



Human Resources

Hiring Procedures Manual

Wakulla County School District

Bobby Pearce, Superintendent

Lori Sandgren, Executive Director of Human Resources

Wakulla County School District

The Human Resources Department

Bobby Pearce, Superintendent

69 Arran Rd., P O Box 100
Crawfordville, FL 32327

<http://wakullaschooldistrict.org/>

850.926.0065

The HR Mission

Begin with a Dream, Finish with a Future.

The Human Resources Department will contribute to the overall mission of the School Board by creating a supportive environment for faculty and staff. By providing sound and responsive advice and consultation, accurate information, and efficient and courteous service, we will motivate and support the faculty and staff who serve our students and the community. Human Resources staff will model respectful and ethical behavior, provide a welcoming and positive work environment while recognizing the need for innovation and flexibility as needs of our workforce change.

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E-Verify Disclosure

Federal law requires that all employers verify the identity and employment eligibility of all new employees (including U.S. citizens) within three days of hire. Employees are required to complete the Form I-9, and employees must provide employers with documentation establishing both identity and eligibility to work in the United States. The Department of Homeland Security (DHS) and the Social Security Administration (SSA) have established an electronic system called E-Verify to assist employers further in verifying the employment eligibility of all newly hired employees.

**This Organization
Participates in E-Verify**



IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



EQUAL EMPLOYMENT OPPORTUNITY/ANTI-DISCRIMINATION POLICY

NON-DISCRIMINATION STATEMENT

The following policy applies to students, applicants for admission, employees, and applicants for employment:

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

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

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

The designated Title IX and Section 504 Compliance Coordinator as required by 34 C.F.R. 100.6(d) is Lori Sandgren, Human Resource Officer, 69 Arran Road, Crawfordville, FL 32327; 850-926-0065 ext.9401; lori.sandgren@wcsb.us.

I. SCOPE OF POLICY

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between the Wakulla County School District and its employees, including but not limited to:

- A. Recruitment
- B. Employment
- C. Promotion
- D. Transfer
- E. Training
- F. Working Conditions
- G. Wages and salary administration
- H. Employee benefits and application of policies

II. HARASSMENT {Reference S.B. Policies 2.70 and 2.80]

Harassment is a form of discrimination and violates this policy.

III. REMEDY FOR VIOLATION OF POLICY (Reference S.B. Policies 6.36 and 6.35]

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Wakulla County School District will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment. The Wakulla County School District provides an application and employee complaint form on the website as well as an external phone line available for the purpose of reporting workplace wrongdoing anonymously: 7.800.576.5263 CIDE #30089. All complaints should be forwarded to the Human Resource Officer, Lori Sandgren.

RECRUITMENT:

The Wakulla County School District is committed to employ, in its best judgement, the best qualified candidates for approved Wakulla County School District positions while engaging in recruitment and selection practices that follow all applicable employment laws. [Re: S.B. Policy 6.10]

The appropriate authorization is required to initiate any action for an open position including any recruitment efforts, advertising, interviewing and offers of employment, and is required to extend any offers of employment to any candidate, job opportunities are commutated through job posting on School District website, vary forms of media, and recruitment fairs.

The Wakulla County School District believes that hiring qualified individuals to fill positions contributes to the overall strategic success of The Wakulla County School District. Each employee, while employed, is hired to make significant contributions to The Wakulla County School District. In hiring the most qualified candidates for positions, this Hiring Procedure Manual has been provided as a guide for principals, site administrators, and supervisors.

INITIATING JOB POSTINGS:

Personnel requisitions must be completed by the hiring authority in order to post positions. Requisitions must be initiated by the principal/site administrator and approved by the Superintendent or Human Resource Director.

1. Job postings are initiated when one of the following occurs: The opening resulted from the resignation, termination or leave of absence of an employee and written documentation is received in Human Resources.
2. A new position has been added as determined by the Superintendent, based on district configurations and/or legislative mandates.
3. ***Prior to posting positions, approval must be obtained from the Superintendent.***
4. Supervisor/Principal/Site Administrators must post jobs via Search Soft on the employer side.
5. A position control number must be assigned to each position.
6. The person being replaced must be included in the post if applicable.
7. Position control numbers will be confirmed and /or assigned by the Chief Finance Officer.

CHECKLIST FOR JOB POSTINGS:

1. When an employee submits a letter of resignation or signed copy of WMIS PR244, Resignation Form, located at <http://wakullaschooldistrict.org/> under forms, it must be received in the HR Office.

Step 1: Go to Employee Resources at the District website;

Step 2: Click on Forms/Handbooks

Step 3: Click on HR Forms; Step 4: Click on Exit Interview Questionnaire for Employees:

<https://www.surveymonkey.com/s/WCSBExitInterview>

2. Principals/Supervisors must discuss vacancies with the Superintendent or Human Resource Director prior to positing positions via Search Soft online.
3. To requisition a job, the following information must be posted online on the employer side of Search Soft:
 - a. Job Status
 - b. Posting Date
 - c. Closing Date
 - d. Building
 - e. Job Title
 - f. Job Type
 - g. Position Control # (to be assigned by the CFO)
 - h. Special Program
 - i. Certificate/Endorsements
4. Once a job has been **"requisitioned,"** the Hiring Authority must FIRST contact Randy Beach, CFO, in order to obtain a position control number when one does not already exist. When a position control number is assigned, the position is then **"budget approved"** and forwarded to HR for approval. After HR has reviewed the posting and made appropriate edits, the position is moved to **"open"** status.

A. Job postings are open ten calendar days, including all Supplemental vacancies, except when said vacancies occur after July 15, at which time they can be declared an emergency and advertised as least five (5) calendar days.

1. Five days is most used when vacancies occur a few days before the opening of school.
2. Open ended may be used for ESE positions and other difficult positions to fill.

INTERNAL TRANSFERS:

In-District LATERAL Transfers: Current WCS employees in good standing may request a lateral transfer to a comparable position by submitting an online application for any advertised position. All applicants, including internal transfers, must complete the appropriate application and apply for the posted position. The position must remain open for the duration of the scheduled posting.

