC teacher, the District will pursue their rights under Florida Statute to terminate employment.

### Due Process

The annual evaluation may be used as documentation during employee disciplinary due process if it is applicable to the issue at hand.

# Annual Appointment

## Administrators

The Superintendent, Executive Directors and Principals are sent a list of administrators under their direct supervision each year for review and decision for reappointment or non-renewal. These recommendations are provided to the Superintendent for School Board action during the month of May. Any non-renewals must be given to the employee in writing.

It is the Superintendent's/designee's responsibility to discuss his/her recommendation for reappointment and/or non-renewal with each staff member under his/her direct supervision prior to the agenda item being linked to the board agenda.

Members of the administrative staff shall receive and sign an employment contract for a specific position which will specify the term of service and salary.

## Instructional

The principals are sent a list of instructional staff under their direct supervision each year for review and decision for reappointment or non-renewal. These lists are sent by the Certification Specialist with instructions that include the date they are due back to the HR department in the month of April. Also included are Contingency Agreements for educators with requirements remaining.

It is the Principal's responsibility to discuss their recommendation for reappointment and/or non-renewal with each staff member by the deadline set by union contract. Any non-renewals must be given to the employee in writing by this date.

Annual recommendations for re-appointment of instructional personnel will be made by the Superintendent and taken to the School Board at the first meeting in May of each year for the following fiscal year.

All instructional staff shall be entitled to and shall enter into a written contract with the School Board. All contracts shall be on the approved District instructional contract form as appropriate. Each member of the instructional staff shall receive an annual (AC) or professional services (PSC) contract as appropriate. The contract shall be in accordance with the duly adopted salary schedule of the Board and shall be for a definite term of service. A signed copy shall be retained by the Board in the office of Human Resources.

## Intent to Remain

Each year in mid-January, the Executive Director of HR will request submission of each employee's intent to remain for the following school year in regards to employment. This submission will take place through the e-HR Portal site.

### Reduction in Force

If a reduction is required, the District will follow the language in the labor contracts. For instructional personnel, this is located in Article 29. For the school related personnel this is located in Article 13, Section 1. For positions that fall outside of the contracts, the Superintendent will confer with the Executive Director of HR on proper procedure, depending on the position(s) in question.

## **Discipline**

### Due Process

Due process is outlined in the union contracts and is followed for all personnel. In the Instructional Contract the language is found in Article 20. In the School Related Personnel Contract the language is found in Article 5. Pursuant to Policy 4139.01, an employee is subject to discipline, up to and including termination, for violation of school board policy and the other policies listed therein. Always look to the district's website under the "policies" tab for the most up to date information regarding district policies and procedures.

### Complaints

When an allegation of wrongdoing or a complaint against an employee is to be investigated, the employee shall be notified in writing of the nature of the complaint, the name of the person making the allegation, and shall have the opportunity to seek representation prior to any investigatory meeting. The employee shall have an opportunity to respond to the allegations or complaint during the investigation.

In a meeting for the record, from which the employee believes that discipline may follow, the employee may request representation. When a request for representation has been made, the meeting shall take place within 48 hours or two business days.

The employee shall have the opportunity to provide rebuttal testimony, documentation, and witnesses prior to completion of the investigation. Upon conclusion of the investigation, the employee and his/her representative shall be given a copy of the written investigatory report.

The employee and/or the complainant shall be entitled to consultation with the Executive Director of Human Resources and/or the person conducting the investigation regarding evidence and procedures. At the close of the investigation the HR Executive Director shall make a recommendation to the Superintendent for cause or no cause. This recommendation shall be included in the copy provided.

No disciplinary action which includes loss of pay or benefits shall be levied against an employee until such time the Superintendent or his/her designee renders a decision. If the employee holds an instructional certificate and the Superintendent upholds the finding of probable cause

for a qualifying offense, the HR Executive Director is obligated to notify the Florida Department of Education Professional Practices Services Department and provide them with copies of all documentation.

