

**EMPLOYEE  
HANDBOOK  
2024-2025**



**BRADFORD COUNTY SCHOOL DISTRICT**  
**[www.bradfordschools.org](http://www.bradfordschools.org)**

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OUR HUMAN RESOURCES TEAM IS PRIVILEGED TO SERVE THE EMPLOYEES OF THE BRADFORD COUNTY SCHOOL DISTRICT. WE ARE COMMITTED TO OFFERING THE HIGHEST SERVICE LEVEL TO THOSE DEDICATED TO MAKING A DIFFERENCE IN OUR STUDENTS ' LIVES.

**AIMEE FERGUSON**

EXEC. DIRECTOR, HUMAN RESOURCES

EXT. 6810

**MICHAEL KIDD**

PERSONNEL SPECIALIST

EXT. 6008

**ANGELIQUE AUTRY**

ADMINISTRATIVE SECRETARY

EXT. 6031

**ADMINISTRATIVE ORGANIZATION  
BRADFORD COUNTY SCHOOL DISTRICT  
2024-2025**

**SUPERINTENDENT**

WILL HARTLEY

**DEPUTY SUPERINTENDENT**

KAREN CLARKE

**SCHOOL BOARD MEMBERS**

DISTRICT 1: SHELIA CUMMINGS

DISTRICT 2: GAYLE NICULA

DISTRICT 3: CHERYL CANOVA

DISTRICT 4: CANDACE OSTEEN

DISTRICT 5: LYNN MELVIN

**SCHOOL BOARD MEETINGS**

501 W. WASHINGTON ST.

STARKE, FL 32091

FOR DATES & TIMES: [WWW.BRADFORDSCHOOLS.ORG](http://WWW.BRADFORDSCHOOLS.ORG)

# Introduction

Thank you for choosing to build your career with the Bradford County School District! Your dedication to excellence is the cornerstone of our district's success. No matter your role or title, always remember that you are an essential part of the BCSD family.

## Purpose of this Handbook

**This handbook is not intended to take the place of other policies, directives, or master contract language, but should be read and used in conjunction with these documents. It shall continue to be effective until a replacement handbook is distributed. It is the responsibility of all employees to familiarize themselves with and follow the guidelines set forth herein.**

Official district policies approved by the Bradford County School Board are available online via Board Docs. For more information on topics in this handbook, refer to the relevant board policy or contact the appropriate department. This handbook addresses common employment questions. For unanswered personnel issues or procedures, contact Human Resources at (904) 966-6031.

## Handbook Expectations

You are responsible for knowing the policies, procedures, expectations, and benefits outlined in this handbook. Employees must stay informed about district policies and procedures, which may change at any time. The District reserves the right to modify, revoke, suspend, or terminate any policies and procedures. This handbook is not a contract or legal document, but employees must read and comply with its procedures and any revisions.

## Handbook Responsibilities

Employees will receive an electronic version of the Bradford County School District Employee Handbook every year. Each employee will electronically acknowledge reviewing the handbook's terms and accepting personal responsibility to comply with the standards, policies, and procedures outlined or referenced within it. This acknowledgment will be recorded in the employee's permanent file.





# BRADFORD COUNTY SCHOOL DISTRICT

2024-2025 Calendar

Friday, August 2- Friday, August 9	Pre-planning
Monday, August 12	First Day for Students
Monday, September 2	Holiday- Labor Day
Friday, September 13	Professional Development Day- Student Holiday
Wednesday, September 18	Progress Reports First Quarter
Friday, October 11	End of First Nine Weeks
Monday, October 14	Teacher Planning Day- Student Holiday
Tuesday, October 22	Report Cards First Quarter
Monday, November 11	Holiday- Veterans' Day
Monday, November 25- Friday, November 29	Thanksgiving Holidays
Wednesday, December 4	Progress Reports Second Quarter
Friday, December 20	Early Release Day
Monday, December 23-Friday, January 3, 2025	Winter Holidays
Monday, January 6	Teacher Planning Day- Student Holiday
Tuesday, January 7	Students Return from Winter Break
Friday, January 10	End of First Semester
Monday, January 13	Start of Second Semester
Monday, January 20	Holiday- Martin Luther King
Thursday, January 23	Report Cards-Second Quarter
Monday, February 10	Professional Development Day- Student Holiday
Monday, February 17	Holiday- President's Day
Wednesday, February 26	Progress Reports Third Quarter
Friday, March 14	End of Third Nine Weeks
Monday, March 17- Friday, March 21	Spring Break
Monday, March 24	Teacher Planning Day- Student Holiday
Tuesday, April 1	Report Cards Third Quarter
Friday, April 18	Virtual Planning Day
Monday, May 5	Progress Reports- Fourth Quarter
Friday, May 23	Graduation
Monday May 26	Holiday- Memorial Day
Wednesday, May 28	Last Day for Students
Thursday, May 29	Post-planning