VETERANS PREFERENCE PROCEDURES:

An opportunity for the servicemen/women to enter back into the work force after they have served our country. It is not a mandate for the employer to hire a veteran but an opportunity for an interview and to be considered for the job.

Veteran's Preference **MUST BE INCLUDED ON EMPLOYMENT APPLICATION.**

We don't have a point system for applicants, so we demonstrate Veteran's' Preference by affording any qualified veteran candidate an interview.

Veterans' Preference extends beyond hiring. Veterans' Preference extends to promotions and preference in retention.

The DD Form 214 reflects periods of war time service. The veteran must provide a copy of the DD Form 214 prior to closing date of position. Providing that form is the Veteran's responsibility. Best is also provided due to process when they receive notice of non-selection. They can file a complaint within 21 days.

****** INTERVIEW ALL QUALIFIED VETERAN CANDIDATES**

BUS DRIVER HIRING PROCEDURES CHECKLIST:

- ____ Interested applicant completes online application and applies for Bus Attendant/Driver Trainee.
- ____ The hiring authority reviews applicants submitted via Search Soft.
- ____ Transportation submits names of selected applicants with birthdates to HR/Safety via e-mail for Level 1 Clearance status.
- ____ HR/Safety will reply via e-mail to transportation – Level 1 Clearance status.
- ____ Hiring authority interviews top applicants, checks driver's license and completes telephone reference check form. (Available at <http://wakullaschooldistrict.org/>)
- ____ Transportation contacts trainee to review CDL prep video for CDL testing preparation.
- ____ Trainee acquires CDL (temp) and begins initial training – 20-hour online FL DOE transclass followed by drug test and required WCS transportation road time and training. (1st: online class, 2nd: drug test, 3rd: face-to-face & road.)
- ____ Transportation schedules drug-testing and submits the date of the drug test to HR. This triggers HR to pull First Lab test results. A. Drug-test date _____ B. Cleared Date _____
- ____ Transportation schedules bus driver physical.
- ____ Upon completion of successful training, the Hiring Authority (HA) determines (yes/no) final hiring decision. HA then contacts Superintendent or designee for approval.
- ____ Transportation informs trainees and HR of the decision to hire and submits appointment form to HR. (If candidate is recommended as driver trainees, submit e-mail to HR and Superintendent.)
- ____ Transportation changes applicant status on Search Soft to HIRED, (this FILLS the job posting)
EXCEPTION: Driver Trainees – submit recommendations to HR and Superintendent.
- ____ Transportation instructs recommended driver to contact HR to schedule Level 2 fingerprinting and orientation.
- ____ Transportation submits e-mail waiver for fingerprinting – Level 2 to HR.
Fingerprint Date: _____ Cleared Date: _____
- ____ Once applicant has received Level 2 clearance, clear drug test results, cleared E-Verify, attended orientation, submitted required paperwork, ID Badge will be issued and candidate is ready to work.
- ____ Create a calendar with training dates noted for the schoolyear/quarter/semester. Forward a copy to HR to assist with communication to candidates.
- ____ Keep a log of trainees selected with Level 1 clearance dates, training dates, drivers' license check dates and position.
- ____ Keep a file on each candidate and track status.

INTERVIEW PROCESS:

If a team/panel interview is conducted, a structured interview process is recommended. Interview questions should be compiled by the interviewing team and reviewed by the Principal/Site Administrator. After the team completes the interview process, the results of the interview should be forwarded to the principal/hiring authority for review. **The principal/hiring authority has the responsibility of sharing selections with the Superintendent prior to making a job offer.** All job offers are contingent on pre-employment drug screening, reference checks, background screening which includes submission of fingerprinting, attendance at orientation, completion of appropriate paperwork and other training deemed necessary by the department.

Interview Notes:

- Make and maintain notes of the interview and response to questions posed during the interview. It is the responsibility of the hiring authority to maintain hiring documents and notes.
- The interview notes will be helpful if a charge or other legal action is filed and will help the interviewer or hiring official recall reasons for selection or non-selection.
- All interview notes are subject to Florida Public Records requests.

Tips for a Successful Interview:

- Once the list of job-related interview questions is created, use it consistently for all applicants for the same position.
- Try to first put the applicant at ease with introductory and welcoming remarks.
- Ask open-ended questions which focus on behavioral descriptions rather than simply “yes or no” questions (i.e., have them described a work situation in which they “handled stress well rather than just asking if they can handle stress well.”
- Listen; don’t do all the talking.
- Stay away from questions that have more to do with personal lifestyles than job experience – phrase the question so that the answer will describe-on-the-job qualities instead of personal qualities – If the question is not related to performance on the job, it should not be asked.

HIRING ACTIONS WHICH CREATE RED FLAGS!

In almost all instances, the following topic should be avoided in an interview:

- ✓ Age – irrelevant unless you are concerned about child labor violations.
- ✓ Arrest Record – do not ask at all – you may ask about convictions, but even this comes out in the background clearance.
- ✓ Association with present employees.
- ✓ Bankruptcy and Credit Affairs – never ask about bankruptcy.
- ✓ Citizenship – unless required by law or regulation.
- ✓ Disability – it is crucial to focus on the job, not disability.
- ✓ Driver's License – unless the job requires one.
- ✓ Emergency Contact Information – unnecessary at the application stage.
- ✓ Height and Weight – focus on what the job requires, not the person's physical characteristics.
- ✓ Marital Status/Name Changes/Spouse/Children – none of these are job related and may be construed as discriminatory – especially against women.
- ✓ Organization or Club Membership – might reveal protected class information and is irrelevant.
- ✓ Race, Color, Religion, Sex, or National Origin – EEOC guidelines prohibit asking questions that may reveal this information.
- ✓ Union Affiliation – could be considered an unfair labor practice.
- ✓ Veteran Status/Military Records – general questions about a person's military background should only be asked if based on business necessity or job-related reason.
- ✓ Weekend Work/Shift Change – unless required for the job.
- ✓ Photographs-Do not ask the applicant to provide a photograph during the screening process.
- ✓ Drug Screening – Do not say: We send all new employees for drug screening. Do you take any type of drugs? The response could disclose a medical condition. Instead Use, Applicants are required to undergo screening as a condition of employment.

