

# EMPLOYEE ORIENTATION PROGRAM

Human Resources Services



## **ORIENTATION PROGRAM**

### **Module 1**

- Mission
- Vision
- Organizational Values
- Strategic Plan
- Code of Ethics
- Child Abuse Reporting
- Calendar
- School Day
- Accident Reporting
- American Flag
- Religious and Patriotic Ceremonies and Observances

### **Module 2**

- Who's Who
- Policies and Procedures
- Government in the Sunshine
- Public Records
- Confidentiality
- Candidate for Office
- Support for a Candidate for Office
- Complaints
- Disaster Plan
- Communications
- Copyright Law
- Internet Use
- Software Restrictions
- Professional Judgment
- Appropriate Dress
- Nepotism
- Substitute and Temporary Employees
- Vacancies and Transfers
- Credit for Work Experience

### **Module 3**

- Paydays
  - Direct Deposit
  - Overtime
- Performance Appraisal
- Job Descriptions
- Probationary Period
- Pay for Performance
- Staff Development
- Termination
- Health and Safety
- Building and Grounds Security
- Weapons
- Bargaining Unit Agreements
- Compliance with Policies
- Conflict of Information

### **Module 4**

- Equal Opportunity Employment
  - Discrimination
  - Harassment
    - Sexual

- Hostile Work Environment
  - Retaliation
- Americans with Disabilities
- Veteran's Preference
- Drug Free Workplace
- HIPAA

#### Module 5

- Employee Benefits
  - Insurance
  - COBRA
  - Beneficiary Designation
  - Liability
  - Unemployment
  - Worker's Compensation including injury reporting
  - Paid Holidays
  - Savings Bonds
  - Sick Leave Buy Back
  - Tax Sheltered Annuities
  - United Way

#### Module 6

- Employee Benefits, continued
  - Eligibility
  - Pre-Existing Condition
  - Enrollment
  - Change in Family Status
  - Membership Cards
  - Self-funded plans
  - Cafeteria Plan
  - Newborns

#### Module 7

- Employee Benefits, continued
  - Dental Care Plans
    - Deltacare Low
    - Deltacare
    - High PPO
    - Low PPO
  - Imputed Income
  - Retirement

#### Module 8

- Employee Benefits, continued
  - Disability
    - Short Term
    - Long Term
    - AD&D
  - Employee Assistance Program
  - Mental Health
  - Flexible Spending Accounts
  - Life Insurance
  - Long Term Care
  - Paid Leave of Absence
    - Vacation
    - Sick Leave
      - Transfer
      - Sick Leave Bank
    - Personal Charged to Sick
    - Jury Duty/Court Service
    - Illness or Injury in Line of Duty
    -

- Professional Paid Leave
  - Line of Duty
  - Military
- Unpaid Leave of Absence
  - Professional Study
  - Personal
  - Extended Illness
  - FMLA
  - Maternity, Paternity and Adoption
  - Child Rearing

### Module 9

- Just for Teachers
  - Liability
  - Tutoring
  - Certification
  - Inservice Points
  - Student Records

### Module 10

- Just for Administrators
  - Liability
  - Employment
    - Staff allocations
    - Interview
    - Selection
    - Placement
    - Recruitment
    - Reappointment Cycle
    - Overtime
    - Veteran's Preference
  - Resources
    - Labor Relations
    - Student Services
  - Evaluations
  - Job Descriptions
  - Probationary Period
  - Policies
  - Grievances
  - Child Abuse
  - Accident or Incident Reporting
  - Discrimination or Harassment
    - Retaliation
    - False Accusation
    - Investigations
  - Tobacco Use
  - Physical Security
    - Weapons
    - Keys
    - Security Systems

## **Orientation Module 1: BPS Organization**

Welcome to Brevard Public Schools. Thank you for choosing us as your employer. We wish you the very best as you join our team. This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible. This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment.

The mission of Brevard Public Schools is to “serve every student with excellence as the standard”.

Our vision: Brevard Public Schools will serve our community and enhance students’ lives by delivering the highest quality education in a culture of dedication, collaboration and learning.

To assist us in realizing this vision, we have developed both organizational values and a strategic plan. All employees are expected to work toward our strategic plan goals while exemplifying our organizational values.

Our organizational values are:

- We make decisions based on what is in the best interest of all **students**.
- We uphold **honesty** and **integrity** as our guiding principles.
- We treat one another with **respect**.
- We set **high expectations** and demand quality performance.
- We take **responsibility** for our actions and are **accountable** for the results.
- We foster a **safe**, accessible and healthy environment.
- We value **diversity** and the strength of individual differences.
- We provide a positive, caring and supportive **climate**.
- We work as a **team** to accomplish our mission.

Our strategic plan has four goals: 1. Student achievement; 2. Safe, Healthy, and Productive Work and Learning Environment; 3. Capable and Engaged Workforce; 4. Fiscal Responsibility and Organizational effectiveness.

Each of these goals has numerous objectives to help us attain the results we need. Please ask your supervisor for a copy of our strategic plan or click on this address to review it now.

[http://www.edline.net/pages/Brevard\\_County\\_Schools/About\\_Us/Strategy\\_Matters](http://www.edline.net/pages/Brevard_County_Schools/About_Us/Strategy_Matters)

The Code of Ethics of the Education Profession in Florida binds all employees—teachers, administrators or support staff members. This code of ethics specifies that:

The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

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

The educator is aware of the importance of maintaining the respect and confidence of one’s colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

In addition, all members of the Brevard Public Schools team, regardless of whether serving as a teacher, administrator or support staff member, are also responsible for conducting themselves according to the Principles of Professional Conduct

of the Education Profession in Florida. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

Our Obligation to the student requires that we all:

- Make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
- Shall not unreasonably restrain a student from independent action in pursuit of learning. Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program. Shall not intentionally expose a student to unnecessary embarrassment.
- Shall not intentionally violate or deny a student's legal rights.
- Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and make a reasonable effort to assure that each student is protected from harassment or discrimination.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Our obligation to the public requires that we all:

- Take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression. Shall not use institutional privileges for personal gain or advantage.
- Shall not accept any gratuity, gift or favor that might influence professional judgment.
- Shall offer any gratuity, gift, or favor to obtain special advantages.

Our obligation to the profession of education requires that we all:

- Maintain honesty in all professional dealings.
- Shall not deny a colleague professional benefits, advantages or participation in any professional organization on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition (if otherwise qualified) or social and family background.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- Shall not engage in harassment or discriminatory conduct which interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment
- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgment of colleagues. Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.
- Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- Shall provide, upon the request of the certificated individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of

guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules.

- Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules.
- Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Any person, including teachers, administrators, support personnel and other district and school personnel who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected must report such knowledge or suspicion to the Department of Children and Families.

“Child abuse or neglect” means harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child’s welfare, or for purposes of reporting requirements, by any person

The proper procedure for reporting known or suspected cases of child abuse, abandonment and neglect is:

Report immediately by telephone to the Department of Children and Families central abuse hotline, using the single statewide toll-free telephone number: 1-800-96-ABUSE (1-800-962-2873). Personnel reporting such cases are required to provide their names to the hotline staff. The names of reporters are entered into the record of the report, but are held confidential as provided by law.

You should also report any suspected abuse to your supervisor or Principal. However, reporting your knowledge or suspicions to a principal, or supervisor or other school or district personnel does not mean you have complied with the mandatory reporting requirements of the law. You must call the hotline too.

No employee of the District shall be subject to reprisal or discharge because of his or her actions in reporting abuse or neglect that is done as required.

You may not agree to not report suspected abuse as a condition of receiving information about child abuse, neglect, or abandonment, from a victim, a perpetrator, witness, or any other person.

Failure to report suspected child abuse is a second-degree misdemeanor and can be punishable up to 60 days in jail, up to a \$500 fine, and up to six months supervised probation. Additional penalties may also result.

Brevard Public Schools desires a safe learning and working environment. To that end, the Board requires that accidents and incidents be reported immediately to the school or department administrator. Failure of an employee to comply with this mandate may result in disciplinary action.

In case of emergency, seek medical help immediately.

You have the right to seek medical attention for injuries that are not emergency situations. In this case, ask the Worker’s Compensation contact person at your worksite.

All employees suffering an injury or involved in a work-related accident must be drug tested.

The Pledge of Allegiance to the American Flag shall be rendered daily at worksites where students are present. You should review administrative regulations which ensure that any staff member who conducts this activity does it at an appropriate time, in an appropriate manner, and with due regard to the need to protect the rights and the privacy of a nonparticipating student.

The flag of the United States shall be displayed daily upon the grounds of each school on a suitable flagstaff when the weather permits. Each classroom shall also display the flag of the United States on an appropriate staff. Flags will not be flown at half-staff unless so directed by the district.

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the

inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously oriented activities by the school may be offensive to some.

Staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. You may not disseminate any religious or anti-religious document, book, or article on school board time or property.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Celebration activities involving nonreligious decorations and use of secular works are permitted.



## **Orientation Module 2: BPS Policies**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module is about our policies and procedures among other topics.

It may be helpful for you to understand the structure of the organization of which you are now a part. Basically, there are five elected members of the school board. The Superintendent works for the school board and everyone else works for the Superintendent, either directly or indirectly. There is a Deputy Superintendent. There are also three Area Superintendents who are each responsible for a different geographical area of the school district. Each school Principal reports to an Area Superintendent. District offices are divided up into divisions. Each division is headed up by an Associate or Assistant Superintendent. Within divisions, there are Offices. There is an Assistant Superintendent or a Director in charge of each Office.

Brevard Public Schools maintains and operates according to published policies and procedures. All policies and many procedures are also available on the district's website.

On the website you will find some policies divided into three classifications for different types of employees. The three classifications are Administration, Instructional Staff and Support Staff. To review a policy, just click on the heading shown on the right side of the screen and that policy will come up. To look at a procedure for the implementation of that policy, click on second arrow on the left side of the screen, "Administrative Procedures". To see forms that are associated with a policy or procedure, click on the third arrow on the left side of the screen.

It is very important that you understand that as an employee of the district you are responsible for reviewing, understanding and complying with all policies and procedures of the district. Failure to do so will subject you to disciplinary procedures up to and including termination.

Florida is renowned for putting a high priority on the public's right of access to governmental meetings and records. The Sunshine Law establishes a basic right of access to most meetings of boards, commissions and other governing bodies of state and local governmental agencies or authorities.