## 256-Day Employee Holidays

Thursday, July 4	Independence Day
Monday, September 2	Labor Day
Monday, November 11	Veterans' Day
Wednesday, November 27	Calendar Adjustment Day
Thursday, November 28	Thanksgiving Holiday
Friday, November 29	Thanksgiving Holiday
Monday, December 23	Calendar Adjustment Day
Tuesday, December 24	Christmas Eve Holiday
Wednesday, December 25	Christmas Holiday
Thursday, December 26- Tuesday, December 31	Board Scheduled Vacation Days (32 hours)
Wednesday, January 1, 2025	New Year's Day Holiday
Thursday, January 2-Friday, January 3	Calendar Adjustment Day
Monday, January 20	Martin Luther King Day Holiday
Monday, February 17	Presidents' Day Holiday
Friday, March 21	Spring Break Day
Monday, May 26	Memorial Day Holiday
Thursday, June 19	Juneteenth

# Our Schools

<b>BRADFORD ELEMENTARY</b> 3856 SE 144TH ST. STARKE, FL 32091	<b>GRADES PK-6</b> CASSIE MELVIN, PRINCIPAL KAREN BRUGH, ASSISTANT PRINCIPAL CHERYL CHALKER, SECRETARY	<b>Phone 904-966-6061</b> Fax 904-966-6881
<b>LAWTEY ELEMENTARY</b> 22703 PARK ST. LAWTEY, FL 32058	<b>GRADES PK-6</b> DR. TERRI O'QUINN, PRINCIPAL KAREN HENRY, SECRETARY	<b>PHONE 904-966-6795</b> FAX 904-782-1003
<b>STARKE ELEMENTARY</b> 1000 W. WELDON ST. STARKE, FL 32091	<b>GRADES PK-6</b> LAUREN MORGAN, PRINCIPAL MICHELLE WARE, ASSISTANT PRINCIPAL BRANDY SCOTT, SECRETARY	<b>PHONE 904-966-6045</b> FAX 904-966-6868
<b>BRADFORD MIDDLE</b> 527 N. ORANGE ST. STARKE, FL 32091	<b>GRADES 7-8</b> CRYSTAL WILLIAMS, PRINCIPAL DR. ROB CHARLES, ASSISTANT PRINCIPAL STEPHANIE MERRILL, SECRETARY	<b>PHONE 904-966-6705</b> FAX 904-966-6714
<b>BRADFORD HIGH</b> 581 N. TEMPLE AVE. STARKE, FL 32091	<b>GRADES 9-12</b> CHRIS COFFEY, PRINCIPAL NICOLE STAFFORD, ASSISTANT PRINCIPAL KATRINA GRIFFIS, SECRETARY	<b>PHONE 904-966-6075</b> FAX 904-966-6020
<b>NORTH FLORIDA TECHNICAL COLLEGE</b> 609 N. ORANGE ST. STARKE, FL 32091	<b>CAREER TECHNICAL EDUCATION</b> BRAD BISHOP, DIRECTOR KEITH KIRBY, COORDINATOR ALETA DURANT, SECRETARY	<b>PHONE 904-966-6764</b> FAX 904-966-6786