HIRING ACTIONS WHICH CREATE RED FLAGS!

Ask **ALL** applicants the same questions-Do not ask questions only of one race.

Sex/Family Arrangements	If Applicant has relatives already employed by the organization.	Sex of Applicant Number of Children Marital Status Spouse's Occupation Child Care Arrangements Health Care Coverage through Spouse
Race		Applicant's race or color of skin Photo to be affixed to application
National Origin or Ancestry	Whether Applicant has a legal right to be employed in the U.S. Ability to speak/write English fluently (if job related) Other languages spoken (if job related)	Ethnic Association of a Surname Birthplace of applicant or applicant's parents Nationality, Lineage, National Origin Nationality of Applicant's Spouse Whether Applicant is citizen of another country Applicant's native tongue/English proficiency Maiden Name (of married woman)
Religion		Religious Affiliation/Availability for weekend work Religious Holidays observed
Age	If Applicant is over 18	Date of Birth Date of High School graduation Age
Disability	Whether Applicant can perform the essential tasks or job-related functions OR can you perform the duties described in the job description	If Applicant has a disability Nature or severity of a disability Whether Applicant has ever filed a Workers' Compensation claim. Recent or Past Surgeries and Dates Past Medical Problems
Other	Convictions if job-related Academic, Vocational, or Professional Schooling Training received in the Military Membership in any Trade or Professional Association Job Reference	Number and kinds of arrests Height or Weight except if a bona fide occupational qualification Veteran Status; Discharge Status, Branch of Service Contact in case of an emergency (at application or interview state) Are you willing to work overtime?

INTERVIEWING QUESTIONS DATABASE---SAMPLE QUESTIONS

Behavioral Sample Questions:

- Describe what you would say if asked to talk about yourself in a group of 15 people.
- If someone told you that you had made an error, describe how you would react and what you would say in your defense.
- If someone asked you for assistance with a matter that is outside the parameters of your job description, what would you do?
- You are a committee member and disagree with a point or decision. How will you respond?
- Describe what you would classify as a crisis.
- You are angry about an unfair decision. How do you react?
- Suppose you are in a situation where deadlines and priorities change frequently and rapidly. How would you handle it?
- How do you know when you are stressed? What do you do to de-stress yourself?
- Tell me about a time when you were part of a great team. What was your part in making the team effective?
- Give me an example of a time when you had to deal with a difficult co-worker. How did you handle the situation?
- How do you think your co-workers would respond if you were absent from work?
- Can you tell me about a time during your previous employment when you suggested a better way to perform a process?
- Tell me about a personal or career goal that you have accomplished and why that was important to you.
- Give an example of a time when you were trying to meet a deadline, you were interrupted, and did not make the deadline. How did you respond?
- What strength did you rely on in your last position to make you successful in your work?
- What do you do when you know you are right, and your boss disagrees with you? Give me an example of when this has happened in your career.

- Tell me about a situation you wish that you had handled differently based on the outcome. What was the situation? What would you change (or will you change) when faced with a similar situation?

Interpersonal Sample Questions:

- What are your strengths?
- What would your last boss say about you?
- Describe how you like to be managed, and the best relationship you've had with a previous boss
- If I asked your previous/current co-workers about you, what would they say?
- Describe what you see as your strengths related to this job/position. Describe what you see as your weaknesses related to this job/position.
- Explain the phrase "work ethic" and describe yours.
- What kind of people do you find it most difficult to work with? For example, assume you are in a situation where you must deal with a person very different from yourself and you are finding it difficult. What would you do?
- What methods do you use to make decisions? When do you find it most difficult to decide?
- Describe a difficult time you have had dealing with an employee, customer, or co-worker. Why was it difficult? How did you handle it? What was the outcome?
- How would your co-workers describe your work style/habits?
- What do you do when others resist or reject your ideas or actions?
- What do you think are the best and worst parts of working in a team environment? How do you handle it?
- Under what kinds of conditions do you learn best?
- How would your past employers describe your work style or work habits?
- If I asked several of your co-workers about your greatest strength as a team member, what would they tell me?
- To you, which is more desirable: A business that is run in an efficient business-like manner OR a business that is run in a personal and friendly way?

Creative Thinking Sample Questions:

- What is the best book you've read in the last year? Please take a minute and tell us what you like about it.
- What was the most creative thing you did in your last job?
- What is your interpretation of "success?"
- Describe an ideal work environment or "the perfect job."
- In what way(s) do you express your personality in the workplace?

General Sample Questions:

- Could you share with us a recent accomplishment of which you are most proud?
- What would you have liked to do more of in your last position? What help you back?
- Tell us a bit about your work background, and then give us a description of how you think it relates to our current opening.
- What are your qualifications in your area of expertise, i.e., what skills do you have that make you the best candidate for this position? Include any special training you have had (on-the-job, college, continuing education, seminars, reading, etc.) and related work experience.
- Why have you applied for this position?
- What skill set do you think you would bring to this position?
- Tell me about your present or last job. Why did you choose it? Why did you/do you want to leave?
- What was your primary contribution/achievement? Biggest challenge?
- What are your short-term and long-term goals?
- In what areas would you like to develop further? What are your plans to do that?
- What are some positive aspects of your last employment/employer? What are some negative aspects?

- What do you think about SOPs (Standard Operating Procedures)?
- What is your career path interests?
- What do you know about our company?
- Why should we hire YOU?
- If the position required it, would you be willing to travel?
- If the position required it, would you be willing to relocate?
- If you were offered this position, when would you be able to start?
- After learning about this opportunity, what made you take the next step and apply for the job?
- If you were a successful applicant, how would you expect to be different after a year in this position?
- Now that you have learned about our company and the position you are applying for, what hesitation or reluctance would you have in accepting this job if we offered it to you?
- Tell me anything else you would like us to know about you that will aid us in making our decision. What questions would you like to ask me?