This law provides that any records made or received by any public agency in the course of its official business are available for inspection, unless specifically exempted by the Legislature. Over the years, the definition of what constitutes "public records" has come to include not just traditional written documents such as papers, maps and books, but also tapes, photographs, film, sound recordings and records stored in computers.

There are, however, certain records and other information that are confidential. Examples include some student records, payroll deduction information and medical, psychiatric and psychological records are confidential.

If you become a candidate for public office you must notify the Superintendent immediately upon qualifying for election. You must file a written resume of your plans for the conduct of your campaign showing that nothing will interfere with fulfilling your obligations to Brevard Public Schools. All candidates for public office may take personal leave without pay for thirty days prior to the election. Candidates must adhere strictly to applicable state laws.

You may not solicit support for any political candidate during regular work hours or on school district property. Candidates for public office or their representatives are not permitted to solicit support during the employee's regular work hours or on school district property.

Any complaint against an employee may be referred to the Superintendent for a decision. In cases where the employee or the complainant is not satisfied with the decision of the Superintendent, either party may take an appeal to the elected members of the school board through the Superintendent for a final decision.

We are committed to assisting the Brevard County Office of Emergency Management in carrying out the mission of providing Disaster Relief for all citizens in our county. Therefore, in the event of a declared emergency, our Disaster Plan

will be implemented. We utilize “telephone trees” and media, such as television and radio, to notify all employees of facility closures. Unless otherwise notified, all employees are required to report to work. A copy of the district disaster plan is available from your supervisor.

Personnel and employment records are processed and maintained in the Human Resources Department. All personnel files are public records and as such, are available for public inspection. Personnel files may be reviewed by appointment only. Call Human Resources Services to make an appointment if you want to review your file.

The Human Resources Department must be notified in writing of any changes in personal status such as changes in your name, address, and marital status. Remember a new social security card is required if your name changes. A form to use for making these changes is on the district website. Also, you must Compensation and Benefits regarding changes in your designation of beneficiaries for life insurance and or if the number of dependents you are covering changes. Failure to keep your beneficiary information up-to-date may result in benefits being paid to the wrong person.

If your addresses and phone number are exempt from public disclosure under Chapter 119 of Florida Statutes, you must notify the Deputy Superintendent in writing.

It is your responsibility to keep all records and reports that are required by federal, state and district rules and regulations or as the Superintendent may require for effective administration. The administrator of each worksite or department is responsible to the Superintendent for the accuracy of all reports and for their timely filing. All reports will be officially checked and updated before a resigning employee may receive his or her final paycheck.

You are not permitted to sell any product or service to patrons (this means parents or students) at your school or worksite. Non-school material may not be distributed to homes through our students without the approval of the Superintendent, or his designee.

Free instructional materials may be accepted for classroom and school purposes provided all of the following criteria are met: the teacher seeks the materials forwarded to them rather than having the materials promoted by an outside agency, the materials must fill a legitimate purpose within the established school curriculum, advertising feature about and within the materials are minimized and educational films must contain a minimum amount of commercial advertising.

A school Principal or department administrator may permit sales people to demonstrate and show equipment and instructional materials only if they can be used to improve the instructional program and the materials are under consideration for purchase by the school or department.

Sales people may not use district facilities to sell personal products to employees without express, written consent of the Superintendent.

One important way we communicate at Brevard Public Schools is written documents. We must all be aware of the copyright restrictions that apply. The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, and computer software. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven from the law, and public schools are subject to its provisions just as are other agencies and businesses. However, there are exceptions that provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known as “fair use”. These exemptions, while helpful in facilitating instruction, do not apply for non-instructional purposes, such as for rewards or to use as student motivation.

Brevard Public Schools neither authorizes nor condones any violation of the Copyright Law by any employee of the Board. All employees are responsible for adherence to district copyright guidelines describing permissible uses of copyrighted materials and for taking all reasonable precautions to prevent unlawful copying or use of unauthorized copies on school equipment. Students shall be educated as to the legal and ethical issues raised by violation of the Copyright Law.

The school media specialist has a responsibility to make school administrators, teachers, and staff aware of the law and its implications. Further, the media specialist has an obligation to avoid engaging in activities that may expose the school and the school district to liability, and to advise the school administration of any potential violations. For further information concerning copyright law see the school media specialist who has been trained in copyright law.

Telecommunications network facilities, such as the Internet and the Florida Information Resource Network, which is commonly called "Fern", may be used for providing expanded learning opportunities for students and educators. District-provided access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to the district's policies and guidelines for the use of telecommunication resources may result in suspending or revoking the right to access these resources. It is also important to remember that all electronic communications are subject to public records laws. You are required to sign our Acceptable Use Policy and are responsible for compliance with it. Acceptable use of our electronic media means that the activities support learning and teaching in Florida. You are encouraged to develop uses which meet your individual employment related needs and that take advantage of the network's functions including: e-mail, conferences, bulletin boards, data bases, and access to the Internet.

Unacceptable uses of the network include violating the conditions of the Education Code dealing with students' rights to privacy; using profanity, obscenity, or other offensive language, reposting personal communications without the author's prior consent, copying commercial software in violation of copyright law, copying other copyright protected material and using the network for financial gain or for any commercial or illegal activity.

You are expected to practice good e-mail etiquette by including subject headings and making them as descriptive as possible, beginning messages with a salutation, restating the question or issue being addressed in a response, choosing words carefully to avoid misunderstandings and ending messages with a signature and, if desired, your own e-mail or post office address.

Sponsors of classroom telecommunication accounts are responsible for teaching proper techniques and standards for participation to their students, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use classroom accounts.

The person in whose name a telecommunication account is issued is responsible at all times for its proper use. Users should change their passwords frequently and never share passwords.

Users must also avoid knowingly or inadvertently spreading computer viruses. Do not upload files from unknown sources. Deliberate attempts to degrade or disrupt computer system performance will be viewed as criminal activity under applicable state and federal law.

Never consider electronic communications to be completely private.

The use of e-mail is an everyday part of communication within the school district and outside the district. The two most important considerations to remember are that the school district's e-mail system is for school business communication exclusively. Also, there are laws related to written communication including e-mail, for example, defamation, copyright, obscenity, fraudulent, misrepresentation, freedom of information, and wrongful discrimination. All of these laws apply to e-mail as well as other written documents.

Interoffice and interschool mail may be sent by the district's own courier service. Outgoing mail is picked up daily at each work site and distributed the following day. Only mail that is related to our business may be sent via courier. Courier service cannot be used for personal mail.

School and office telephones are provided for business use only. Personal phone calls made to and by employees at work are discouraged.

Every time you make or receive a telephone call, you represent Brevard Public Schools and your school or department. The person on the other end of the phone cannot see you, so that person's first impression of you, Brevard Public Schools, and your school or department may well be determined by your voice and telephone manners. Usually, making a good first impression on the phone is not a problem, especially when you deal with pleasant callers.

It is important that you practice good telephone etiquette. For example, **smile** when you talk. A cheery disposition on your end of the telephone line may even head off gruffness from a caller who has a complaint. Other pointers to keep in mind when you answer the telephone are to identify who you are and what school, office, or department the caller has reached in just a few words, try as quickly as possible to learn with whom you are speaking and maintain a cheerful and considerate attitude toward each telephone caller. A caller can recognize if you seem bored. This is discourteous and paints a poor image of you and the organization. Also remember to return calls promptly and to say "good-bye" pleasantly and replace the receiver gently. The person making the call should end the conversation.

There are certainly times when a caller may not be well mannered. You may receive a phone call from a rude or obnoxious caller. You may also get swearers from time to time. How do you handle them? Here are a couple of suggestions: First, call attention to the swearer's vulgar language by saying, "Sir/madam, I can handle your problem, but I am not able to handle the swearing. I respectfully ask that you stop." In most instances, making callers aware of what they are saying will halt the swearing. However, if it does not stop, you may want to use the "three strikes and you're out" rule. If you ask the person to stop swearing twice more and the caller doesn't, then hang up. You do not have to listen to verbal abuse.

Members of the administrative and supervisory staff are required to have listed telephones at their residences. This requirement includes principals and assistant principals.

Professional judgment is needed when interacting with students. Here are some common sense does and don'ts:

- Maintain a professional barrier between you and students. You are the adult, and the professional; act like the expert, not one of the kids.
- Keep the classroom door open when talking with students individually.
- Refer students to the appropriate resource person for counseling and/or discussions about personal matters. Do not flirt with students.
- Do not discuss your personal life or personal matters with students. Do not discuss your husband, wife, girl/boyfriend, or dates with students.
- When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible. If you must transport a student in your vehicle, ask a co-worker to accompany you.
- Avoid leaving students unsupervised; have an alternate plan of action.
- Keep your hands and other parts of your body to yourself. Use verbal praise and reinforcement. Do not use any form of corporal punishment. Establish and follow a consistent behavior plan. Treat each student with respect.
- Chaperone only school-sponsored functions. Do not socialize with students.
- If you chaperone a field trip, put in writing what your responsibilities will be. Do not drink alcoholic beverages in front of students.
- Do not take students home with you.
- Do not make telephone calls or write notes of a personal nature to students.
- Do not harass students; respect them for their differences.

Employees are expected to use good judgment regarding appropriate dress for the workplace. Clothing must be clean, neat and reflect a positive image to the public. Apparel worn by employees clearly affects the work, attitude and discipline of students. The effective teacher comes to work dressed appropriately, comes to teach dressed for success, and is a role model for the students. Educators are walking, talking advertisements and should make their dress work for, not against, them. Appropriate dress serves as an indicator of the attitudes expected in the classroom. Employees should dress for four main effects—respect, credibility, acceptance and authority. Attire that is too casual or inappropriate for your position, or your daily activities, should not be worn. The way your dress for work makes a statement that Brevard Public Schools' employees are a group of professional, proud, devoted, dedicated and responsible people.

For staff whose jobs require maintenance or repair duties or other work directly with machinery, clothing may be more functional and appropriate to the tasks required. Supervisors should discuss acceptable dress with staff. Uniforms may be a requirement specific to the assignment.

Two or more close relatives may not work in the same school or department except by permission of the Superintendent. In the event that an employee, due to some unusual circumstance, is placed at the same work site with a close relative, the employee may continue in the position until reassignment to a position of comparable grade, pay and reasonable personal convenience can be made.

Husband and wife may be employed in the same school when specifically recommended by the Principal and approved by the Superintendent on the grounds that it is to the educational advantage of the school.