# Centers & Departments

Superintendent	Deputy Superintendent	Human Resources
<p><b>Will Hartley, Superintendent</b></p> <p><b>Lila Sellars, Executive Secretary</b> 904-966-6018</p> <p>501 W. Washington St. Starke, FL 32091</p>	<p><b>Karen Clarke, Dept. Superintendent</b> 904-966-6032</p> <p><b>Jejetta Lee, Admin. Secretary</b> 904-966-6010</p> <p><b>Sherree Alvarez, Director of Grants</b> 904-966-6816</p>	<p><b>Aimee Ferguson, Exec. Director</b> 904-966-6031</p> <p><b>Michael Kidd, Personel Specialist</b> 904-966-6008</p> <p><b>Angel Autry, Admin. Secretary</b> 904-966-6031</p>
Finance	Food & Nutrition Services	Exceptional Student Education/ Student Svc.
<p><b>Shannon Rodriguez, Director</b> 904-966-6025</p> <p><b>Marla Darley, Payroll Officer</b> 904-966-6012</p> <p><b>Lorissa Rhoden, Accounts Payable</b> 904-966-6009</p> <p><b>Tonya Hodges, Purchasing</b> 904-966-6002</p> <p><b>Sue Martin, Accountant</b> 904-966-6037</p>	<p><b>Blake Dicks, Director</b> 904-966-6026</p> <p><b>Natalie Burdick, Secretary</b> 904-966-6013</p> <p><b>Allison Lewis, F &amp; N Specialist</b> 904-966-6878</p>	<p><b>Tammy Saxon, Director</b> 904-966-6014</p> <p><b>Marlana Funderburk, Admin Sec.</b> 904-966-6001</p>
Rainbow Center	Operations & Safety	Maintenance
<p>Birth-3</p> <p><b>Jeannie O'Steen, Daycare Supervisor</b></p> <p><b>Crystal Crawford, Secretary</b> Phone 904-966-6039</p>	<p><b>Jeff Edison, Director</b> 904-966-6729</p> <p><b>Shaun Burgin, District SRO</b> 904-966-6825</p>	<p><b>Jeff Edison, Director</b> 904-966-6729</p> <p><b>Wendy Ogersell, Bookkeeper</b> Phone: 904-966-6732</p>

# Centers & Departments

Information Technology	Transportation	Professional Development & Certification
<p><b>Michael Warren, Director</b> 904-966-6019</p> <p><b>Greg Gobs, Network Admin.</b> 904-966-6003</p> <p><b>Robin Witt, MIS System Support</b> 904-966-6740</p>	<p><b>Louette Smith, Manager</b> 904-966-6734</p> <p><b>Mercedo Davis, Data Entry</b> 904-966-6751</p> <p><b>Kevin Kerr, Fleet Manager</b> 904-966-6733</p>	<p><b>Christina Cornwell, Coordinator</b> 904-966-6727</p> <p><b>Jejetta Lee, TRACK</b> 904-966-6010</p> <p><b>Aimee Ferguson, Certification</b> 904-966-6031</p>
Athletics	Nursing	Mental Health
<p><b>Sampson Jackson, Athletic Director</b> 904-966-6098</p>	<p><b>Tiffany Fish, School Health Coord.</b> 904-966-6053</p>	<p><b>Sabrina Howland, Coordinator</b> 904-966-6790</p>
BCSO	Print Shop	Attendance & Compliance
<p><b>Shaun Burgin, District SRO</b> 904-966-6825</p>	<p><b>Melissa Underhill, Technician</b> 904-966-6005</p>	<p><b>Dr. Stephen Richardson, Coordinator</b> 904-966-6849</p>

## Reminder -

The sections covered in this handbook are brief explanations, for more details and/or precise wording, please refer to board policies. Board policies can be found on the district's website or requested through the superintendent's office.

## REASONABLE ACCOMMODATIONS IN EMPLOYMENT

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

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

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

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

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

## Non-Discrimination & Equal Employment

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth. The Bradford County School Board does not discriminate nor tolerate harassment in its work environment or educational programs/activities on the basis of race, color, national origin, sex (including sexual orientation, transgender status, or gender identity), disability (including HIV, Aids, or sickle cell trait), pregnancy, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information, which are classes protected by State and/or Federal law (collectively, "protected classes"). This practice shall apply equally to students, employees, applicants for employment, and all persons having business with Bradford County Schools.





## **Continuous Notification of Nondiscrimination**

Bradford County School District does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, or genetic information in its educational programs, services, or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Aimee Ferguson, District Equity Coordinator may be reached at 501 W. Washington St., Starke, FL 32091, (904) 966-6810 or email [ferguson.aimee@mybradford.us](mailto:ferguson.aimee@mybradford.us).

## **Annual Notification of Nondiscrimination**

Bradford County School District offers the following career and technical programs, including career academies wherein students may earn industry certification.

The district prohibits discrimination in the terms and conditions of employment, and in access to educational programs and activities, and prohibits harassment of any individual or group on the basis of race, color, national origin, religion, sex, age, disability, marital status, sexual orientation or genetic information (and other protected classes included in the district's nondiscrimination policies).

Lack of English language skills will not be a barrier to admission and participation.

The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

# TITLE IX and SEX DISCRIMINATION



The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972. Title IX is a federal law, enacted in 1972 states: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

Title IX protects people from discrimination based on sex in educational programs or activities that receive financial assistance. Under Title IX, discrimination on the basis of sex can include sexual harassment, which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome conduct;
- Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, dating violence, domestic violence, or stalking, as defined by applicable law.