Managerial Sample Questions:

- Define professional behavior and/or conduct appropriate in the workplace.
- Why do you think a team of people – sports team, work team, may not work well together?
- Tell us about your management style – people, teamwork, direction? Describe an ideal supervisor.
- What is your own philosophy of management?
- How have you participated in planning processes?
- Is it more important to be a detailed oriented person, or a big picture person? Explain.
- What was the most challenging personnel issue you've had to deal with and how did you handle it?

- Describe for me a time when you have come across questionable business practices; how did you handle the situation?
- A new policy is to be implemented organization wide. You do not agree with this new policy. How do you discuss this policy with your staff?
- Describe for me a decision you made which would normally have been made by your supervisor? What was the outcome?
- Discuss and differentiate between remediation, corrective action, and discipline.
- Explain, step by step, how you have handled an employee who had a performance problem.
- Why should employees seek to improve their knowledge and skill base?
- How would you motivate them to do so?
- What coaching or mentoring experience have you had? With groups or one-on-one? How did you determine the appropriate way to coach/mentor? What were the results?

Pre-Employment Requirements:

Reference Checks, Drug Screening, Background Check, E-Verify, FLDOE Certification.

A. THE FOLLOWING MUST BE COMPLETED BEFORE OFFERING AN EMPLOYEE A JOB:

- All former employers must be contacted, and the EMPLOYMENT HISTORY QUESTIONS completed [EMPLOYMENT HISTORY QUESTIONS.pdf \(wakullaschooldistrict.org\)](http://wakullaschooldistrict.org). Multiple attempts to contact former employers must be made over a period of extended time to show a sincere effort to reach all former employers. If a former employer is not listed but known to exist, that former employer must also be contacted.
- All references and former employers must be checked before hiring.
- Human Resource Director conducted
 1. A background check with the Florida Department of Professional Practices will be conducted.
 2. A review of the certification credentials will be done.
 3. A verbal check with the hiring authority on required hiring procedures reviewed
 4. Approval from the Superintendent
 5. An appointment form completed by the hiring authority with the position control number included.
 6. Human Resources will contact the employee **AFTER** the appointment form is received and will schedule the following:

- A. Orientation
- B. Fingerprinting
- C. Pre-employment drug testing.

7. No new hire should be sent to HR without HR first making an appointment with the new hire.

- Once re-employment procedures have been completed, the principal or hiring authority will be notified that the employee may begin work. An employee may NOT begin work until Human Resources notifies the hiring authority.

B. EMPLOYEES HIRED FOR CERTIFIED POSITIONS AND HAVE A SOE, TEMPORARY OR PROFESSIONAL CERTIFICATE:

- Principals must review NEW HIRE and Out-Of-Field (OOF) forms with all new hires, sign and turn in to HR (Out-Of-Field for school).
- If the new hire is Out-Of-Field, the required Out-Of-Field chart must be complete.
- Review the New Hire Professional Development requirements including Boot Camp dates and the New Teacher Hire Program dates.
- Assign a teacher Mentor to your new hire (mentor positions must be advertised)

C. EMPLOYEES HIRED FOR CERTIFIED POSITIONS WITHOUT A SOE, TEMPORARY, OR PROFESSIONAL CERTIFICATE:

- If there are no qualified, eligible applicants holding a SOE, temporary, or professional certificate, applicants with a four-year degree from an accredited university MAY be considered for hire, but the HR Director must be consulted.
- Before being considered an applicant in this category, the applicant MUST already have a paid teaching certificate application on file with DOE, and official transcript from colleges attended.
- Principals must review and complete the CERTIFICATE PENDING form with each candidate, sign it, and return it to HR. (See website under other HR forms).
- The applicant should be told that they will receive substitute teaching pay until their SOE or teaching certificate is issued.
- The applicant will be paid retroactively as a certified teacher once the SOE is issued UNLESS there are any delays due to the applicant's credentials, correct completion of the DOE certificate application, lack of payment, official transcripts being delayed, or any other reason due to the applicant's neglect or fault.
- If the applicant is not issued a SOE by DOE, the job must be advertised, and the applicant may only work in that position until a certified teacher is hired.

D. THE OFFICIAL APPOINTMENT OF ALL APPLICANTS REMAIN PENDING UNTIL THE FOLLOWING CRITERIA ARE MET:

- A negative result on the pre-employment drug screening – (*\$35.00) is received.
- Fingerprints have been taken (*\$51.25) and approved.
- The applicant has been E-Verified.
- The applicant has been officially Level II approved.
- All paperwork completed, official transcripts received, references turned in, social security card provided.
- ID badge is issued and given to employee.
- The criteria are met through HR: Official Transcripts, Certification, References, Social Security, ETC.

*** Price subject to change without notice.

PRE-EMPLOYMENT DRUG TEST:

The collection of your urine will be conducted under procedure mandated by the Department of Transportation. The DOT regulations provide for your individual privacy unless there is reason to believe that you may have altered or substituted the urine specimen.

Please take a few minutes to read the following information, which describes your role in the collection process.

- Present required photo ID to the collector. If you do not have a photo ID an employer representative will be asked to identify you.
- You may ask the collector to show his/her identification.
- Remove any unnecessary outer garments, (e.g., coats, jackets, and hats). All personal belongings (e.g., purse, briefcase) must remain with the outer garments. You may retain your wallet. You may ask for a receipt.
- Empty your pockets and display the items in them. If it's ok, you can place the items back into your pocket. If you have brought inadvertently (e.g., eye drops), the collector will secure and maintain it until the collection process is completed. If it is determined the material appears to

be brought to the collection site with the intent to alter your specimen a directly observed collection will occur.