### Investigations

Investigations conducted by the District shall normally be concluded within twenty (20) workdays. The District shall notify the employee and UTM (when it involves union members) of any investigation in progress. The District shall also notify the employee and UTM in writing of any investigation extended beyond the twenty (20) days.

In the event that an investigation is concluded with the finding that there is no probable cause to proceed further and no disciplinary action taken, a statement to that effect signed by the responsible investigating official shall be attached to the complaint. The materials of such investigation shall not be placed in the employee's personnel file.

If an investigation results in a finding of probable cause for disciplinary action for suspension or dismissal, the employee shall be notified of the charges in writing and have the right to a hearing as outlined in the Grievance Procedure.

In all Board investigations, the employee shall be provided with a copy of the final report upon conclusion of the investigation. No investigation, verbal warning, written directive, reprimand, suspension (with or without pay), demotion, or termination shall be issued based on anonymous information or complaints.

### Discipline of an Employee

Should it become necessary to discipline an employee, it is the District's intent to do so consistent with the concept of progressive discipline. This process includes as many as five (5) steps. Employees covered by this agreement may be disciplined for just cause in the following ways:

1. Verbal warning/conversation regarding behavior (site record)
2. Written directive (district record)
3. Written reprimand (personnel file)
4. Suspension – with or without pay
5. Demotion or termination

The concept of progressive discipline does not keep the omission of one or more of the steps if immediate and/or stronger action is necessary.

### Education Practices

When the Florida Department of Education sends the pending cases list, HR staff will check the list for the presence of MCSD employees. Employees that have an active Professional Practices Services case will have their employment status changed to probationary until disposition.

### Reasonable Suspicion

Reasonable suspicion allows the site administrator to determine the need for a drug and/or alcohol screening test for an employee who is unfit for duty and/or if probable cause (reasonable suspicion) exists to test, or for an employee who has been involved in an accident/incident subject to drug/alcohol testing

[Reasonable Suspicion Form](#)

### Delivery of Summons, Subpoenas or Service-of Process

Schools should not interrupt the instructional process for the delivery of a summons, subpoenas or service-of process to any school board employee except criminal witness subpoenas and criminal summonses served by law enforcement officers. All such documents should be recommended for delivery after school hours. Should there be an extenuating matter related to the delivery, the individual should be directed to contact the Department of Human Resources.

## Separation#

### RESIGNATION/RETIREMENT/TERMINATIONS

#### Exhibit A

The Exhibit A form is used for all separations regardless of the reason (relocation, retirement, resignation, termination, transfer). With few exceptions, the Exhibit A form is to be completed by the employee in the e-HR Portal and submitted for processing. The Exhibit A is found on the e-HR Portal under: e-Form Management/Exhibit A-Employee.

Exhibit A forms that are allowed to be submitted administratively (office manager or administrator) in the e-HR Portal are for those employees that are non-renewed/released at the end of the school year, probationary releases during the year and at the request of family members for an incapacitated or deceased employee.

The only Exhibit A forms that are allowed to be submitted in paper format are: substitutes (teacher, cafeteria) and OPS employees (athletic coaches, student workers, 6-months temporary workers).

#### Exhibit A Form

Workflows are predefined in e-HR Portal by the system administrator (HR Executive Director) and will appear for processing in this order to acknowledge and complete tasks:

Site Office Manager:

Ensures that the last date worked is correct; collects all electronic equipment; notifies building technician to disable access to computer technology as appropriate; collects ID badge and returns it to HR; collects keys; inventory of classroom, if appropriate.

Site Administrator (Principal, Director, Department Head):

Conducts their final evaluation (do not do for probationary release); notifies IT to inactivate access to technology programs, if appropriate.

Payroll Supervisor:

Meet with the employee to complete paperwork if retirement is selected; update the employee database with last day of employment for salary purposes; transfer leave time to another position within MCSD, if applicable; adjust leave time manually, if applicable.