## Reporting Harassment/Discrimination

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Making false statements is strictly prohibited.

## Next Steps

After a report of sexual harassment has been made, the school and/or Title IX Coordinator will reach out to the individual affected by the alleged misconduct, provide supportive measures, discuss the grievance policy, and offer the opportunity for the complainant to file a formal complaint if the behavior meets the Title IX definition of sexual harassment. If a formal complaint is filed, appropriate steps will be taken to investigate. Upon completing the investigation, the outcome will be shared with all stakeholders.

## Appeal Procedures

If a party does not agree with the final determination made by the school or has concerns of noncompliance with Title IX or actions that would be prohibited by Title IX, he/she may appeal the determination in accordance with School Board Policy 2.160\*.

In any case of sexual discrimination or harassment allegation,  
the school board designates  
Aimee Ferguson as the District Title IX Coordinator at  
501 W. Washington St., Starke, FL 32091

## Reporting of Complaints

A complaint may be filed at any time directly with the Executive Director of Human Resources or Director of Student Services. Any individual has the right to file a sexual harassment complaint with the Office for Civil Rights, the Department of Justice, or State or Federal Court with proper jurisdiction at any time.

Any employee who observes the occurrence of sexual harassment between students, between adults, or between an adult and a student on school board property, on a school bus, or at a school-sponsored function shall take action to stop the inappropriate behavior and report it immediately to the site administrator or the Executive Director of Human Resources.

This policy prohibits retaliation or reprisal by anyone against a person for filing a complaint, participating in the investigation of a complaint, or serving as a witness. All matters involving sexual harassment complaints shall respect individual privacy and remain confidential consistent with school board policy and the Florida School Code.

**In any case of sexual discrimination or harassment allegation, the school board designates  
Aimee Ferguson as the District Title IX Coordinator at  
501 W. Washington Street, Starke, FL 32091, phone 904-966-6031.**

## Professional Misconduct

All employees and agents of a public school district, charter school, or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administration which affects the health, safety, or welfare of a student. Failure to report may result in penalties up to termination of employment and revocation of an educator's certificate. Report to your school administrator and Director of Human Resources.

Violations may include:

Obscene language	Testing Violations	Sexual innuendo
Drug and alcohol use	Physical aggression	Prejudice or bigotry
Disparaging comments	Accept or offer favors	Cheating

## Veteran's Preference

Bradford County School District complies with the veteran's preference rules according to Florida Statute 295.07(2).

Questions should be addressed to the Human Resources Department.

# Personnel and Employment

## Personnel Records

Personnel records regarding employment status, promotions, transfers, salary, leaves, recommendations, etc. are placed in a permanent file in the district office and are property of the employer.

**Human Resources strives to maintain up-to-date personnel records on each employee. It is the employee's responsibility to notify Human Resources within ten (10) days of any changes in name, address, telephone number, emergency contact, or any other changes. If you have questions about your personnel file or information contained within, please contact Human Resources.**

## Access to Personnel Files

Employees may view material in a personnel file with advanced notice and in the presence of the personnel records keeper or other authorized district personnel. If an employee would like copies of any material in a personnel file, he/she must make a request with reasonable advanced notice to the personnel records keeper.

**Personnel files are open to public inspection, with the exception of the restrictions in F.S. 1012.31 and 119.07.**

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

## Employment Defined

**Full-time:** A regular full-time employee is a person who is an employee for the school term or the school fiscal year to render the minimum number of hours each day as established by the board for that position or job.

**Part-time:** A part-time employee is a person who is employed to render less than the number of hours each day as established by the board for a regular full-time employee.

**Temporary:** A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or full-time employee.

## Vacancies

Notice of vacancies within the school district will be posted on the district's website and other recruitment websites as appropriate. Interested applicants should apply online at [www.bradfordschools.org](http://www.bradfordschools.org)

### Vacancies & Fast Track Application



## E-Verify

The school board complies with the Immigration Reform and Control Act of 1986. Employers are required to verify the identity and employment eligibility of all hires after November 1986. Employees are required to provide acceptable documents that establish identity and employment eligibility within the United States. After initial employment, it is the responsibility of the employee to provide the Human Resources Department with updated employment eligibility documents/information as required by immigration law prior to the expiration date of their current employment eligibility documents.