- When instructed by the collector, wash and dry your hands.
- You will be provided with a sealed specimen bottle or collection container, or the collector may unwrap it in your presence.
- You may provide the specimen in privacy of a stall or otherwise partitioned area that allows for individual privacy.
- You should **NOT** leave the facility until you have been told you are clear to go. There are times when a second specimen is needed. If you leave the facility before being told you are clear to go, you are not eligible for employment for one year from the date of testing.
- You should observe the entire collection procedure. The collector will check with the specimen for volume, temperature and color. The collector will also split the specimen into two specimen bottles and seal each bottle with a tamper-evident label/seal.
- You should initial the label/seal on each specimen bottle to certify that it is your specimen.
- You should complete the information in copies 2-5 of the custody and control form. You will be given a copy of the completed form after the collector has completed his/her certification.
- You should NOT list medications/prescriptions on any copy of the form other than the one you are given for your own records.
- The results of the laboratory analysis will be forwarded to your employer's Medical Review Officer (MRO). If the laboratory results are negative, the MRO will notify your employer. If the laboratory results are positive, the MRO will contact you at the phone number you provided to give you the opportunity to discuss the test results and to submit information demonstrating authorized use of the drug(s) in question. It is at this time that you may request to have your split specimen analyzed at a DHHS certified laboratory of your choice.

JOB OFFERS:

Job Offers should be made **“pending reference checks, pre-employment drug screening, and background checks.”** All individuals recommended for certified and select administrative positions must possess appropriate Florida Department of Education certification, an active State of Eligibility or licensure. Once Human Resources receive a satisfactory result from the reference checks, copies of certification or SOE, pre-employment drug screening results and criminal background checks, Human Resources will notify the hiring authority/principal for confirmation of initial offer.

SUBSTITUTE TEACHING PRE-EMPLOYMENT REQUIREMENTS:

- Once a job offer has been made to professional positions, (administrative and certified), then the newly selected employee should make an appointment to meet with the Superintendent. The appointment should be made, if possible, prior to the start of the new school year. It is the responsibility of the principal/hiring authority to encourage and remind the new hire to make the appointment by calling the Superintendent's Secretary.
- Substitute teachers are hired when the position is opened. Substitutes can only be paid if they are on the approved sub list which is distributed to applicable schools when there are changes to the list.
- All substitute teachers are required to complete the PAEC Sub Online Training Course prior to becoming a sub. If an applicant has completed this course at any time with WCSB, he/she will not be required to take it again.
- If an applicant has not fulfilled this requirement, the individual will be instructed to complete the online course at <http://www.paec.org/courses/SubstituteTraining>. A certificate of completion will be awarded upon completion. A copy must be forwarded to Human Resources before orientation is scheduled.

Complete this course only if the applicant is instructed by the Human Resources Department or is noted in job posting.



**Panhandle Area
Educational Consortium**

The link is below:

<http://www.paec.org/courses/SubstituteTraining>

After the introductory content it will have you fill out a short form with your name, etc.

It does not save your work so you must complete it before closing.

When you get to the contacts for the district please print or save the document.

At the end there is a post-test which you must print or save. If not printing you can do a save as PDF or print to PDF in most cases.

PARAPROFESSIONAL REQUIREMENTS:

The State of Florida requires all instructional paraprofessionals to be highly qualified. The qualifications are as follows:

- High school diploma or its equivalent; **and**
- Two years of study at a postsecondary institution; or
- Associates degree or higher; or
- Pass the Praxis Para Pro Assessment Test

The paraprofessional exam is computer based and is administered at the Wakulla County School Board. Call Leslie Kelly on 850-926-0065 ext. 9700.

The examination fee is \$55.00 payable in cash prior to the testing. A study guide with sample test will be provided free of charge.

HUMAN RESOURCES PAPERWORK:

School Board policy 1.06(5) requires the Superintendent to distribute an agenda containing all items scheduled for the Board meeting to Board members at least (7) days prior to meetings. Agenda items are to contain all items to be considered by the Board. In order to meet this deadline, the Superintendent publishes a list of Board meeting dates and corresponding deadlines for submitting agenda material.

The following personnel action items and supporting paperwork must be on file in the Human Resources Office prior to the published deadline.

- Termination form or leave request form
- An online application found at www.wakullaschools.org
- Reference forms with documentation of reference checks (Ethic Bill)
- Required license, certification or statement of eligibility
- Employment forms
- Official college transcripts (certified positions) and high school diploma (classified positions)
- Out of field form-if appropriate

Applicants will not be submitted to the school board for approval until all paperwork is in order and on file with Human Resources.

THINGS TO REMEMBER WHEN COMPLETING APPOINTMENT FORMS:

- The employee's name must be entered as it appears on his/her social security card.
- Employees are entered into the system with the name printed on their social security card.
- The position control number must be included and must match the job posting number.

TEST FOR ASSESSMENT:

Q: What is a New Hire?

A: Employees hired for a regular full or part time position that have either:

- Has never worked for the School Board; or
- Previously worked for the School Board but terminated employment and are being hired after a separation; or
- Have been on call as substitutes or OPS personnel and are being hired for regular jobs; or
- Currently working in the district but are being hired for a second position, i.e., a bus driver hired as a paraprofessional.

Q: Does each job posting require a unique position control number? If so, how do I obtain that number?

A: Yes, The Chief Finance Officer will assign the position control number. Each number is associated with a funding source.

Q: How do interested applicants find job postings and how do they apply?

A: All interested applicants must apply online at www.wakullaschooldistrict.org under the blue employment tab. Three computers are available in a kiosk for use by the public at the District Office in the Personnel and Finance Annex. Assistance is provided as needed/requested.

Q: What documents must Certified and select administrative applicants provide to be considered for employment?

A:

- Official copies of college transcripts (may be submitted electronically from university/college).
- FLDOE certificate or statement of eligibility
- Reference forms
- Two forms of current ID and required. See I-9 form for list

Q: What documents must Classified applicants provide to be considered for employment?