Insurance 1:

Make note of changes in insurance coverage and/or premiums; determination if sent to Insurance 2 or HR2 based on separation reason.

Insurance 2:

Mail COBRA letter and information.

Medicaid:

Remove the employee from the Medicaid billing system, if applicable.

HR Specialist:

Update the employee database with the forwarding address, if applicable; inactivate in Aesop.

HR Lead Specialist:

Record exit interview information into the employee database; open position with position control if budgeted; list on board recommendations for the next meeting; inactivate from driver's license screening/spreadsheet, if applicable; update the W2 column in the employee database if they are ending all employment; remove active fingerprints from DOE retained file; remove fingerprint dates/codes in employee database; inactivate access as an administrator or site manager to PATS, CATS, VISA, and eHRPortal, if applicable; verify final evaluation was completed and received, if applicable.

Certification Specialist:

Update the certification database; inactivate their account in My Learning Plan.

HR Lead Specialist/HR Assistant:

Monitors e-HR Portal site daily for new Exhibit A submissions. Additionally, weekly separation updates are provided to the Executive Director of Human Resources. The IT Department will receive automated alerts of the impending separation and the reason for the action (i.e. separation, transfer). As appropriate the HR Lead Specialist will record Exhibit A movement onto the School Board Rationale Form for presentation to the HR Executive Director. Upon approval the Executive Director, Human Resources will submit the board rationale to the Superintendent for his recommendation to the School Board.

When an Exhibit A is submitted, review the position and make the determination if the position can be reopened for advertisement and posting. This determination is made based on approved annual budget and consideration of any hiring freezes that may occur. Confirm that the reason for the submission of the Exhibit A is evident in the comments section of the Exhibit A.

After all processing, the Exhibit A document and any attachments are imaged to the employee's electronic personnel file.

### Upon Termination of an Employee

Once the separation date of the employee has occurred they will have limited access to the e-HR Portal (pay stubs for 1 year, W2s for 5 years), be listed as a non-employee in the applicant tracking system, be removed from Aesop and have their email account and access removed. If they were terminated by board action, it will be noted in the applicant tracking system for future employment. If an employee is a site user/ administrator for PATS, CATS, Aesop, e-HR Portal and/or VISA, administrative rights will be canceled.

All employees that have submitted an Exhibit A, or an Exhibit A has been submitted administratively, will have their fingerprints removed from the state retained database. Any future employment will require they be fingerprinted again at that time at their own cost.

Voluntary separations are taken to the Board monthly under Recommendations for Administrators/Instructional/Support Personnel Employed & Terminated for the 20xx-20xx School Year with the date of separation and reason.

Involuntary separations due to termination can only occur by Board Action. The Superintendent has the authority to suspend with or without pay for ten (10) days or the next Board meeting.

### Recommendation for Termination

Any employee that is to be recommended for termination of employment must be given a letter and petition noticing them of the recommended action and the reason for the action. The Executive Director of HR submits the rationale sheet with a copy of the letter and petition for the designated Board meeting.

The employee is allowed 15 days to avail themselves of their right to a Department of Administrative Hearings (DOAH) under Florida Statute. Notification of their request is made to the HR Executive Director and can be accepted in any written form from the individual, their union representative or their legal counsel. If an individual asserts their right the recommendation to the Board typically will be changed by the Superintendent at the Board meeting to either suspension with pay or suspension without pay pending the outcome of their DOAH hearing.



If an employee who holds state certification is terminated for cause by the Board, a copy of their documents leading to termination, along with a cover letter, is sent to Professional Practices as required by law. The documents that may be found include: initial complaint/allegation, notice of investigation, meeting for the record, investigative file with statements and document submission, opportunity for informal hearing, hearing officer's recommendation to Superintendent, and letter and petition for termination recommendation to board. Once terminated, they will also be placed on the state's database of such action.