Under no circumstances shall a person supervise the work of a relative.

You must not permit your family or friends by their presence at the worksite to interfere with performance of your duties during work hours. Visits from friends and relatives are discouraged.

In the absence of a regular teacher, a substitute teacher may be employed. Support staff substitutes are also employed in some cases and are paid the approved support substitute rate. Substitutes are normally employed for fewer than 20 days.

A temporary employee is a person employed for an approved position to which they are temporarily assigned for a period of not less than 20 days nor more than one day less than four calendar months. Temporary employees are paid at the entry level for the job classification.

Vacancies for most positions within the school district are advertised on the district website. Vacancies for teaching positions are posted for three days and support staff positions for five days. Advertisements for administrative positions are usually posted for five days.

Employees may request transfers. Both the Local 1010 and the Brevard Federation of Teachers bargaining unit agreements contain language about how to request a transfer.

Required experience must be verified for all positions in the district that require experience. Teachers receive credit for up to twenty years of teaching experience outside of Brevard Public Schools. Ninety-nine or more days of teaching, to include paid leave, in any single school year, is considered one year of experience. All prior teaching experience earned with the Brevard Schools is awarded.

For teachers, up to two years of credit is given for military service completed since January 1, 1940. Additional credit is not allowed for teaching assignments while in the military service.

Requirements and procedures for verification of experience for non-instructional personnel are in the Nonbargaining Salary Administration Handbook and the Local 1010 bargaining unit agreement. In the case of nonbargaining employees and some 1010 employees, all experience in excess of the minimum required to get the job must be verified within 45 calendar days of the first day at work in order for it to be used for salary placement.

Grievances are handled through the procedure established for each group of employees. Bargaining employees should refer to their specific bargaining unit agreement for detail on this procedure. More information is available on the district website.

#### Non-Bargaining Employee Information:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/Non-Bargaining\\_Services](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/Non-Bargaining_Services)

#### Labor Relations Information:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Labor\\_Relations](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Labor_Relations)

#### Policies and Procedures:

<http://www.neola.com/brevardco-fl/>

### **Orientation Module 3: BPS Workday Rules**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module is about paydays, performance appraisal and many other things.

All employees are paid twice per month (semi-monthly) and will pay on the fifteenth (15<sup>th</sup>) and the last workday of each month.

By state statute, you must be paid from a salary schedule that has been approved by the elected members of the School Board. Teachers are paid on the Teacher Salary Schedule that is contained in the Brevard Federation of Teachers bargaining unit agreement. Support Staff employees whose positions are included in the Local 1010 bargaining unit agreement are paid according to that Wage and Salary Schedule. Nonbargaining employees, including administrators, are paid from the Nonbargaining Salary Schedule. All of these salary schedules are on the district website.

Your pay is deposited directly to the bank, credit union or other financial institution of your choice. You should have completed an automatic bank deposit authorization form as a part of your initial employment packet. If for some reason you did not, please see your worksite payroll contact person immediately. Routinely, it will take about 30 days for the information to be processed and for your check to be automatically deposited. In the meantime, you will receive a paper check at your work site. If you wish to change your direct deposit information, please submit a new direct deposit authorization form to your payroll contact.

If you are an hourly employee, you will receive overtime pay at the rate of one and one-half times your regular hourly rate for all hours worked in excess of 40 hours in any workweek. In some circumstances you will receive overtime for hours in excess of 10 hours in one day. The Local 1010 bargaining unit agreement explains the provisions for overtime for their members. The Nonbargaining Salary Administration Handbook explains the overtime provisions for nonbargaining hourly employees. Both of these documents are available on the district website. Your supervisor must authorize all overtime hours in advance. Compensatory time is not available to employees who are eligible for overtime pay. Teachers are permitted to earn compensatory time in accordance with the provisions of the bargaining unit agreement between the district and the Brevard Federation of Teachers. This document is also available on the website.

If you think your paycheck is incorrect, whom should you contact? Every school or department has a payroll contact. Your supervisor or secretary will know who this person is.

If you change your last name or your address, you must complete a "Change of Address" form and send it to the Office of Human Resources Services and send copies to the other departments listed on the form. This form is available from the Payroll Contact person at your worksite.

You are expected to report to work whenever scheduled and be at your workstation at your starting time and again after your lunch break at the prescribed time. If you should be unable to report to work because of illness or an emergency, you must call your supervisor ahead of your starting time, if possible, or as soon as you can.

Supervisors, principals, and administrators evaluate the work of each employee annually. The evaluation must be completed and on file in accordance with the time schedule established by the Superintendent. An evaluation is also done and submitted to Human Resources Services when an employee leaves the school system, if employment terminates prior to scheduled annual evaluations for that year. You may be required to take examinations necessary to evaluate your health, competence, or performance. Refusal to take required examinations is grounds for immediate dismissal. The district will pay the cost of these examinations and they can only be required by the Superintendent, or his designee

A job description has been developed for each job. The job description contains the qualifications, goal, performance responsibilities, physical requirements and terms of employment. You are expected to be familiar with the defined responsibilities and to demonstrate the required functions of your job. Job descriptions for all employee groups are available on the website.

As a new instructional employee, you must serve a probationary period of one (1) year during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract.

As a new administrative or support employee, you must serve a probationary period of 97 days. During this time your contract may be terminated without cause and you may resign without breach of contract. Days during the summer or other holiday periods do not count toward the probationary period time if you are in a position that is not scheduled to work during those times.

Some employees are eligible to participate in a pay for performance program. Details on any plan for which you might be eligible can be found in the appropriate bargaining unit agreement or in the Nonbargaining Salary Administration handbook. All of these documents are available on the district website.

Any employee of Brevard Public Schools may attend training sessions related to their job assignment with approval of a supervisor. Training sessions are called inservices. For each inservice successfully completed, you will be eligible for one inservice point per contact hour of training. Successful completion means that your attendance was verified and that you submitted a written evaluation of the training session on the form given to you at that time. The Staff Development Office awards inservice points when inservice component records and the necessary documentation are received from the inservice facilitators.

The Staff Development Office keeps records of all of your inservice points provided the inservice paperwork is received by the Staff Development Office within the school year in which the activity occurred. Once the school year is over, changes or adjustments to any inservice component record cannot be made.

Inservice points may be used by teachers and other certified staff to renew their professional certificates, to verify successful completion of professional growth activities for Pay for Performance programs, to verify eligibility for intern supervision, or to achieve personal growth objectives.

All schools and departments have a Site Inservice Representative. These representatives are trained to process all inservice paperwork and serve as liaisons to the Staff Development Office.

If you should resign your position with Brevard Public Schools, proper notification must be submitted, in writing, to the supervisor, preferably on a resignation form provided by Human Resources. The written notification should contain a specific reason or reasons for submitting the resignation, the date the resignation is effective and your signature along with your supervisor's signature.

If you are a support staff employee, you must give notice of resignation to your immediate supervisor at least ten workdays prior to the effective date of your resignation.

If you are an instructional or administrative employee, you must give notice of resignation to your immediate supervisor at least thirty calendar days prior to the effective date of your resignation.

A certificated employee may be suspended or dismissed at any time during the work year pursuant to provisions set forth in School Law 1012.795, and the Rules of the Education Practices Commission. Both of these documents are available on the Internet.

A support staff employee may be dismissed for cause. Bargaining unit employees should refer to their bargaining Agreements. Florida is an "employment-at-will" state. Therefore, an employer may generally terminate an employment relationship at any time for any reason.

Brevard Public Schools recognizes its responsibility relative to student, employee, and visitor health and safety. To that end we have developed and implemented a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities.

Our environmental health and safety program is positive, proactive, integrates responsibilities throughout the District and promotes and incorporates the following:

- A. Procedures describing our hazard identification and an abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when necessary and the development of a District-wide hazard reporting procedure.
- B. Procedures that promote environmental health and safety awareness among employees and students including the establishment of school and district safety committees and the establishment of a program of regular communication with students and employees about safety and health issues.
- C. Procedures directed toward the safety and health of students during transportation to and from school, while they are at school, and during participation in school-related activities.
- D. Procedures related to your health and safety issues that include providing work areas free from recognized hazards and training programs that are required by law such as employee safety and health training, training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. We also have in place procedures for accidents and identifying the causes and any necessary corrective actions.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

Chemicals, insecticides, or other materials that the Federal government has banned are also banned from use on School Board property.

The District has appointed a "Local Education Agency designated person" who is responsible for ensuring development and implementation of a program to manage asbestos-containing materials in accordance with Environmental Protection Agency requirements.

Indoor air quality is an important issue at all of our facilities. We constantly strive to:

- prevent water intrusion,
- implement a preventative maintenance program for heating, air conditioning and ventilation systems that includes routine, periodic filter replacement: inspection, cleaning and disinfecting of duct work, and procedures to eliminate any contribution to indoor air quality problems caused by any heating, air conditioning or ventilation equipment,
- Insure that materials purchased and used and purchased for use in the construction, furnishing and maintenance of our facilities do not contribute to any health hazards. In addition, any activities that might contribute to poor indoor air quality are not permitted.

Any animals in classrooms must be limited to those necessary to support the educational mission. Consideration must be given to the fact that some animals can cause allergic reactions, spread bacterial infections, cause damage to the classroom and or create a hazard if they escape from confinement. Animals in classrooms shall be kept in a healthy condition in appropriate cages or tanks that must be kept clean.

Service animals are permitted in any district facility. Seeing-eye dogs are an example of service animals.

Brevard Public Schools makes every effort to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution.

You have both a need and a right to know about the hazards and identities of any the chemicals to which you might be exposed while working. You also need to know what protective measures are available to prevent any adverse effects from exposure from occurring. Management is responsible for informing and training all workers about any known hazards in our workplaces. Warning labels and Material Safety Data Sheets are available for all employees to review upon request.

Brevard Public Schools' written Hazard Communication Program is also known as the Right to Know program. A copy of this program is available from your supervisor or from the Environmental Health and Safety staff. Annual hazard communication training is also part of the program.

A student or employee infected with HIV or AIDS will be provided rights of privacy and confidentiality of records in accordance with federal and state laws and school board policies and procedures. Knowledge that an employee or student is infected with HIV or AIDS will be limited to personnel who have a clear need to know.