## Use of Social Security Numbers

BCSD protects the privacy and confidentiality of our employees and students. We comply with federal and state laws and meet the required standards for securing personal information. As prescribed by law [Fla. Stat. §119.071\(5\)](#), BCSD is authorized to collect, use, or release social security numbers of employees and other individuals for the purpose of the district's duties and responsibilities in Human Resources, payroll, benefits, background checks, medical claims, IRS reporting, or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and/or the federal government.

## Identification Badges

**All employees are expected to visibly display their district identification badge while on any district property, or at any time when acting within the course and scope of their employment.** Identification badges are provided by the District at the time of hire and remain the property of the District. Individuals who separate employment with the District are required to return their identification badge to their immediate supervisor. Replacement of lost badges can be made by Human Resources  
904-966-6031

## Payroll & W-4

In compliance with federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

Paychecks for regular employees are subject to mandatory payroll deductions for Social Security Tax, Medicare Tax, and Federal Withholding Tax based on Form W-4 and the tax tables furnished by Internal Revenue Service. It is the employee's responsibility to correctly fill out a W-4 Form and submit it to the payroll department. Employees are permitted to submit a new W-4 as often as they desire, and changes will be entered into the payroll system promptly.

Payroll deductions are available for all school board-approved benefits. It is the employee's responsibility to request and authorize any changes to their deductions in writing. While Human Resources periodically audit deductions it is ultimately the employees' responsibility to check their pay stubs to ensure the appropriate deductions are being taken.



# Experience Verification

Each year of experience to be counted for salary purposes must meet the criteria prescribed by law. Experience credit may not exceed the limits established by the board or the terms of a negotiated agreement. All experience verification must be provided on the BCSD Experience Verification Form, letterhead by a former employer, or by a notarized affidavit. Experience verification must include specific dates of employment, job title, and full or part-time. Self-employed experience must be verified by an individual knowledgeable of the applicant's service. Experience verification will not be accepted if completed by an applicant or the applicant's family member.

It is the responsibility of the employee to have their experience verified by sending the appropriate form to their previous employer in a timely manner (**instructional within 90 days of hire date and Non-instructional within 30 days of hire date**). After Human Resources has received the completed form(s) back, we will review your request. If approved, your salary will be adjusted and you will receive retroactive pay to the beginning date of duty.

Per the collective bargaining agreement, non-instructional employees with previous Bradford County School District experience, returning to the same pay lane, will not make less per hour than the hourly rate earned while employed with the system. New hires will be placed on Step 0 on the salary schedule until they provide verification to the HR Director of years of experience. The new hire has thirty (30) days to provide this information to the HR Director. After receipt and verification of the years of experience, the new hire's salary will be adjusted one-half year of experience for each year to a maximum of twenty (20) years unless the Superintendent deems the job opening a critical need.

## Instructional Personnel

Instructional employees and administrators who are certified (teachers, administrators) who have worked in an accredited school system and have applicable experience will receive year-for-year experience credit for each year verified. All verifications must be received within 90 days of beginning employment to receive salary compensation for that school year. Retirees who are re-employed will be placed at their verified years of teaching experience, up to a maximum of 20 years.

## Education Staff Personnel

Non-instructional employees will receive credit for the experience previously obtained. All verifications must be received within 30 days of employment. New hires will be placed at Step 0 until verification is provided. After receipt of verification of the years of experience the new hire's salary will be adjusted one half year of experience for each year to a maximum of 20 years, unless the Superintendent deems the job opening a critical need.

# Compensation and Salary Schedules

Employees will be paid in accordance with the board-approved schedules. The most recent schedules are found on our website at [www.bradfordschools.org](http://www.bradfordschools.org)

## Probationary Period for Instructional Employees

Florida Statute § 1012.335 (1)(c). "Probationary contract" means an employment contract for a period of 1 school year awarded to instructional personnel upon initial employment in a school district. Probationary contract employees may be dismissed without cause or may resign without breach of contract. A district school board may not award a probationary contract more than once to the same employee unless the employee was rehired after a break in service for which an authorized leave of absence was not granted. A probationary contract shall be awarded regardless of previous employment in another school district or state.

## Probationary Period for Non-Instructional Employees

All new ESP employees shall serve a three (3) year probationary period. During this first ninety (90) days of this period, employment may be terminated at any time and for any reason by the Superintendent.

Upon the employee's completion of the probationary period, recommendation of the superintendent and re-appointment by the school board, his/her employment shall continue from year to year unless the Superintendent of Schools or his/her designee terminates the employment for just cause.

ESP's holding continuous employment status, and who transfer to another job resulting in a promotion, shall serve a ninety (90) day trial period. During this ninety (90) day period, an employee unable to satisfactorily perform the new duties may be returned to his/her former position; however, the newly promoted employee shall retain his/her continuous employment status.