## Unemployment Claims

All former employees are entitled to file for unemployment benefits if they feel they are eligible and choose to do so. Administrators and staff should not comment or give their opinion as to eligibility. All determinations of eligibility are handled by the Florida Department of Economic Opportunity Reemployment Assistance Program (DEO).

All unemployment claim forms from the DEO are to be processed and responded to by the Human Resources (HR) Department. \*Any school/department receiving such a notice directly should immediately fax to the HR Department at 305-293-1429.

### Determination Notice for Unemployment Eligibility

When HR receives the Determination Notice for Unemployment Eligibility from DEO they are given to the HR Assistant for response.

- a. All notices are to be responded to by the deadline provided.
  - i. Reviewing the Exhibit A and the individual's personnel file is the primary resource for response. The Executive Director of HR is consulted during incidents of high and/or unusual abnormality during the separation.
- b. For convenience, time efficiency and cost savings, the responses can be made at: <https://employers.connect.myflorida.com>. A printed copy is always scanned to the employee's personnel file with the original Notice for Unemployment Eligibility.
- c. Re-employment forms will be completed by the HR Lead Specialist.

### Notice of Determination

When HR receives the Notice of Determination there should be 1 of 2 actions taken:

1. If it was **determined** that the individual was **NOT eligible** for benefits, a printed copy is scanned into the employee's personnel file with the original Notice for Unemployment Eligibility under Personnel/Employee Records without further action.
2. If the **determination** was that the person **WAS eligible** for benefits, it is given to the Executive Director of HR for review. The Executive Director will make the determination to:
  - a. File an appeal

- i. The appeal will be filed electronically either by the Executive Director or designee under the Executive Director's direction.
- b. The Executive Director or designee, after filing, should initial and then scan all documentation into the individual's electronic personnel file under Personnel/Employee Records.

### Notice of Telephone Hearing (Appeals)

When the HR Department receives a notice for Unemployment Compensation Appeal they respond with an RSVP and the date of the telephone hearing is confirmed and documented on the face of the original notice. These appeals are handled by the Executive Director of HR, and in his/her absence, by the HR Assistant with direction from the Executive Director.

Administrators, the MCSD attorney and/or witnesses may be called to give testimony during the hearing at the discretion of the HR Executive Director. While every effort is made to schedule conveniently, the district remains at the avail of the office of Unemployment Compensation [typically as the lead] when scheduling these matters. For more information you can visit their website at <http://www.stateofflorida.com/articles/florida-unemployment.aspx>.

### Quarterly Invoice

The quarterly invoice is reviewed by the HR Executive Director to ensure all names that appear were employees of the District and separated during the benefit payment time period. Once reviewed, signed and dated acknowledging receipt, the invoice is sent to the Finance Department for payment.

## Vendors and Contractors

All contractual personnel who are permitted access on school grounds when students are present, or who have direct contact with students, even if the performance of the contract with the school or Board is not anticipated to result in direct contact with students, and for whom any unanticipated contact would be infrequent must meet Level 2 screening requirements as described in F.S. 1012.32. Contractual personnel shall include any vendor, individual or entity under contract with the District and/or any individual school. All contractual personnel who may be assigned to a District work site as described above shall be directed by the contractors and/or subcontractors to proceed to the District's HR department to be fingerprinted. The only caveat to this procedure exists for those vendors in possession of the State issued vendor's badge. Vendors in possession of this badge are required to present evidence of authenticity of possession of their State issued blue vendor's badge with the State specified format to the Human Resource Department/school administrator/designee for verification prior to entering onto any property/campus.

A Level 2 background check includes fingerprinting which includes an FBI and FDLE background check. Criminal history checks must be performed at least once every five (5) years. A contractor who is subject to a criminal history check under this section shall inform a school District if s/he has completed a criminal history check in another school District within the last five (5) years. The School District shall verify the results of the contractor's criminal history check. The School District may not charge the contractor a fee for verifying the results of his/her criminal history check. Clearance of a vendor is limited to the recipient District's willingness to share information regarding vendor criminal history checks. Where previous District background checks are unverifiable, charges for necessary clearances may apply

Vendors and other contractual personnel working under the direct supervision of staff at all times and/or in areas where there are no students present will not be required to undergo a Level 1 screening. However, a sexual predator check is required along with a Level 1 background check.