Employees diagnosed with an HIV infection or AIDS and receiving medical attention may continue employment. Employees who are not exhibiting symptoms or behavior that would facilitate transmission of the HIV infection or AID may continue to serve in their normal work setting

School district employees presenting medical evidence of HIV or AIDS shall continue to work when satisfactory



performance is maintained and the medical evidence supports the fact that they do not represent a threat to themselves or others. Training, which will consist of instruction covering symptoms, transmission of disease, precautions, district policy, and work site considerations, is provided annually to all employees. Custodians receive additional training in disinfection, use of gloves, and disposal of contaminated objects.

The Office of District and School Security is responsible for the physical security at all district facilities. Appropriate policies, procedures, manuals and directives are developed and promulgated through that office. If you have a question or concern, please ask your supervisor.

Weapons of any sort are not permitted in any district facility or on any district grounds. This includes weapons for which an employee may have a State of Florida Permit to Carry. Only duly sworn law enforcement officials may have weapons of any kind of school board property including parking lots and ancillary facilities.

The Office of School and District Security will distribute facility keys to employees who work at the Educational Services Facility. At each school, the Principal, or their designee, is responsible for distribution of keys and information about any other access requirements. An appropriate supervisor handles access for any other facilities maintained by the district. Keys are distributed on to employees who have a definite need for access, in order to fulfill their work assignments.

In order to be properly protected against theft you are expected to:

- Obtain room, desk and or closet keys necessary to secure your work area. Never leave money or valuables in an unsecured area,
- Never give students or an unauthorized person keys for their use. Keep possession of your keys at all times, and
- Close and lock windows and doors at the end of your workday. You are responsible for the equipment and supplies in their classroom, work area or office. Should any items disappear, your supervisor or Principal must be notified immediately.

Bargaining units represent two groups of Brevard Public Schools' employees—teachers (Brevard Federation of Teachers [BFT]) and most of our support staff (International Union of Painters and Allied Trades-Local 1010). [Contracts](#) and [salary schedules](#) for both of these groups can be found at the [website](#).

You must become familiar with the policies of Brevard Public Schools and other such rules, regulations, memoranda, bulletins, and handbooks that pertain to their duties in the school system. Any person employed by BPS who is found guilty of any willful violation of the policies of the school system shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the School Board of Brevard County may prescribe.

Should there be a conflict between any of the information presented in any of the employee orientation modules and any state, federal or local law, rule, statute or regulation, or the provisions of either an applicable bargaining unit agreement, or the policies or procedures of Brevard Public Schools, the other document or provision will super cede the material delivered in these orientation modules.

Brevard Public Schools reserves the right to revise its policies and procedures any time.

Job descriptions:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Job\\_Descriptions](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Job_Descriptions)

Bargaining Unit Agreements:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Labor\\_Relations](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Labor_Relations)

## **Orientation Module 4: Equal Employment Opportunity**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module is about equal opportunity employment, discrimination and your privacy.

Brevard Public Schools is committed to having a positive learning and working environment that is free of discrimination on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap. All employees shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. No employee or candidate for a position in this district shall, on the basis of race, color, religion, national origin, age, gender, marital status, disability, or legally-protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent has appointed a compliance officer who is responsible to ensure compliance with Federal and State regulations and that any complaints are dealt with promptly and in accordance with law. The compliance officer shall also ensure that proper notice of nondiscrimination related to the Civil Rights Act, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination in Employment Act is provided. Any sections of the District's bargaining unit agreements dealing with hiring, promotion and tenure shall contain a statement of nondiscrimination.

A required Non-Discrimination Notice shall appear on all district publications. All advertisements for employment must contain the notice that Brevard Public Schools is an equal opportunity employer and a drug free work place.

Sexual harassment is a form of discrimination. Under certain circumstances, sexual harassment may constitute sexual abuse under federal law and Florida statute. In all such cases, school personnel will comply with statute and take immediate action to protect the victim of alleged abuse.

Sexual harassment includes: Any slurs, innuendoes or other verbal or physical conduct reflecting on an individual's race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap which has the purpose or effect of creating an intimidating, hostile or offensive educational or work environment; unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

The denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career; such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

Any employee or applicant for employment who believes that he or she has been the subject of discrimination or harassment may file a grievance according to established procedures that are on the website at the address shown on the screen. <http://www.neola.com/brevardco-fl/>

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of our policies and shall be considered independent of whether a charge or informal complaint of sexual harassment is substantiated.

Any employee who is found to have knowingly filed a false sexual harassment complaint will be subject to discipline by the school district. He or she may also be held personally liable for his or her misconduct through civil suit by the injured employee and may also be criminally prosecuted.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge against an employee for discrimination or harassment will subject that employee to disciplinary action. The discipline will depend on the frequency, circumstances, and severity of the offense.

The Americans with Disabilities Act makes it unlawful for an employer to discriminate against a qualified individual with a disability. To be protected by this act you must be substantially limited in one of life's major activities such as seeing, hearing, speaking, walking, and caring for yourself. You must be able to perform your job on your own or with the help of a reasonable accommodation. A reasonable accommodation is a change or adjustment to a job or work environment that allows a disabled individual to perform the essential functions of his or her job.

Persons found to be currently using illegal drugs or abusing legal drugs are not defined as an "individual with a disability" and are not covered entities under the ADA.

Brevard Public Schools recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. We commit to assist in solving this problem and to creating and maintaining a drug-free work place.

To that end, the use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. This message is clearly communicated to all employees. While on duty or on any School Board property you will not manufacture, distribute, dispense, possess, or use illegal drugs. You are prohibited from working on for Brevard Public Schools or being on any district property while under the influence of illegal drugs, or under the influence resulting from the improper use of legal drugs. You may not promote student use of illegal drugs, or the improper use of legal drugs at any time. Any employee convicted of any criminal drug statute violation that occurred in the work place must notify their supervisor no later than five days after such a conviction.

You must be free of alcohol or drug intoxication when on duty or on district property. Employees are prohibited from the manufacture or use of alcoholic beverages while on School Board property or while on duty. Employees on duty will not use or take prescriptions drugs above the level recommended by the prescribing physician and are prohibited from using prescribed drugs for purposes other than the intended purpose. Employees may not distribute or dispense drugs, except as required as part of their job description.

A mandatory drug screening may be included in all physical examinations required under statutes, board policies and procedures, and the Omnibus Transportation Employee Testing Act. Circumstances under which drug testing may be required include, but are not limited to:

- Pre-employment physical exams;
- Observed or suspicion of use of illegal drugs and or abuse of alcohol during work hours;
- Apparent physical state of impairment of motor functions;
- Marked changes in personal behavior on the job not attributable to other factors;

Employees who are injured on the job and who require medical attention will be required to submit to a drug test when they report to the medical facility for treatment. Refusal to submit to the drug screening is considered a positive test. It may result in forfeiting Workers' Compensation Benefits and will be grounds for immediate dismissal.

Employees and job applicants who operate a commercial motor vehicle in the course of their employment with Brevard Public Schools will be subject to both scheduled and unannounced alcohol testing. For more on the special requirements that apply to operators of some of our motor vehicles, see the appropriate policies and a subsequent module of this orientation program.

Brevard Public Schools may choose to direct an employee to a rehabilitation program for chemical dependency if necessary.

Medical records and other information obtained in the maintenance of our drug-free workplace will be maintained in strict confidentiality. Records will be retained in such a way that is consistent with the highest regard for employee privacy consistent with Florida's Public Records Act and the purpose of achieving and maintaining a drug-free work place.

Any employee found to test positive for illegal drugs or abuse of legal drugs will be immediately subject to disciplinary procedures.

A federal law, the Health Insurance Portability and Accountability Act requires that health plans protect the confidentiality of your private health information.

Brevard Public Schools will not use or further disclose any of your protected health information except as necessary for treatment, payment, health plan operations and plan administration, or as permitted or required by law. All of the companies with whom we do business in order to provide you with health care and other benefits are also required to abide by these privacy rules. Protected health information is not used for employment-related actions and decisions or in connection with any other benefit or employee benefit plan without authorization.

You have certain rights with respect to your protected health information, including the right to see and copy the information, receive an accounting of certain disclosures of the information and, under certain circumstances, amend the information. You also have the right to file a complaint if you believe your rights under HIPAA have been violated. Details about your HIPAA privacy rights are on the district website.

HIPAA Privacy Procedures:

<http://www.neola.com/brevardco-fl/search/AP/ap3420D.htm>

## **Orientation Module 5: Benefits**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module, as well as the three that follow, are about the benefits, insurance and otherwise, to which you may be eligible as an employee.

It is recognized that a wide range of problems such as marital or family distress, drug and alcohol abuse, and personal mental health concerns can affect us all. It is in everyone's interest--our students, and our employees—that we have an effective program to assist you and your family in resolving problems as the need arises. This is our [Employee Assistance Program](#). An agency that is totally independent of the District and provides both assistance and referrals to local resources manages our program. All employees may use this program. Contact with and visits to the Employee Assistance Program provider are held in confidence to the maximum possible extent.

A wide variety of [insurance benefits](#) are provided to our regular employees. Our benefits plans include medical, dental, vision and life insurance options. Dependent life insurance, Accidental Death and Dismemberment, Long Term Care as well as short-term disability and long-term disability are also offered. Extended coverage is available to most employees after resignation. [COBRA](#) allows a person leaving employment to continue medical, dental, and vision insurance coverage by paying the total cost of the insurance, plus an administrative fee. This coverage typically is available for eighteen months after termination from employment.

More information about our insurance plans will be shared in subsequent modules of this orientation program. There is a [Benefit Contact](#) at your work site and there are Benefits Specialists who work at the Educational Services Facility who can handle questions you may need to have answered immediately.

It is extremely important that your [beneficiary information](#) for life insurance proceeds and all other programs that pay benefits to a designated beneficiary be kept current. Changes in a family status such as marriage, divorce, or death can all create the need for beneficiary changes. You can change your beneficiary any time you want and as often as you want. You may download the form from the district website or get one from your worksite Benefit Contact.

Brevard Public Schools provides insurance to employees covering injury and property damage [liability](#) arising from the performance of assigned duties. This insurance covers your liability for most work-related situation. The Board also provides legal services in tort actions for its employees when the action is construed to be an outcome of duties performed for the Board.

Depending upon the reason for termination of employment, you may be eligible for [unemployment](#) benefits if you should no longer work for the school district at some time in the future. At that time, it is advised that you contact the local office of the Department of Labor and Employment Security to apply for benefits and to gather information concerning the process.