A:

- Official copies of high school diploma or college transcripts
- Reference forms
- CDL license (if applicable)
- Paraprofessional test results (if applicable)
- Two forms of current ID as required. See I-9 for list

ORIENTATION:

The Wakulla County School District has a long-standing policy of orienting new employees to the culture of the organization in order to facilitate organizational learning and employee productivity in a minimum period. In furtherance of this policy, Wakulla County School District sets aside a new-hire orientation period which is to be conducted **prior to the employees' start date**. All new substitute teachers must complete the online substitute teacher training through PAEC. All new hires must attend an orientation that includes training on Blood borne Pathogens, Diversity and Harassment, and Respect in the Workplace, Mental Illness, etc.

PRE-ORIENTATION PREPARATION:

Each new employee will be notified by Human Resources of the date, time and location for the orientation to be conducted. Orientation may be conducted individually or in group settings. Employees will be expected to complete their new-hire informational package, fingerprinting and drug testing prior to the start date. Each employee should complete the following documents or forms:

- I-9 Form and Instructions. Employees should bring to orientation unexpired/current documents supporting their eligibility to work in the United States. The district provides the Social Security Administration (SSA) and, if necessary, The Department of Homeland Security (DHS), with information from each new employee's Form – to confirm work authorization.
- Employee self-identification (current/not expired);
 - * U.S. Passport/Certificate of U.S. Citizenship (INS Form N-560 or N-570)
 - * Certificate of Naturalization (INS Form N-550 or N-570)/Alien Registration Card with picture
- *Permanent Resident Card/Current Employment Authorization Card (INS form I-688A)
 - * Florida Driver's License/ US Military card/Original Social Security card
 - * Birth Certificate bearing a seal /current INS employment authorization.
- Federal and State Tax Withholding Forms
- Emergency Contact information form
- Benefit Plan enrollment forms
- Signed copy of the Confidentiality and Nondisclosure Policy
- Signed copy of the Ethical Practices Policy
- Submit and receive a negative result on the Pre-Employment Drug Test - \$35.00*
- Fingerprints: Prior to being hired, all new employees are required to be fingerprinted, drug tested, and attend orientation. The fingerprinting process fee is \$51.25*
- (Exception – fee is waived for select employee groups as indicated by the Superintendent). WCSB uses the FDLE/DOE's Automated Fingerprint-Based Applicant Processing System. This system requires pre-registration and pre-payment. The only three methods of payment are:
 - A money order made payable to Cogent, or*
 - A Cashier's Check made payable to Cogent, or*
 - A credit/debit card, Visa or MasterCard*

A new hire must follow the steps outlined on the instruction sheet provided by the Human Resources Department.

Once a job offer has been made to professional positions, (administrative and certified), then the newly selected employee should make an appointment to meet with the Superintendent. The appointment should be made, if possible, prior to the start of the new school year. It is the responsibility of the principal/hiring authority to encourage and remind the new hire to make the appointment and the procedure for making the appointment (call Rhonda Stevens, the Superintendent's Secretary at 850-926-0065).

SUPPLEMENTAL POSITIONS-SEND ALL FORMS TO HUMAN RESOURCES:

There are three types of salary supplements: Academic, Athletic, and Activity Leader

Academic Supplements:

- Principal completes a supplemental positions appointment form and forwards it to Human Resources- www.wakullaschooldistrict.org
- If the appointment is for a current certified employee, send a form directly to the HR Department. Use Form WMIS, PR 2043 (Supplemental Positions-Athletic/Academic-WCSB Certified Employees)
- If the appointment is a classified non-certified employee or a non-employee use Form WMIS, PR 2042 (Supplemental Positions-Athletic/Academic-Non-Certified & Non-Employee)

Special Note: Faculty supplements are paid in ten (10) monthly installments included in their regular paycheck.

Athletic Supplements:

- Principal completes form WMIS, PR 2043 if appointment is a current certified employee.
- If a candidate is NOT a certified employee, principal, designee, i.e., athletic director, must attach a copy of the Coaching Certificate to the WMIS, PR 2042
- Non-faculty coaches will be required to complete an online application, be fingerprinted (\$51.25*), submit appropriate transcripts and Florida DOE certification.
- **Do not submit non-faculty athletic supplements to HR without a copy of the coaching certificate attached.**

Activity Leader Supplements:

Activity Leaders/Summer-After Hour Camps

Newly appointed Activity Leaders must come to Wakulla Institute to meet with the Secretary of Adult & Community Education to go over guidelines for Activity Leaders. Re-appointed Activity Leaders should contact the Secretary either by phone or in person, to make arrangements to get the necessary forms and receipt books.

All persons employed by the WCS Board must follow approved hiring procedure, to include but not be limited to, level 2 background check, pre-employment drug screening, orientation, and approved appointment form.

Persons interested in being appointed as an Activity Leader must contact the Administrator of Adult and Community Education. The Administrator will verify eligibility and notify the Secretary when to process appointment forms. Activity Leaders are only appointed for the length of time the activity is being held. As a general rule, activities are only scheduled for the school year, and do not run through Christmas break, Spring break or summer break. The exception would be summer camps, such as Cheerleading and other sports.

Once the appointment is approved, Activity Leaders will meet with the principal at the school where activities are to take place.

Requirements and Expectations

- Each Activity Leader is required to set a fee for the activity he/she will be instructing unless a fee is already set. The Administrator must approve the fee.
- A schedule of dates, days, times and location must be set prior to the activity. If the location is other than Wakulla Institute or Wakulla Education Center, approval must be given by the Administrator of Adult Education and of the chosen location.
- Each Activity Leader is given a copy of the Activity Roster, a receipt book, and a form to sign stating the Secretary has gone over the Requirements and Expectations with them and they agree to abide by them.
- Each Activity Leader is required to collect a fee from **ALL** activity participants. The Activity Leader writes a receipt to the participant for the money collected and then records the information required on the Activity Roster. All checks and money order **MUST** be made out to the Wakulla County School Board (WCSB) **NOT** to the Activity Leader.
- Once all money is collected, the Activity Leader is to **BRING** the money, Activity Roster and receipt book back to the Secretary at Wakulla Institute. When all information is verified the payroll information is submitted to the County Office.