### Confidentiality

Any employee provided access to criminal history records shall be cautioned as to the confidentiality of the information contained in the records, and shall not discuss such information other than with those legally permitted access to such records. NOTE: These individuals are printed under an ORI and OCA coding that places the record on a shared state database and will be accessible by other school Districts. There are generally two kinds of coding that allow employers and security company service providers to manage the fingerprint delivery process. These are:

1. ORI Code: This is the Department Originating Agency Identifier Number, which tells the Florida Department of Law Enforcement the purpose of the background check. An ORI number is generally a 9-digit code consisting of 2 state/agency identifying characters and 6-7 additional characters.
2. OCA Code: This is the Department Live Scan or Electronic Originating Agency Case Number, which tells the governing agency who (company) is requesting the screening.

The District may only share the background screening results and details of the record with the individual that is being screened, or with his/her attorney of record. The results of the criminal history check shall not be released to the individual's employer or contractor.

### Site Users/Administrators

The principal and office manager at each site has access to the Contractor Applicant tracking Site (CATS) to verify clearance of vendors/contractors: <https://pats.monroe.k12.fl.us/CATS/vcn.nsf>. Access can be given to other individuals, as deemed necessary, by the site administrator, Executive Director of HR or the Superintendent.

Each site is responsible for verifying that the vendor is still active and cleared in the system prior to permitting a vendor's presence on their site(s).

### Procedures for Contracted Vendors

Each company (1 per company) needs to complete and submit a sworn statement:

[Sworn Statement Form](#)

Follow the Vendor/Contractor Procedures:

[Procedures for Vendor/Contractor Level II Processing](#)

### Serious Offenses

Contractual personnel, or personnel employed by subcontractors, who have been convicted of serious offenses shall not be permitted to provide contractual services to the District. For more information, please review the letter to Contractors and Vendors and the information regarding the Jessica Lunsford Act:

[Informational Letter to District Contractors and Vendors](#)

[Jessica Lunsford Act](#)

### Review by Human Resources

When the fingerprint checks are received, the HR department reviews the reports. If it is found that an individual has been convicted of any of the offenses listed above, the individual shall be immediately suspended from having access to school grounds and shall remain suspended unless and until the conviction is set aside in any post conviction proceeding. An individual who has been convicted of any of the offense listed above may not be permitted on school grounds unless the contractor has received a full pardon.

An individual who is identified as a sexual predator or sexual offender may not be permitted on school grounds. Upon determining that an individual may not be permitted on school grounds pursuant to this subsection, the Executive Director of HR shall notify the vendor without disclosing any specific information immediately. The individual has the right to meet with the Executive Director of HR and to appeal the decision to the Superintendent. It is the responsibility of the affected individual to contest his/her denial.

The determination regarding the individual's suitability for providing contractual services to the District shall be made by the Executive Director of HR. An individual who is present on school grounds in violation of this subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083.

### Vendor/Contractor Right to Challenge Accuracy

Contractual personnel who have been denied access to District property and facilities because of their criminal record shall receive written notice of the denial. Upon request, the individual is entitled to receive a copy of the relevant information for the purposes of challenge and correction. The only basis for contesting the denial is proof of mistaken identity or that an

offense from another jurisdiction is not disqualifying under the list of offenses listed above. An individual seeking to dispute the accuracy of the results of a criminal history record should contact FDLE Quality Control Section (850-410-7898), if the concern is with the Florida record. If the concern is with the out-of-state record, the contact should be with the FBI (754-703-2000).