All employees of Brevard Public Schools are covered by [Workers' Compensation Insurance](#). This assures that if you should be injured on the job you will have some level of income until such time as you are able to return to work. In the event of an illness or [injury](#) that is work related, you must provide immediate notification of the injury and its circumstances to his/her supervisor. A "First Report of Injury" form must be completed and submitted to Risk Management within 24 hours. Failure to report an accident or injury as required could result in the loss of Workers' Compensation benefits and or disciplinary action. Your school or department's secretary can help you with the necessary forms and telephone calls to obtain immediate medical attention. Of course, in case of an emergency, someone must call 911.

Brevard Public Schools designates [holidays](#) at the time it adopts and amends the school calendar and or ratifies [contractual agreements](#) with our bargaining units. If you are on an unpaid leave due to illness or injury you will get holiday pay for any designated paid holiday, if a holiday occurs during the first thirty calendar days of your unpaid leave. In a situation such as this, holiday pay will not be paid for more than two holidays. Employees in bargaining units should refer to negotiated agreements. For more specific information about designated paid holidays see the approved school year calendars on the district website.

At the beginning of each school year, you will be given the opportunity to purchase United States Savings Bonds through payroll deductions. Your school or department secretary has more information about this benefit

Eligible employees may exercise an option that permits you to receive payment for a portion of your unused sick leave. You must have worked your entire contract year and may not have been absent from work for more than the number of workdays permitted according to the sick leave buy back rules. Payment for accumulated sick leave will be made at 80% of your present daily rate. Additional information is available from the secretary at your work site or on the district website.

Employees of a not-for-profit organization, such as Brevard Public Schools, may designate part of their salaries to a tax-sheltered annuity through payroll deductions. The amounts contributed to a tax shelter annuity are excluded from the amount of wages subject to federal income tax. This benefit reduces your taxable income for the current year. A list of companies who are qualified to receive tax sheltered annuity contributions and information about how to participate are available from the Payroll Contact at each worksite.

Each year you will be encouraged to support the United Way Campaign. This may be done through a one-time contribution or by payroll deduction. All contributions are tax deductible.

School and District Calendars:

[http://www.edline.net/pages/Brevard\\_County\\_Schools](http://www.edline.net/pages/Brevard_County_Schools)

Policies and Procedures:

<http://www.neola.com/brevardco-fl/>

## **Orientation Module 6: Benefits, Continued**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module, as well as the one before it and the two that follow, are about the benefits, insurance and otherwise, to which you may be eligible as an employee.

Even if you choose not to participate in our benefits plan, you must complete the enrollment process indicating "No coverage". If you do not enroll, you may be defaulted to coverage you do not want.

You are eligible for benefits 45 calendar days following your date of hire. **You must enroll electronically for benefits within the 45 calendar days after you are hired for coverage to begin on day 46.** In addition to the information provided in this orientation module you should have received a copy of our New Employee Benefits Book. Your worksite Benefits Contact person can help you with any questions you have and give you the forms and other materials that you need to enroll. If you do not have a New Employee Benefits Book, please get one for your worksite Benefits Contact person. Your supervisor or worksite secretary can tell you who the Benefits Contact person is at your worksite if you do not know.

In order to avoid the pre-existing provisions that is in our healthcare plan, you must provide proof that you have had coverage under another group healthcare plan without a lapse of coverage that exceeds 63 days. You can obtain this proof from your previous employer or the health care plan sponsor of some other group plan under which you were covered. This letter is commonly called a HIPAA letter.

Please consider your options carefully. Your next opportunity to change your benefits will be at open enrollment next fall for an effective date of the next January 1st. Only a Change in Family Status will allow for modification of your selections at any time other than during open enrollment. Changes in your benefit plan selections must be made within 30 days of the Change in Family Status.

A Change in Family Status is defined as marriage, birth or adoption of a child, death, divorce or a situation where a dependent has lost eligibility for coverage under another benefit plan.

Membership cards for the benefit plans you select will be mailed to your home. Please watch your mail for your medical, dental, vision and pharmacy membership cards. They will all arrive separately. Do not try to present your medical plan card to the pharmacy when you are trying to get a prescription filled. You must present your pharmacy card.

Should you need to use your benefits after you have enrolled but before you receive your membership cards, you will have to pay for the services and submit your bills for reimbursement. Please be careful that you only pay for services that are covered by the plans (medical, dental, etc.) you selected. If you pay for services that are not covered by your plan, we will not be able to reimburse you.

Our healthcare program is a self-funded plan. This means that Brevard Public Schools resources fund your healthcare benefits plan. We do not pay premiums to an insurance company for your coverage. Instead, through a Third Party Administrator, we pay the actual cost of the claims. A Third Party Administrator is used to handle the actual processing of claims to protect the confidentiality of your medical information.

Because we pay claims and not premiums to an insurance company, it is important that every employee be a good consumer of health care services. We want you to have the health care you need, but we also hope that you will treat your health care dollars like they are your own--because they are. Every dollar saved on health care is a dollar that can be spent somewhere else in the district such as classrooms, salaries and additional student programs.

If you are a parent that is covered by our health care plan, your newborn child or a newly adopted child is covered from birth for any injury, illness or congenital condition, provided that the newborn child or adopted newborn child is enrolled as a dependent of the employee within thirty days after the date of birth. The effective date of coverage for an adopted child who is not a newborn will be the date the child is placed in your residence.

Your grandchild who is living in your household, is the son or daughter of a dependent whom you are covering on your medical and is your financial dependent is eligible for coverage under our plans from birth to age 18 months.

The prescription plan is a three-tier plan with drugs divided in generic, brand and non-preferred classes. The co-pays vary for these three classes. You can order up to a 30-day supply with a prescription from nearly 42,000 pharmacies nationwide. This includes both major chains and independents.

Our plan also includes a mail service benefit. The mail order service is for drugs that are used to treat chronic or long-term health conditions (such as high blood pressure or diabetes). You can get a 90-day supply delivered to your home and it is easy to get refills by phone, mail, or via the Internet. Using the mail order pharmacy benefit saves you money! You can get a 90 supply of your medicine for a 60-day supply co-pay. You also have this same option at any retail pharmacy that participates in our Advantage 90 program.



## **Orientation Module 7: Benefits, Continued**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module, as well as the two before it and the one that follows, is about the benefits, insurance and otherwise, for which you may be eligible as an employee. This one will cover our dental care plans, vision insurance and retirement.

You may choose from four dental insurance plans offered by Delta Dental. There are two Dental Health Maintenance Option plans and two Dental Preferred Provider Organization option. The DHMOs are managed care plans. This means you must choose a participating dentist from a panel of providers. The Dental PPO plan provides for both in-network and out-of-network benefits. With this plan you may select any dentist. Your out of pocket expenses will depend upon whether you use a dentist that is on the list of preferred providers, premier providers or not in either of these networks.

If you have life insurance coverage through Brevard Public Schools in excess of \$50,000, you will have to pay imputed income. This is a federal tax on the value of your group term life insurance coverage over \$50,000. The amount you pay for this tax is included on your W-2 Form that you receive at the end of the calendar year and that you use for filing your federal income taxes.

In order to insure that your life insurance proceeds go to the person or persons according to you wishes, you must fill out and send in a beneficiary form. There is also a "how to" on the district website that will explain how to fill out your beneficiary form and make sure it is correct. Your worksite Benefits Contact person can also assist you. It is extremely important that beneficiary information for life insurance proceeds and all other programs that pay benefits to a designated beneficiary be kept up to date.

You can change your beneficiary designation any time you wish and as often as you wish. Simply access the Benefits Website and download the Beneficiary Designation form, fill out appropriate sections for the coverage you have, sign and submit the form to Compensation & Benefits. You may also get a form from your worksite Benefit Contact person. You must use legal names and provide social security numbers and a copy of the Trust or Estate Designation, if applicable. The properly completed and signed form with the most recent date is the document by which benefits are paid.

Please note that when a beneficiary is a minor (not of legal age), the insured's estate, or a legally incompetent person, a conservator of the estate or legal representative may have to be appointed before any death benefits can be paid. This could mean legal expenses for the conservator/beneficiary or possible delay in the payment of insurance. You may wish to consider this in naming beneficiaries.

Basic life insurance equal to one times your annual salary is provided to you free of charge by Brevard Public Schools. Additional life insurance is voluntary and you must pay for it through payroll deductions.

If you do not sign up for life insurance at your first opportunity to do so and you wish to obtain coverage at a later enrollment opportunity, you will be subject to medical underwriting. Medical underwriting means you will have to fill out a medical history questionnaire and may have to submit to a physical examination. You will be notified by the life insurance company if you are required to do this.

In addition to your life insurance, life insurance for dependents is also available. This is a voluntary program. You must pay for it through payroll deductions. You may cover your spouse for either \$5,000, \$10,000, or \$25,000 and each of your eligible children for \$2,500. If you are only covering your children then select the first option \$5,000 for spouse, and \$2,500 for each child. Any eligible dependent not enrolled at the first opportunity will have to provide evidence of insurability, if adding due to a family status change or can be added during open enrollment, with proof of legal dependency.

Brevard Public Schools makes contributions into the Florida Retirement System for all employees who are in a regularly established position.

Temporary and substitute employees are not eligible to participate in our retirement plan. If you are eligible for our retirement plan you are automatically covered for Social Security. Retirement benefits are not offset, or reduced, by any Social Security benefits you might also receive after you retire.

Employees who terminate employment prior to vesting in our retirement plan and do not return to covered employment forfeit all contributions made by the Brevard Public Schools on their behalf.

As a new employee you have the choice of selecting from two different retirement plan options. You may select either the defined contribution plan or the defined benefit plan.

Both plans are non-contributory. This means that no money is deducted from the employee's pay to provide for future retirement benefits. Employees qualify for retirement by attaining the age and service requirements established by the State of Florida legislature for either normal or early benefits.

Most employees are considered regular class members of the retirement plans and are vested after the completion of six years of creditable service with Brevard Public Schools. Normal retirement benefits are available after thirty years of service or age sixty-two.

Under the defined benefit plan, early retirement is available to regular class members at age forty-two and one month with six years of creditable years of service. Substantial penalties are imposed on your benefits if you take an early retirement. Under this plan you will receive a benefit that is set based upon your years of service and calculation that is done based upon your average salary for the five years when you were the most highly paid.

Under the defined contribution plan, early retirement is available at age fifty-nine and one-half and after the completion of six years of creditable service. Your retirement benefit under this plan is based upon the value of the contributions that are made on your behalf by the district. You may take your benefits under this plan as a lump sum, move the account to another retirement type account or set up an annuity for payment of your benefits.