WAKULLA ADULT EDUCATION

Activity Leader Signature Page

My signature below indicates that I have gone over the Requirement and Expectations with the Secretary of Adult Education, and I agree to abide by all said procedures. I understand that failure to follow these procedures could result in my being dismissed as an Activity Leader and could also result in my not being paid.

Activity Leader's Printed Name

Activity Leader's Signature

Date

Wakulla Adult Education Secretary's Signature

Date

WAKULLA ADULT EDUCATION

ACTIVITY ROSTER

CLASS: _____ **Beginning Date:** _____

Ending Date: _____

INSTRUCTOR _____

Meeting Days/Time: _____

Fee Per Participant: _____ **Course Code #:** _____

STUDENT	RECEIPT #	ADDRESS	PHONE	FEE
			Total Fees Collected:	

Adult & Community Education Program – Instructor Wakulla Adult Education
850-926-1841

REQUIREMENTS FOR APPLYING FOR SUPPLEMENTAL POSITIONS: Academic, Athletic, or Activity Leader

**Preference will be given to current WCS faculty members

Use separate forms for each category. Certified Form and Non-Certified/Non-WCSB Employee (MUST HAVE COPY OF COACHING CERTIFICATE ATTACHED TO THE FORM.)

1. All applicants for coaching positions will demonstrate evidence of coaching/athletic experience.
2. Current Certified Employees:
 - a. Submit an online application at www.wakullaschooldistrict.org
3. Current Classified Employees:
 - a. Submit an online application at www.wakullaschooldistrict.org<http://wakulla.schooldesk.net/>
 - b. Must possess a coaching certificate or submit proof that the application for a coaching certificate has been made.
4. Applicants who are not currently employed by WCS must do the following:
 - a. Submit an online application at www.wakullaschooldistrict.org
5. If appointed to supplement position, the candidate must do the following:
 - a. Be fingerprinted and pay a processing fee of \$51.25*, this must be in the form of debit/credit card
 - b. Submit and receive a negative result on the pre-employment drug test - \$35.00*
 - c. Submit a copy of the coaching certificate or proof that an application has been submitted to DOE.
 - d. Submit an official transcript or high school diploma/equivalent.
 - e. Complete a New Employee Orientation Program.
 - f. Applicants must be submitted for select posting via Search Soft at www.wakulladistrict.org by midnight on the closing date of the posted position.

IMPORTANT!

PRINCIPALS (OR DESIGNEES) MUST NOTIFY THE PAYROLL AND HR DEPARTMENT IN WRITING WHEN AN EMPLOYEE QUILTS A SUPPLEMENTAL POSITION OR BECOMES INELIGIBLE FOR THE SUPPLEMENT.

FORMS:

(Available online under Human Resources)

The following sample forms are located at the district website, www.wakullaschooldistrict.org

- Employee Awards Program Data Sheet
- Recommendation and Appointment of Personnel
- Supplemental Positions
- Out-Of-Field Request
- Exit Interview
- Contractual Workday Obligation
- Update/Change of Information
- Resignation Form
- Telephone reference and recommendation
- Employee/Applicant discriminate/harassment form
- New Hire and Out of–Field form
- Certificate Pending Teacher form
- Employee History Questions
- Out-of-Field for school forms

APPOINTMENT & RECOMMENDATION OF PERSONNEL FORM:

Use the Recommendation & Appointment of personnel form to recommend New Hires for appointment. Don't forget to use the employee's legal name as it appears on the social security card. List the title of the position and the position control number and record the term of service, either as school year or specific dates.

DIFFERENCES BETWEEN PAC & AC:

PROBATIONARY ANNUAL CONTRACT (PAC)	ANNUAL CONTACT (AC)
Must be legally qualified to teach in Florida	Must be legally qualified to teach in Florida
PAC is for one year	AC is for one year
May be terminated without cause during the first year or may resign without breach of contract	Shall not be dismissed during the term of the AC except for just cause
Employees may only be awarded one PAC unless there is a break in service	Employee may receive multiple ACs
All new employees in another district – will receive PAC	School district may choose to award or not award without cause at the end of the year

SUMMER CERTIFIED/CLASSIFIED POSITION APPOINTMENT FORMS:

Remember, ten (10) month employees who are recommended for summer employment are given annual contracts; therefore, even professional service contract teachers are issued annual contracts in the summer. **(See Activity Leader/Summer-After Hours Camps on page 26).**

COACH HIRING PROCEDURES 101:

RETURNING COACH HIRING PROCEDURES:

Step #1: Is this a new coach hire or is this a returning coach?

Step #2: If this is a returning coach – Is he/she a school board certified employee or not?

Step #3: If the returning coach is a school board certified employee, then complete the recommendation for appointment-supplemental positions form-check athletic. The form is also located for your convenience under the forms tab @wakullaschooldistrict.org. Look for HR forms. (WCS CERTIFIED EMPLOYEE)

Step #4: If the returning coach is NOT a school board certified employee, has an active coaching certificate, then complete a recommendation for appointment, supplemental positions-check athletic. (NON-WCS EMPLOYEE)

Step #5: If the returning coach who is NOT a school board certified employee, has an active coaching certificate, then complete a recommendation for appointment, supplemental positions-check athletic. (NON-WCS EMPLOYEE)

Step #6: If the return coach, who is NOT a school board certified employee, does NOT have an active coaching certificate, then they must complete a volunteer coaching form. (See Vicki Benton-volunteer coaching procedures 101A). A volunteer coach seeking a coaching certificate MUST apply for the coaching certificate within 10 days of volunteering and have all necessary documents to the Department of Education. Delays in receiving the coaching certificate caused by the applicant may prevent the applicant from receiving back pay for coaching.