### Obligation to Inform District of Arrests

Each contractor who is subject to the requirements of this section shall agree to inform his/her employer or the party to whom s/he is under contract and the School District within forty-eight (48) hours if s/he is arrested for any of the disqualifying offenses. A contractor who willfully fails to comply with this subsection commits a felony of the third degree, punishable as provided in F.S. 775.082 or 775.083. If the employer of a contractor or the party to whom the contractor is under contract knows the contractor has been arrested for any of the disqualifying offenses listed above and authorizes the contractor to be present on school grounds, the employer or such party commits a felony of the third degree, punishable as provided in F.S. 775.802 or 775.083.

### ID Badge

The District shall issue a picture ID with a red background to all contractual personnel who have passed the Level 2 screening. The picture ID will be visibly worn by contractual personnel at all times. An up-to-date list of all cleared companies and their employees is maintained in the CATS site.

### Sharing Information with Other School Districts

The District shares background screening results with other school Districts via the state's shared database. Such persons may include:

- Human Resource Department Officials
- Government Officials
- Law Enforcement Agency Representatives

### Maintenance of Records

After receiving the initial background check results from the FDLE, the District will thereafter be electronically notified by the FDLE, via email, of any new arrests.

Contractual personnel, individuals, and entities under contract with the Board shall inform the District of any changes in affiliation, employment, or contractual status of an individual previously fingerprinted.

### Non-Contractual Vendors

#### *College and Military Recruiters*

College and military recruiters and recruiters working with school guidance staff shall be signed in as volunteers and supervised while on site. If the individual's name is not already on the

District's volunteer list, a sexual predator check (Level 1 Screening) is required before the individual is given access to students. The sexual predator check shall be performed at the school or work site by accessing the following web site ([www.fdle.state.fl.us](http://www.fdle.state.fl.us)). THESE INDIVIDUALS ARE NOT ALLOWED TO BE ALONE WITH STUDENTS AT ANY TIME.

### *Delivery Persons*

Delivery persons in commercial vehicles may bring items to the front office or food service areas of a school site. At no time shall these individuals be permitted access to student areas. Individuals servicing vending machines, and other contract delivery persons who have access to school sites when students are present, must have a Level 2 screening. Delivery persons should immediately report to the school or site office, sign in, then proceed to the reception area or loading area.

### *Referees and Sports Officials*

Only officials sanctioned by the Florida High School Athletic Association (FHSAA) may be used to officiate school sporting events. These individuals must undergo Level 2 screening. The cost of the screening may be paid for by the District or sponsoring site. A District clearance card and picture ID must be presented to the home school athletic director, and shall be visibly worn at all times while on site. The Office of Student Activities may maintain a list of officials cleared by the official's organization.

### *Utility Workers*

Meter readers and utility repair persons must carry a picture ID and may enter the property with notice to the site administrator. Agreements shall be entered into with agencies and companies regarding background checks. Level 2 screenings may be required. Unless a background check has been conducted, these individuals may not enter areas where students are present without being accompanied by a staff member.

### Exceptions to Background Checks for Contractors

The Board shall exempt from the screening requirements set forth above for the following non-instructional contractors:

- A. Contractors who are under the direct supervision of a School District employee or contractor who has had a criminal history check and meets the screening requirements under F.S. 1012.32, 1012.465, 1012.467, or 1012.56. The term "direct supervision" means that a school District employee or contractor is physically present with a contractor at all times when the contractor has access to students and the contractor with such access remains in the school District employee's or the contractor's line of sight. If a contractor who is exempt under this subsection is no longer under direct supervision as specified herein, the contractor may not be permitted on school grounds when students are present until the contractor meets the screening requirements in F.S. 1012.465 or 1012.467.