Under both of these retirement plans, if you terminate your employment prior to vesting in one of our plans, you may resume membership in the retirement plans if you return to retirement covered employment.

If you terminate your employment after you are vested in our retirement plans but before you are eligible for normal retirement benefits you may defer retirement until a later date or take an early retirement.

Creditable service is earned when you are paid for work in a regularly established position. One month of retirement service is earned for each month in which a salary payment is received. Employees who work the number of months required in their work year earn a full year of service credit. For example, if you are a ten-month employee and you work your full ten months, you earn a full year of creditable service.

Special provisions apply for earning service credit for military service, out-of-State public and Federal employment and leaves of absence.

Regular disability retirement is an option for an employee who has completed eight years of creditable service and is permanently and totally disabled.

An in-line-of-duty disability retirement is for an illness or injury that arises out of and during the performance of an employee's duties as required by Brevard Public Schools. The employee must be permanently and totally disabled as a result of the illness or injury. A regular employee is covered for in-line-of-duty disability benefits from the first day of employment.

The Deferred Retirement Option Program or DROP is an alternative method of payout of retirement benefits. Eligible members may have their retirement benefits paid to a DROP savings account that earns interest while simultaneously continuing to work for the Board. Most vested employees who have reached their normal retirement date or age are eligible to participate in DROP. DROP participants are not eligible to apply for either regular or in-line-of-duty disability retirement. When the DROP period ends, the DROP participant must terminate employment except as provided by certain Florida State statutes.

When you retire, you will be paid for your accrued sick leave according to the following schedule:

During the first three years of service with Brevard Public Schools, accumulated sick leave will be paid out based on your daily rate of pay multiplied by thirty-five percent times the number of days of accumulated sick leave you have.

During the next three years of service (years 4, 5 and 6), accumulated sick leave will be paid out based on your daily rate of pay multiplied by forty percent times the number of days of accumulated sick leave you have.

During the next three years of service (years 7, 8 and 9), accumulated sick leave will be paid out based on your daily rate of pay multiplied by forty-five percent times the number of days of accumulated sick leave you have.

During the next three years of service (years 10, 11 and 12), accumulated sick leave will be paid out based on your daily rate of pay multiplied by fifty percent times the number of days of accumulated sick leave you have.

During and after your thirteenth year of District service, accumulated sick leave will be paid out based on your daily rate of pay multiplied by one hundred percent times the number of days of accumulated sick leave you have.

There are special pay out rules for employees who are in DROP and then retire.

Dental Plan:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/WP-Dental](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/WP-Dental)

Vision Plan:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/WP-Vision](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/WP-Vision)

Retirement Information:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Retirement](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Retirement)

## **Orientation Module 8: Leaves**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module, as well as the three before it, is about the benefits, insurance and otherwise, for which you may be eligible as an employee. This one will cover disability insurance, our employee assistance program, flexible spending accounts, life insurance and leaves of absence, both paid and unpaid

Brevard Public Schools offers two types of disability insurance coverage to employees--short-term disability and long-term disability. Because disability income payments are received tax free, premiums for this insurance must be paid with after tax dollars.

Short-term Disability insurance assures that you will receive benefits equal to 60% of your basic weekly salary should you become disabled and not able to work. These benefits begin on the 15th day of your disability and continue for up to 26 weeks. Your sick leave and or paid vacation may provide you with regular income until your short-term disability benefits begin. However, short-term disability benefits can begin before you have used up your vacation and sick leave. Weekly benefits are paid on one fifty-second of your annual contract salary. If you do not elect disability coverage at the time of your first opportunity to do so, you will have to provide a health history in order to enroll at a later date.

Long-term Disability insurance assures that you will receive salary of up to 60% of your basic monthly earnings if you are disabled and cannot work. Long-term disability is offset by any benefits that you may qualify for from social security or workers' compensation. Long-term disability benefits begin 180 days after your disability begins. Monthly benefits are based on one twelfth of your annual contract salary or monthly wage rate.

Benefits are payable to age 65 (or 71 for disabilities incurred after age 60). Pre-existing conditions will be covered after you have been enrolled in the plan for 12 months. If you do not elect disability coverage at the time of your first opportunity to do so, you will have to provide a health history in order to enroll at a later date.

Brevard Public Schools also offers insurance that will help you in the event of Accidental Death or an Accident that results in Dismemberment. Under this option you may elect coverage in amounts of one, two, three or four times your annual base pay. A family coverage option is also available.

Our Employee Assistance Program provides a variety of counseling and informational services. It is available for problems not normally covered under our Mental Health Plan, such as stress, weight loss, financial issues, family problems, smoking cessation, etc. It can also be used for information and referral if you need help determining how to tackle a personal or workplace problem. A supervisor may also refer an employee to the Employee Assistance Program if it appears personal issues are interfering with work performance.

You and your family members are eligible for up to six visits per contract year to an approved mental health provider, at no cost to you. You do not need to be covered by one of our health plans to use our Employee Assistance Program.

Mental health care benefits are available through CIGNA.

Flexible Spending Accounts, which are sometimes called reimbursement accounts, let you pay for eligible health care expenses and dependent care expenses on a pretax basis. The money is not taxed when it is deducted from your paycheck and it is not taxed when it is paid back to you from your Reimbursement Account. Money set aside for a Flexible Spending Account does not reduce your retirement benefits because the salaries reported for retirement are gross wages; that is your wages before any deductions are taken out of your pay.

A Healthcare Flexible Sending Account is designed specifically for reimbursement for medical, dental and vision care expenses you expect to incur during the plan year. These expenses are those that are not covered by your health care plan. Each year you may contribute up to a maximum of \$3,000 in pre-tax dollars to your Healthcare Spending Account.

A Dependent Care Flexible Spending Account allows you to pay for eligible dependent care expenses with pre-tax dollars. To be eligible, expenses must be for the care of a child under 13 years of age, or a disabled dependent adult and necessary for you and or your spouse to able to work or attend school on a full-time basis.

Each year you may contribute up to a maximum of \$5,000 in pre-tax dollars to your Dependent Care Flexible Spending Account except if you are married and file separate tax returns, your maximum annual contribution is \$2,500.

You must re-enroll each year to participate in either a healthcare or a dependent care flexible spending account. You cannot change the amount you are contributing to your reimbursement accounts during the year, unless you have a change in family status. A change in family status is something like your spouse losses employment. Also, you may not transfer money between your healthcare and day care reimbursement accounts.

Any money left in your reimbursement accounts at year's end must be forfeited. This means you lose all rights to that money. So, it is important that you put only enough money into your flexible spending accounts to cover the expenses you are sure you will have.

As an employee of Brevard Public Schools you are automatically covered with a basic life insurance in an amount equal to one times your annual base pay. You may also select additional employee life insurance coverage in amounts of one, two, or three times your annual base pay. Once you have enrolled in this additional life insurance, the amount of increase in coverage you may select each year during open enrollment is limited to one times your annual salary up to the maximum of three times your annual base salary.

If you do not sign up for life insurance at your first opportunity to do so and you want to obtain coverage at a later enrollment opportunity, you will be subject to medical underwriting. Medical underwriting means you will have to fill out a Medical History Statement and may have to take a physical examination.

Long-term care provides a variety of personal and household services for people who are unable to care for themselves. Long-term care coverage is specially designed to cover the costs of long-term care services and gives you the peace of mind that comes with knowing you are prepared for the future. To learn more about long-term care including what types of coverage are available and what it will cost, go to the website address shown at the end of this module.

Paid leaves of absence include vacation, sick leave, some types of military service leave and others. Your immediate supervisor must always be notified and grant approval prior to you taking any leave. Employees in positions that are covered by a negotiated bargaining unit agreement should refer to the appropriate agreement.

First we will look at paid vacation. Not all employees earn vacation time. Check with your supervisor or with the provisions of a bargaining unit agreement if you are not sure whether you earn vacation time or not. If you earn vacation time the amount you earn depends upon years of continuous service you have with Brevard Public Schools. Vacation leave is earned at the rate of 1 day per month during your first 5 years of continuous service, 1¼ days per month for years 6 through 10 and 1½ days per month when you have worked for more than 10 continuous years for the district.

Paid sick leave is earned at the rate of one day of sick leave for each month you are employed. Sick leave may be used for either personal illness or the illness or death of a relative or a person residing in your household. Unused sick leave benefits may accumulate without any limit.

Certificated employees may transfer sick leave from other public school systems to Brevard Public Schools. Support employees may transfer sick leave from other public education institutions in the State of Florida. The sick leave must be verified in writing by the previous district/educational institution. When sick leave is transferred, one day of the transferred sick leave is added to your balance each month until the total number of transferred days has been placed in your sick leave account.

The Sick Leave Bank is a source from which additional paid sick leave days. You must join the bank and apply for benefits at the time you need them. Sick leave bank days may be granted for your own catastrophic or prolonged personal illness, for an accident or an injury. Membership in the Sick Leave Bank is available to full time employees after completion of at least one full year of employment with the District. Details about this benefit are available on the district website.

You may use up to six days of accumulated sick leave each fiscal year for personal reasons. Personal leave is not cumulative. This means you cannot save them from one year to the next. These days may be taken for personal reasons

as long as they do not result in taxable income, result in activities for union associated business or result in any form of work stoppage.

Jury Duty or Court Service leave with pay may be granted to you if you are summoned to court for jury duty or subpoenaed as a witness before a court or regulatory agency. Paid court service leave is not available for any legal action in which you are a party. If you are personally involved, you may request personal or vacation leave. A copy of the subpoena or jury summons must accompany your leave form when you request paid jury duty or court service leave. If you are represented by a bargaining unit, you should refer to your collective bargaining agreements for any specific rules that may apply. Remember the bargaining unit agreements are on the district website.

Illness or Injury in the Line of Duty paid leave is available to employees who must be absent from work due to a personal injury received in the discharge of their duties or because of an illness from a contagious or infectious disease contracted in school work. This leave will result in no reduction of either your salary or your accumulated sick leave. Illness or injury in line of duty leave may not exceed ten days in any fiscal year.

Professional paid leave may be used for the employee's professional growth. It may be granted when the experience shall be deemed to be of substantial benefit to the school district and shall have an immediate application to the current role of the employee. Examples are conferences, conventions and seminars.

Line-of-Duty leave is used when the leave is needed to perform job functions and is required by the supervisor.