Nothing contained in this section shall be interpreted to create any form of expectancy of re-employment beyond the end of any fiscal year during the probationary period.

## Oath of Loyalty

Florida Statute § 876.05 requires that all public school employees take an oath of loyalty before receiving compensation of any public funds.

### 876.05 Public employees; oath.—

(1) All persons who now or hereafter are employed by or who now or hereafter are on the payroll of the state, or any of its departments and agencies, subdivisions, counties, cities, school boards and districts of the free public school system of the state or counties, or institutions of higher learning, except candidates for federal office, are required to take an oath before any person duly authorized to take acknowledgments of instruments for public record in the state in the following form:

I, \_\_\_\_\_, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of Bradford County School District, and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

(2) Said oath shall be filed with the records of the governing official or employing governmental agency prior to the approval of any voucher for the payment of salary, expenses, or other compensation.



## Fingerprinting

Florida Statutes § 1012.465 and 1012.56 require that all public school employees be fingerprinted and must meet level 2 screening requirements as described in s. 1012.32. It is the responsibility of a newly hired or rehired employee to pay any fees associated with fingerprinting. Fingerprints shall be submitted to the Department of Law Enforcement for statewide criminal and juvenile records checks and to the Federal Bureau of Investigation for federal criminal records checks. Employees must be fingerprinted before they can begin work.

Bradford County School District may require employees to be fingerprinted again at any time during their employment.

## Professionalism

All employees are expected to demonstrate professional and appropriate behavior and dress. All employees are expected to abide by school board rules, and state and federal laws. Each employee is held to a high standard of professionalism in setting examples for students. Under no circumstances shall any employee be permitted to use profane or obscene language in his/her relationship with students. All employees should avoid saying anything derogatory about a colleague to anyone inside or outside the district. Employees should show respect for the positions held by subordinates, colleagues, and superiors in the school district.

As an employee, you represent BCSD to every parent, student, and community member you come in contact with. Parents expect our schools to be a safe place for their children; a place where education is provided in a secure, pleasant environment. As an employee, it is your job to assure the people we serve that our schools are safe and that BCSD employees are friendly, caring people who value parents and their children.

Remember that you are a role model for our students and other employees. Because employees of a school system serve as role models for students, employees are held to the highest standard of conduct (Adams vs. Turlington). The community often holds school personnel as examples for children.

**\*\*\*\*See Pages 44-45 of this manual for the Principles of Professional Conduct for the Education Profession in Florida**

## Self Reporting Rule

As required by the provisions of the State Board of Education, the Principles of Professional Conduct of the Education Profession in Florida, and Florida Statutes, all employees are required to comply with the "Self-Reporting Rule" for arrest and convictions. Under the rule, employees are required to report to the district within 48 hours any arrests/charges involving the abuse of a child and/or sale or possession of a controlled substance or any disqualifying offense. In addition, self-reporting is required for any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation with 48 hours after the final judgment.

## Attendance & Promptness

Because we serve the public, the importance of getting to work on time and being present every day is most important. The public expects and has a right to demand prompt and efficient service. If you must be absent, it is your responsibility to notify your supervisor at once. This allows them to reassign your work and maintain a high standard of service. Excessive absenteeism may be grounds for disciplinary action or dismissal. We cannot operate as effectively when an employee is absent.

## Child Abuse

*Each school district employee is considered a "mandatory reporter"*. All employees have an affirmative duty to report all actual or suspected cases of child abuse or neglect and shall have immunity from liability if such cases are reported in good faith. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures. Report child abuse to the Department of Children & Families at <https://www.myflfamilies.com/services/abuse/abuse-hotline> or by calling 1-800-96-ABUSE, as well as notifying your direct supervisor. BCSD Policy 2.170. State Statute 39.205: Failure to report or preventing someone from reporting is a 3rd degree felony.

## Use of School Board Property

The school board provides you with the necessary equipment, materials, and vehicles to carry out the job assigned to you. If you are assigned any equipment, it becomes your responsibility to exercise care in its operation. Personal use of vehicles, materials, supplies, tools or other equipment is not permitted. Violation could result in discharge, prosecution, or both.

All employees shall maintain safe and sanitary conditions in their work areas. Unauthorized use, theft, or vandalism of school board property or the property of others is prohibited. Violation of this rule will result in disciplinary action up to and including dismissal.