- B. Contractors who are required by law to undergo a Level 2 background screening pursuant to F.S. 435.04 for licensure, certification, employment, or other purposes and who submit evidence of meeting the following criteria:
1. The contractor meets the screening standards in F.S. 435.04;
  2. the contractor's license or certificate is active and in good standing, if the contractor is a licensee or certificate holder;
  3. the contractor completed the criminal history check within five (5) years prior to seeking access to school grounds when students are present;
  4. a law enforcement officer, as defined in F.S. 943.10, who is assigned or dispatched to school grounds by his/her employer;
  5. an employee or medical director of an ambulance provider, licensed pursuant to Chapter 401, who is providing services within the scope of Part III of Chapter 401 on behalf of such ambulance provider;
  6. a contractor who provides pick-up or delivery services and those services involve brief visits on school grounds when students are present.

A contractor who is exempt under this section from the screening requirements is subject to a search of his/her name or other identifying information against the registration information regarding sexual predators and sexual offenders.

## **Visitors/Volunteers#**

### **Visitors**

Visitors must sign in, receive a visitor's badge and be accompanied to the appropriate location by a staff member. Visitors should not be left alone with students at any time.

### **Visitors (Officials)**

Occasionally, schools or departments may have visitors of an official capacity on site. Examples include the Department of Children and Family Services, Key West Police Department or the Monroe County Sheriff's Department. When this happens the following should occur.

1. Request to see proper identification
2. Record contact information using the school visitor sign-in process including phone numbers
3. Inquire as to the nature of the visit.
4. Immediately inform Human Resources of the nature of the visit and other related details.
5. Immediately inform the Executive Director whose responsibility is impacted by the nature of the visit
  - a. For example a request to review student IEP's would require the site gain clearance through the ESE Department and Teaching & Learning

6. Where prior notice is provided to the District, affected sites will be noticed in advance

## Visitors - Professional Practice Services

Preparing for a visit from PPS staff...

Before the site visit, a PPS investigator will contact the site administrator directly and advise him or her of when the visit is planned. During this discussion, the administrator should immediately inform the investigator of any issues or facts that may complicate the visit. During this initial contact, PPS staff will typically request information from the administrator. This is a good time to clearly establish the primary contact person at the site. Often PPS staff will work through the principal's confidential assistant or an assistant principal. Additionally, the school should contact the District office (HR, Teaching and Learning and where applicable ESE) announcing the visit and any subsequent requests for information. Keep in mind subsequent calls may be generated as additional information is requested.

Site administrators and designees are expected to support and maintain the integrity and confidentiality of an investigation. School staff, including administration, may not participate or join in PPS interviews and should not discuss the site visit with the educator under investigation.

PPS is legally entitled to view and obtain records and documents to further investigations and may request items such as:

- class rosters
- personnel files
- disciplinary records/actions
- performance evaluations
- drug screenings/medical records
- computer files or records
- other pertinent information

Information to share before the visit

- Victim or witnesses no longer at the site
- Special events, exams or field trips
- Significant schedule changes

Expectations before and during the visit

- At least one private meeting room to conduct the interviews
- Assigned person to facilitate the visit and coordinate interviewees
- Ensure separation between PPS staff and the educator under investigation

## Volunteers

A school volunteer is any non-paid individual who gives his or her time to a school or school staff member while performing requested duties. The school principal and each staff member



who is assigned a school volunteer shall be responsible for assigning duties. The site administrator has the right to decline the services of any approved volunteer at their discretion. Volunteers are screened at a Level 1 or Level 2 depending on the kind of activity with which one is involved. The general rule of thumb is "If there exists the slightest chance the individual will be alone with a child whether passing them in the halls or while sitting waiting for a ride home, the volunteer must be screened at a Level 2 clearance.

All School volunteers shall be recommended by the Superintendent and approved by the Board. Any volunteer candidate that is denied approval as a volunteer will NOT be denied participation with their child in school events or activities.

Volunteers must be on the District's volunteer list and show their picture ID at sign-in.

### Volunteer Procedures

For detailed volunteer information, please review the Monroe County School District Volunteer Handbook.

[Monroe County School District Volunteer Handbook](#)