NEW COACH HIRING PROCEDURES:

Step #1: If this is a new hire, first all the positions must be posted. The individual must apply online @wakullaschooldistrict.org. Then the individual must be hired by the principal.

Step #2: If the individual is a WCS certified employee, complete Form A. (WCS CERTIFIED EMPLOYEES).

Step #3: IF the individual is NOT a WCS certified employee then they must:

- a. Apply for and obtain an active athletic coaching certificate from DOE. (\$75.00*)
- b. Submit to fingerprinting and obtain background clearance (\$51.25*) and submit to pre-employment drug testing (\$35.00*) and obtain a negative test result.
- c. The Non WCS employee will NOT receive a supplement until they have:
 1. Been Appointed and
 2. Attended orientation, completed financial paperwork and provided HR with:
 - I. High school diploma or official college transcript
 - II. Completed reference form
 3. Receive an active athletic coaching certificate from Florida DOE and
 4. Obtain background clearance and a negative result on pre-employment drug testing
- d. If the NON WCS employee cannot obtain an athletic coaching certificate, then they must complete a volunteer coaching form and obtain background clearance. Contact Nick Weaver, District Office.

Wakulla High School coaches also require the following qualifications:

- Must be at least 21 years of age.
- Experience as a high school or college participant in the sport being coached is preferred.

To qualify to drive school district vehicles all coaches must meet driving requirements, including possession of a valid Florida driver's license and a clear DMV report as determined by the WCS Transportation Coordinator.

- Reference forms may be e-mailed, mailed or hand delivered to your supervisor. If they are e-mailed, they will automatically be sent to Human Resources. If they are mailed, they should be sent to the HR Department.
- Official college transcripts for all coursework completed or a copy of a high school diploma/GED must be sent to the HR Department.
- A current copy of your Florida DOE Athletic Coaching Certificate must also be forwarded to the HR Department and the Athletic Director of the school.

NOTE: To continue employment as a **paid** coach, you **MUST** have a current valid Florida Athletic Coaching certificate on file in Human Resources and with the School Athletic Director.

FREQUENTLY ASKED QUESTIONS:

Q: I am having problems with my password when I try to use the online application system.

A: To RETRIEVE or RESET your password, please refer to the link that reads, “Forgot your Password?”

Q: How often are new positions posted online?

A: Vacancies are updated daily on the internet. Continue to monitor the Vacancy List for positions you may be interested in. When you find a position for which you are qualified, you may express your interest by submitting your application to the vacancy listed.

Q: How long will my application be kept on file?

A: Applications are kept active for 12 months. To keep your application active after 12 months, update your online job application and re-submit it by logging in to the online application with the username and password you used when you first applied. Two recent professional reference forms should be provided to complete the updating process.

Q: What if I am already an employee and want to apply for an open position?

A: Current employees interested in a vacancy should monitor the vacancy list and submit their name for consideration via the online vacancy list. Current employees need to have an updated application on file to apply for positions on the vacancy list.

Q: What happens after I apply?

A: If you are an **administrative applicant**: A review committee will screen all completed applications for potential candidates. The qualified candidates will be contacted for an interview before the review committee. (The district does not reimburse candidates for travel and other related expenses.) The interview team will recommend selected candidates to the Superintendent. The final candidate’s employment is subject to the approval of the Board and a satisfactory background investigation, to include employment references. All applicants will be contacted regarding their status.
All other applicants: The principal/supervisor for the position maintains a list of applicants that are interested in the vacant position. After a review of the applications the principal/supervisor will select applicants for interviews. (The district does not reimburse candidates for travel and other related expenses.) The principal/supervisor then recommends a candidate to the Superintendent for the position. Employment with the district can commence after the Board has approved the appointment. All candidates will be contacted by the principal/supervisor regarding their status.

Q: I was selected for a position. What do I do next?

A: Human Resources will contact you to schedule fingerprinting, pre-employment drug screening and new hire orientation AFTER they have received your appointment form.

Q: I am a former employee. What steps should I follow to apply?

A: Former employees should update or complete the online job application and provide two recent reference forms. The reference form is highly recommended.

Q: I was self-employed. What should I use as references?

A: Self-employed applicants may use their accountants and/or customers as references. Please note that references from relatives are not acceptable.

Q: I am a part-time employee pursuing full-time positions. Do I have to apply again?

A: Part-time employees pursuing full-time positions should have an updated application to include recent reference forms and submit their application for positions they would like to be considered for.

Additional questions...Please contact the Human Resources Department at 850-926-0065, Brenda Clemons on ext. 9402 or Brenda.clemons@wcsb.us at the Wakulla County School Board.

Appendices:

Federal and Florida Labor Laws

Appendix A: Child Labor Laws:

<http://www.myfloridalicense.com/DBPR/child-labor/>

Appendix B: Discrimination:

<http://FCHR.state.fl.us>

Appendix C: Equal Employment Opportunity is the Law:

<https://www.eeoc.gov/overview>

Appendix D: Employee rights (UNLRA):

<https://www.nlr.gov/about-nlr/rights-we-protect>

Appendix E: Equal Opportunity is the Law:

<https://www.dol.gov/agencies/oasam/civil-rights-center/statutes/civil-rights-act-of-1964>

Appendix F: Employee Rights and Responsibilities (FMLA):

<https://www.dol.gov/agencies/whd/fmla>

Appendix G: Job Safety and Health (OSHA):

<https://www.osha.gov/>

Appendix H: Notice to Employees Minimum Wage in Florida:

<https://www.minimum-wage.org/florida>

Appendix I: Notice Employee Polygraph Protection Act:

<https://www.dol.gov/agencies/whd/polygraph>

Appendix J: To Employee – Notice of Unemployment Compensation Registration:

www.floridajobs.org

Appendix K: Your Rights Under USERRA:

<https://osc.gov/Services/Pages/USERRA.aspx>

Appendix L: Workers' Compensation Works for You:

<https://www.myfloridacfo.com/Division/WC/>