## Operation of School Board Vehicles

Some employees, as part of their duties, are assigned BCSD-owned vehicles. These vehicles are to be used for school business only. Safety belts must be worn at all times in BCSD-owned vehicles equipped with them. Any employee assigned a vehicle who has excessive at-fault traffic citations is subject to disciplinary action and may have his/her driving privileges canceled and/or employment terminated.

## Auto Mileage/Travel

Reimbursement is provided to employees for travel when pre-approved by the employee's supervisor, superintendent, and/or school board.

No reimbursement is given for travel between the employee's home and work site. Travel requests must have prior administrative approval.

Request for reimbursement must be submitted via Skyward in a timely manner and if any reimbursement is requested, an approved TDE and program agenda must be attached

## Grievance

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems affecting employees. Both parties agree that the proceedings will be kept as informal and confidential as is appropriate except those that may occur before the School Board which is required to meet in public.

Refer to the Collective Bargaining Agreements and/or Board Policy for grievance procedures.

## Clean Indoor Air Act

All uses of tobacco/vape products in any form are prohibited in any District-owned facility, property, or vehicle at any time. See Board Policy 8.320 for more information.

## Alcohol and Drug-Free Workplace

No employee or student shall manufacture, distribute, dispense, possess, or use on or in the workplace or be under the influence of any alcoholic substance, any intoxicating or auditory, visual, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, in the workplace, as defined by Federal Law or Florida Statute Ch. 893, or any counterfeit of such drugs or substances, all being collectively referred to as drugs. Alcohol beverages in any form, drugs and controlled substances (except as defined by School Board policy 6.450 and 6.451) are barred from all school property, buildings, and functions sponsored by the public schools of Bradford County.

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

## Weapons Prohibited

Weapons are not allowed on campus by anyone except law enforcement or someone authorized by law enforcement and/or the superintendent. Employees, students and parents are prohibited from carrying any gun, pistol, sword, knife, razor or any other item which may be used as a weapon on school grounds, into any school building, on a school bus or in an automobile or other vehicle parked on the school grounds or adjacent thereto. Employees, students and parents who fail to comply with this policy may be arrested, suspended from duty or expelled.

## **Personal Belongings**

The Bradford County School District does not assume responsibility for any personal property located on its premises; including facilities, vehicles, and parking areas. Employees are to use their own discretion when choosing to bring personal property, including items brought in to enhance a classroom or work environment, and do so at their own risk.

## **Sexual Harassment**

The school board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The board will not tolerate sexual harassment, or any other form of illegal harassment, by any of its employees, students, volunteers or agents. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers and to all vendors or service providers who have access to school board facilities.

## **Bloodborne Pathogens Exposure Plan**

Universal precautions will be observed by all employees to prevent contact with blood or other potentially infectious materials. Annual training will be provided to employees who are employed in an identified occupational exposure position (School Board Policy 6.910). The Principal/Supervisor is responsible for monitoring this process and ensuring that universal precautions are observed. Employees who have been identified as working in occupations that expose them to blood or other potentially infectious materials will be offered the Hepatitis B vaccine at no cost to the employee. Vaccines will be given through an agreement with the Bradford County Health Department.

## **FERPA- Family Educational Rights and Privacy Act**

FERPA is the Family Educational Rights and Privacy Act. It was designed to protect the student's educational information and status as a student. It prohibits the disclosure of a student's "protected information" to a third party. This disclosure is prohibited whether it is made by hand delivery, verbally, fax, mail, or electronic transmission. It classifies protected information into three categories: educational information, personally identifiable information, and directory information.

## Social Media School Board Policy 9.110



Staff members shall not knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. Social Media, Facebook, My Space, Twitter, Tumblr, blogs, et cetera. See BCSD Policy-9.110 for further details.

District social media sites shall be reserved for District business only to provide information to the public regarding announcements, events, etc. (Comments are to be turned OFF)  
See BCSD Policy-9.110 for further details.

In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. This includes becoming "friends" or allowing students access to staff members' personal web pages for communications reasons. Such communication could cause the appearance of inappropriate association with the student(s).