There is more than one kind of paid military leave. One kind is for reserve training duty only. The maximum number of days paid for this kind of leave is seventeen days per fiscal year. Remember a fiscal year is from July 1st to June 30<sup>th</sup>. Military leave, which is voluntary on the part of the employee, is not paid. Another type of paid military leave is call up for duty other than training. The maximum number of days paid for this kind of leave is thirty days per fiscal year. A copy of your military orders is required. The third type of paid military leave occurs in the event of a national emergency. Employees who are required to serve in the Armed Forces of the United States or of the State of Florida will be granted military leave. In this situation you will 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 calendar year. In all cases of military leave, a copy of your official orders is required.

Now, let's move on the leaves of absence that are not paid.

Professional Study may be granted to employees for up to one fiscal year of leave without pay to continue their education. Leave for certificated personnel may begin only at the start of the school year. Your spouse may also be granted personal leave to accompany your mate when leave is granted.

Personal Leave Not Paid may be granted for up to one fiscal year at the Board's discretion.

Illness Leave Not Paid is available should you exhaust all of your paid sick leave but you continue to be sick or disabled and unable to return to work. Leave may be granted for a maximum of two years.

Extended illness leave is also available to some employees if you exhaust all you paid sick leave, but still cannot return to work. This leave is only available if you are not eligible for Family Medical Leave. Brevard Public Schools paid group health care benefits will be continued and paid for by the Board for a period not to exceed sixty days. Any application for this leave must be accompanied by a physician's statement.

Brevard Public Schools may grant an employee up to twelve weeks of unpaid, job-protected leave for certain family and medical reasons. This leave is family medical leave and is mandated by the federal Family Medical Leave Act. The Board will maintain your health care coverage while you are on FMLA leave. In order to be eligible for this type of unpaid leave you must have worked for the School Board for at least one year and for 1,250 hours during the previous twelve months. Teachers are exempt from the 1,250-hour requirement. Medical certification to support your request is required.

Maternity leave without pay may be granted for a partial or complete school year upon certification by a physician verifying the pregnancy and setting forth the estimated date of delivery. The request for maternity leave must be made not later than five calendar weeks prior to the estimated delivery date. Upon return from maternity leave the employee must present certification that she is physically and mentally able to perform her duties.

Unpaid paternity leave is also available without pay. Proof of the birth will be required. Paternity leave may be granted for a partial or complete school year

You may also apply for an unpaid leave of absence in the event of your adoption of a child. Application for this kind of leave must be submitted to the supervisor within two calendar weeks after the approval for adoption by the recognized adoption agency or source.

An employee who has been granted maternity, paternity or adoption leave may apply for an extension of unpaid leave for a period of one school year for the purpose of child rearing. This leave may be granted for the balance of the school year in which the child is born or adopted plus one succeeding school year.

Employee benefits information:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/Employee\\_Benefits\\_Special\\_Pr](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/Employee_Benefits_Special_Pr)

Brevard Federation of Teachers Contract:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Labor\\_Relations](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Labor_Relations)

International Union of Painters and Allied Trades, Local 1010 Contract:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments\\_K-Z/HumanResources/DIV-Labor\\_Relations](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments_K-Z/HumanResources/DIV-Labor_Relations)

## **Orientation 9: Just for Teachers**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module contains information that pertains only to certificated teachers.

Securing and updating your teaching certificate is your responsibility. Our Certification Department staff is here to provide you with guidance, but you must fulfill the requirements and complete all of the required procedures necessary to obtain and renew your state of Florida teaching certificate. Your application for a change or addition to your certification status must be submitted for processing through Brevard Public Schools' Certification Department.

The Certification Department operates as part of the Office of Human Resources Services. A valid Florida Educator's Certificate is required under Florida law for all teachers. One of our Certification Specialists in the Certification Department will be happy to assist you with understanding what coursework is necessary for the renewal of your certification or for the addition of a subject to your certificate.

For first year teachers, it is extremely important that you follow the requirements listed on your Official Statement of Eligibility that is issued by the Florida Department of Education. If you do not have your Statement, please contact the Certification Department immediately. If you have specific testing requirements to meet, the Certification Department has the registration bulletins and test information you need. Do not wait until the last minute to take these tests. Completion of certification requirements has a major impact on your eligibility for reappointment.

Should you change your name after your certificate has been issued, you can apply to change your name on your certificate for a fee? However, if you wish, you may wait until the next renewal date of your certificate and change your name at that time for no additional charge. You should also change your name on your Social Security records. When you provide the Office of Human Resources Services with this information, all records, including payroll records, will be changed to correspond. Changes to your records for such things as a name or address change must be requested in writing.

After your initial employment with Brevard Public Schools, if you earn a higher degree from an accredited institution, please submit an official transcript reflecting the additional degree to the Office of Human Resources Services so that your pay may be adjusted. If you are adding an area of certification with the higher degree, please request that an additional official transcript to be sent to Brevard Public Schools with the application for the addition.

Renewal of a professional certification is done through the district Certification Office using the appropriate yellow Renewal Form and payroll deduction card. Both the form and the deduction card are available from the Certification Department. This is the only time that payroll deductions may be used to pay for certification activities. Professional certificates may be renewed with six semester hours of appropriate college credit, 120 inservice points, or a combination of the two. A subject area exam in an area of certification may also be used for certification renewal. A subject area exam is the equivalent of 3 semester hours of credit or 60 inservice points. It is a good idea to contact the Certification Department to make sure you are taking an appropriate exam if you plan to use an exam for renewal.

The State of Florida white application form for teacher certification is used for all certification actions, other than renewal. Brevard Public Schools' pink application is used for non-degreed vocational, part-time adult education, and substitute teacher certificates.

Teachers are prohibited from tutoring for pay, any student whom they teach in school. Teachers who tutor students within their school unit and receive compensation for this work shall have prior approval of their principal.

In the absence of a regular teacher, a short-term teacher may be employed under certain conditions. When it is known or determined that the regular teacher will be absent for more than thirty consecutive days or for the remainder of the school year, a fully qualified teacher is appointed as a replacement as soon as possible to insure continuity of the instructional program. A short-term teaching contract may not be for fewer than twenty days nor more than 99 days. Short-term



teachers who are teaching fewer than 99 consecutive days or less than one full semester are not eligible for employee benefits.

Certificated employees may transfer sick leave from other public school systems to Brevard Public Schools. The sick leave must be verified in writing by the previous district/educational institution. When sick leave is transferred, one day of the transferred sick leave is added to your balance each month until the total number of transferred days has been placed in your sick leave account.

You can earn one inservice point is earned for each hour of an approved Brevard Public Schools' inservice attended. There are also other ways to earn inservice points, such as attending professional conferences. Contact your worksite Inservice Representative for procedures that must be followed to document inservice points.

What follows is a series of the most frequent questions that teachers ask

**How do I get the teacher pay increase for obtaining a higher degree?**

In order to receive a pay increase, the advanced degree must be held in the individual's area of certification. You must have an official transcript reflecting the master's, specialist, or doctorate degree sent to the Certification Department in Human Resources Services. Your pay increase cannot be approved until the official transcript is received. Copies are not acceptable. Upon approval, the increase will be reflected in the next available payroll.

**When I submit my application and fee for a Florida Educator's Certificate, what will I receive from the Department of Education?**

You will receive a "Statement of Eligibility." It is an evaluation that will outline for you what you will have to complete to be eligible for a Professional Certificate. If you are not yet eligible for certification, it will also list the courses you will have to complete to be eligible for the initial temporary certificate.

**What tests are required by the State of Florida for certification?**

Generally, there are three tests that are required for a professional certificate. The test of Professional Education, the subject area exam for your area of certification and the College Level Academic Skills Test also known as the CLAST. This is a test of basic skills. A list of the tests that have been normed for the State of Florida may be found in the test registration booklet that is available from the Certification Department.

**Will copies of my test scores be acceptable?**

The Department of Education will not accept copies of test scores. You must send original score reports to the Certification Department. Test scores are not automatically sent to the Department of Education. It is your responsibility to make sure they are sent.

**Once I have been appointed to a position, how long will it take to get my certificate?**

The district will request that your certificate be issued once all of your employment activities are complete. Your certificate cannot be requested until your reports from both the Florida Department of Law Enforcement and the Federal Bureau of Investigation have been received. These reports are then sent to the state along with the request to issue your certificate. This entire process may take from one to six months.

**If I am cited for missing professional education coursework on my Statement of Eligibility from the Department of Education, how do I show that it has been completed?**

You may provide official transcripts from the college or university where the courses were taken to the Certification Department. They will forward your transcripts to the Department of Education.

**If I am not sure about the courses that I must complete for certification, or if I do not understand the Statement of Eligibility sent to me by the Department of Education, where do I go for help?**

Call the district's Certification Department.

**What is recency-of-credit and how can I satisfy this?**

If you are cited for recency-of-credit by the Department of Education, it is because you have not taught two out of the last five years or you have not taken at least six hours of appropriate credit work in the last five years before applying for certification. Recency may be satisfied by taking six semester hours of appropriate credit or by earning twenty inservice points while you are on a temporary certification.

**May I be employed as a teacher if I did not complete a student teaching or internship during my undergraduate or graduate work?**

Even though it is much preferred that all of our teachers be teacher trained and have completed an internship before becoming a teacher, it is not required by the Department of Education for certification. If you are not teacher trained before applying for certification, the practical teaching requirement must be met before you become eligible for a professional certificate. You must teach for two full years to satisfy this requirement.

**Is it possible to get a Professional Certificate without getting a Temporary Certificate first?**

Graduates from a Florida college or university who have completed a state approved program in education, and have taken all tests required by the state will be eligible for a five-year Professional Certificate at the time the initial application fee is paid. Satisfactory test score reports must be submitted at the same time. If you are an out-of-state teacher who has at least five years of successful teaching experience, with at least two continuous of teaching in the last five years, and you hold a valid standard certificate from another state, and you are employed to teach in an area reflected on the out-of-state certificate, you may be eligible for a Professional Certificate. This is referred to as a "Fast-track" certification.

**Once I complete all requirements listed on my Statement of Eligibility, how do I apply for my Professional Certificate?** You must submit the completed white CG-10 teacher application along with the required fee to the Certification Department. Attach an original copy of your score reports for all required tests and official transcripts if there was coursework required. The Certification Department will forward everything to the Department of Education for you.

**I have "x" number of years of teaching experience, but my first paycheck does not show that I am being paid for it. Why is that?**

This situation is probably because all of the verifications of your prior experience have not been received by Human Resources Services. When all experience has been verified, credit will be given retroactive to your date of employment. Up to 20 years of teaching experience may be counted. It is your responsibility to send the verification forms to former employers to be completed and returned to the Brevard Public Schools by the former employers. Employment verification forms may not be completed by anyone other than a representative of the former employer.

Up to two years of credit, for purposes of placement on the salary schedule, is given for military service completed since January 1, 1940. Additional credit is not allowed for teaching assignments while in the military service.

## **Orientation 10: Just for Administrators**

This presentation is part of a series designed to share important information about Brevard Public Schools with newly employed individuals. It is our goal to help you understand your rights, responsibilities, benefits and the operation of our school system so that you can become a vital member of our team in as short a time as possible.

The information shared in this series is a summary of other documents maintained by the district as well as applicable laws, rules and regulations. This orientation program is not meant to replace these other documents but rather to make you aware of both your obligations and privileges as an employee of Brevard Public Schools. This program is also not meant to create, nor should it be construed as creating, a contract of employment. This module contains information that pertains only to administrators—both school and district based.

Brevard Public Schools maintains insurance policies or self-insure against certain risks as necessary to protect the District from major financial losses. This insurance includes such things as our buildings and their contents, machinery, equipment, expenses for defending any claim against a board member or other employee of the district that arises out of or in the course of the performance of your duties.

The members of the School Board shall approve the employment, determine the compensation and establish the term of employment for each administrator. Approval is given only to candidates for employment who are recommended by the Superintendent. Administrators seeking to hire a subordinate shall recommend to the Superintendent the best-qualified administrative applicant available.

Any administrator's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal.

Any person employed in an administrative position requiring certification must possess a valid certificate issued pursuant to Florida law or issued by the School Board of Brevard County, Florida. Brevard Public Schools may establish reciprocal certification agreements with other Florida school districts whose employment and or certification requirements are comparable to ours.

As an administrator, you are required to have a listed telephone at your residence. This regulation includes principals and assistant principals.

Other employment by administrators outside of your District position may not conflict with your performance and regular duties with Brevard Public Schools. In the event that the outside employment is related to your district work in any way, you must notify and receive approval from the Superintendent prior to initiating any activity.

The district engages in a myriad of employment related processes. As an administrator you are responsible for being familiar with our staffing allocation process, employment recruiting, interviewing, selection and placement practices and the reappointment process and cycle. In addition, you must understand and abide by the laws, rules and regulations that apply to overtime payment to some employees, Veteran's Preference requirements and equal opportunity employment.

There are many resources available to you to assist you in the professional and competent completion of your duties. First and foremost is our district website. You will find most of the information you need at that one location. In addition, the Office of Labor Relations is a valuable resource to all administrators. This office handles grievances, disciplinary actions, bargaining unit agreement contract interpretation and questions as well as other employment related issues.

The Office of Student Services is responsible for Exceptional Student Education, English as a second language and drug prevention programs to mention just a few. Resource teachers and other curriculum assistance are available through both the Secondary and Elementary program offices.

Administrative paid leave is available only to administrators. Records for earning this type of leave will be handled and accounted for by each school or department. Time logs will be required to document time earned. These logs are subject to audit. When administrative leave is used, it must be recording in our computerized payroll system. Administrators assigned to any other school or facility except a high school may earn and use five days of administrative paid leave in a school or fiscal year. High school administrators may earn and use seven days per year.

Supervisors, principals, and administrators evaluate the work of each employee annually. The evaluation must be completed and on file in Human Resources Services in accordance with the time schedule established by the Superintendent. An evaluation must also be done and submitted to Human Resources Services when an employee leaves the school system, if employment terminates prior to scheduled annual evaluations for that year.

You, as well as any other employee in the district, may be required to take whatever evaluations may be necessary to evaluate your health, competence, or performance. Refusal to take required evaluations is grounds for immediate dismissal. The district will pay for any costs incurred. Only the Superintendent, or his designee, can require physical and or mental evaluations.

A job description has been developed for each job. The job description contains the qualifications, goal, performance responsibilities, physical requirements and terms of employment. You are expected to be familiar with the defined responsibilities and to demonstrate the required functions of your job as well as those of your subordinates. Job descriptions for all employee groups are available on the website. You are responsible to bring any discrepancy between the Board approved job description and the requirements for the job in question to the Office of Compensation and Benefits immediately. Job descriptions that are not Board approved may not be used for any district-related purpose.

Just like any other new administrative or instructional employee, you must serve a probationary period of 97 days. During this time your contract may be terminated without cause and you may resign without breach of contract. Days during the summer or other holiday periods do not count toward the probationary period time if you are in a position that is not scheduled to work during those times.

You must become familiar with the policies of Brevard Public Schools and all other rules, regulations, memoranda, bulletins, and handbooks that pertain to your duties. Any person employed by the district who is found guilty of any willful violation of the policies of the school system shall be guilty of gross insubordination and shall be subject to dismissal or such other lesser penalty as the Board may prescribe.

Grievances are handled through procedures that have been established for each group of employees. For bargaining employees, refer to their specific bargaining unit agreement for details. For nonbargaining employees, refer to Policies 1570, 3570 and 4570 and the procedures attached to these policies.

Suspected child abuse is the responsibility of all employees. As a supervisor, you have additional responsibilities involving the reporting and investigating of any allegations.

- The principal, or the principal's designee, must report suspected cases of child abuse, neglect, or abandonment to the appropriate law enforcement agency. This notification must be made immediately.
- The appropriate law enforcement agency is the agency that has law enforcement jurisdiction throughout the municipality or the unincorporated area where the alleged abuse occurred. The law enforcement agency having jurisdiction will issue to the reporter an incident report number to document that reporting notification. Include that incident report number, as well as the date and time of notification, as the reference for school-based documentation.
- Immediately after notifying law enforcement, report the suspected school board employee involved in the case, by telephone to the Department of Children and Families central abuse hotline, using the single statewide toll-free telephone number: 1-800-96-ABUSE (1-800-962-2873). You will be required to provide your name to the hotline staff. The names of suspected abuse reporters must be entered into the record of the report, but these names shall be held confidential as provided by law.

In the event of a work related accident or incident, whether physical or mental, seek immediate emergency assistance if needed for a life-threatening situation. For non-emergency situations, contact the Worker's Compensation phone line to obtain care. Once the immediate emergency has been resolved, you must report the situation to the Office of Risk Management. The Office of Risk Management has contracted with a state approved managed care organization to provide medical care for all work injuries.

The district has developed an incident report form that shall be used by all visitors, students, and employees when reporting injuries. This report shall include, but not be limited to, the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known and a description of all relevant circumstances. Examples of reportable, avoidable incidents include but are not limited to slips and falls, fighting, bullying, harassment, athletic injuries, equipment abuse and all worked-related injuries and illness.

Any employee or applicant for employment who believes that he or she has been the subject of discrimination or harassment may file a grievance according to established procedures.

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of our policies and shall be considered independent of whether a charge or informal complaint of sexual harassment is substantiated.

Any employee who is found to have knowingly filed a false sexual harassment complaint will be subject to discipline by the school district. He or she may also be held personally liable for his or her misconduct through civil suit by the injured employee and may also be criminally prosecuted.

As an administrator you will be required to conduct investigations into allegations of discrimination or harassment. In determining whether alleged conduct constitutes sexual harassment you must investigate the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred.

A substantiated charge against an employee for harassment shall subject that employee to disciplinary action that may include, but may not be limited to, a written warning, written reprimand, suspension, and or dismissal. The severity of the disciplinary action will depend on the frequency, circumstances, and severity of the offense.

Pursuant to the Florida Clean Indoor Act, Brevard Public Schools has adopted a policy prohibiting tobacco use or smoking in any District owned facility or enclosed indoor workplace.

An enclosed indoor workplace is defined as "any place where one or more persons is engaging in work and which is predominantly by or totally bounded on all sides and above by physical barriers. A place is "predominately" bounded by physical barriers when it is more than fifty percent covered from above by a barrier that excludes rain and more than fifty percent of the combined surface area on the sides is also covered.

Our policy prohibiting smoking and tobacco use applies to all enclosed indoor workplaces and any enclosed parts thereof whether or not work is occurring at any given time.

If you are in charge of a District facility, you are required to ensure that appropriate signs are posted stating that the use or smoking of tobacco is prohibited in the facility and any other enclosed workplace. You must also be aware that you must report any violation to the Office of District and School Security. The Office of District and School Security shall report observed violations to the Florida Department of Health. A violation of this policy by any District employee shall constitute grounds for appropriate disciplinary action.

The Office of District and School Security is responsible for the physical security at all district facilities. Appropriate policies, procedures, manuals and directives are developed and promulgated through that office.

Weapons of any sort are not permitted in any district facility or on any district grounds. This includes weapons for which an employee may have a State of Florida Permit to Carry. Only duly sworn law enforcement officials may have weapons of any kind of school board property including parking lots and ancillary facilities.

The Office of District and School Security will distribute facility keys to employees who work at the Educational Services Facility in Viera. At each school, the Principal, or a designee, is responsible for distribution of keys and information about any other access requirements. Keys are distributed to employees who have a definite need for access in order to fulfill their work assignments.

The principal is responsible for installing and maintaining video cameras and other security systems located in their schools.

The school safety and security committee selects camera locations, both inside and outside the school, consistent with a demonstrated need on the school campus.

The principal is also responsible for establishing and maintaining signs in locations near cameras, particularly in areas where there is reasonable expectation of privacy such as lavatories, so that staff, students, and visitors are aware of these devices.

Security camera videotapes must be retrieved daily. It is the responsibility of the Principal to decide whether or not a tape needs to be saved or may be reused. This decision is to be made according to public records requirements. The Principal must ensure that only those individuals who are authorized to do so may view any videotape showing student behavior.

Any disciplinary action against a student or a staff member resulting from evidence garnered from surveillance tapes must be in accordance with the procedures described in district policies and procedures, in a relevant student handbook or in the appropriate negotiated bargaining unit agreement.

Job Descriptions:

[http://www.edline.net/pages/Brevard\\_County\\_Schools/Departments/Departments](http://www.edline.net/pages/Brevard_County_Schools/Departments/Departments) [K-Z/HumanResources/DIV-Job\\_Descriptions](#)

Policies and Procedures:

<http://www.neola.com/brevardco-fl>