Staff who choose to use social media networking sites for personal reasons are cautioned *NOT TO POST*:

1. Information that is considered proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts) as it may be a violation of state and/or District rules and policies.
2. Identifying information about the District. Information about District students or coworkers. Most information concerning a child in school is confidential under Federal and State laws. (FERPA) This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.
3. ANY picture, video, or comment pertaining to any student(s). This includes sharing videos of student behaviors with friends, family, staff members, etc. without parental consent (BCSD Policy 3.210)

### District Social Media Use

District social media sites shall be reserved for District business only to provide information to the public regarding announcements, events, etc. (Comments are to be turned OFF)

- A. Communication on a district social media space should be handled in the same manner as communication in a classroom and/or workplace. The Principles of Professional Conduct are expected on professional social media sites.
- B. All such communication must be consistent with the educational objectives of the District and cannot be used for personal or non-District purposes.
- C. Employees shall exercise caution, sound judgment, and common sense when using professional social media sites.
- D. No personally identifiable student information may be posted by employees on social media sites (including but not limited to district, professional, and personal social media accounts) without permission from the parent/guardian.
- E. The Board reserves the right to direct the removal of postings and/or disable a page of professional social media sites that do not adhere to the law or do not reasonably align with the goals of the District without prior notice to the poster.
- F. The District's social media sites may not be used for commercial, religious, political, or for-profit activities and/or communication. The District's social media entries and communications are prohibited from including links to third-party sites with a commercial, political, and/or religious purpose. Links to sites selling products; advertising goods and/or services; and/or containing language, images and/or materials that are in violation of District policy are strictly prohibited.
- G. A post, or comment, that contains vulgar, profane, or racist words; is discriminatory, harassing, threatening; is a violation of privacy; or is a violation of this Policy will be deleted in its entirety without notice to the poster/commenter.
- H. The employee shall report any inappropriate use of social media to his or her supervisor, the student's principal, or to the District's Human Resources Director, and no retaliation shall result from such a report. Good faith reporters shall be protected from retaliation in accordance with Florida law.
- I. Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

## Electronic Communication- (Social Media-Personal Email-Texting) cont.

### Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Electronic System Responsible Use Agreement, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent. In order to maintain a professional and appropriate relationship with students, employees shall not communicate with students who are currently enrolled in schools on personal social media sites. School employees' communication with current students via personal social media is subject to the following exceptions:

- A. communication with relatives or friends and
- B. if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Employees shall not knowingly allow students access to their personal social media sites that discuss or portray sex, nudity, alcohol, or drug use or other behaviors associated with the employees' private lives that would be inappropriate to discuss with a student at school.

### Expected Standards of Conduct on District-Approved Social Media

- A. Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.
- B. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.
- C. The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).
- D. Employees shall not use the district's logo or other copyrighted material of the system on a personal social media site without express, written consent from the District.

### Retention of Public/Student Records

Pursuant to Florida law, all communication created as part of District business is public record and must be maintained and retained according to state retention guidelines. District social media site account authorization records including access rights and account information shall be maintained according to the appropriate state requirements.

Any postings, on district, professional or personal social media sites, of the following nature are prohibited:

- A. Create a harassing, demeaning, or hostile working environment for any employee.
- B. Disrupts the smooth and orderly flow of work, or the delivery of services to the staff or students.
- C. Harm the goodwill and reputation of staff, students or the community at large.
- D. Erode the public's confidence in the district.
- E. Involve any kind of criminal activity or harms the rights of others, may result in criminal prosecution or civil liability to those harmed, or both.

## Electronic Communication- (Social Media-Personal Email-Texting) cont.

### Consequences

The District may monitor online activities of employees who access the Internet using school technological resources. Additionally, the Superintendent or designee may periodically conduct public Internet searches to determine if an employee has engaged in conduct that violates this policy. Any employee who has been found by the Superintendent to have violated this policy may be subject to disciplinary action, up to and including dismissal.

### Social Media Use Agreement

- A. The Superintendent will ensure that staff receive a copy of this policy annually and that Use of Social Media is included in the Network Use Agreement.
- B. The use of social media for personal purposes is not allowed during work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment, equipment, or its operations.
- C. The Superintendent or his or her designee may establish the calendar of training and/or procedures that direct employees in regard to this rule and in the appropriate communication for school-sponsored events or activities.

### ELECTRONIC SYSTEMS RESPONSIBLE USE

The Bradford County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's networks including wireless networks, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and any other existing or new technology designated for use by students and employees. Appropriate use of the District Network as described above is expected regardless of the whereabouts of the employee or student while on or off campus at any time of the day.

The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: "Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed an Electronic Systems Responsible Use policy. All users of the network are bound by this policy. Any violation of the policy could result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal." This notice shall also become part of the login process.

### Telephone Service

Employees are generally not permitted to use the District System to conduct personal business or for other personal purposes. However, limited personal use of the system is permitted, but only to the extent it does not conflict with the user's employment duties and responsibilities. Employees may use the telephone system to make calls on their breaks. Such calls should be brief and infrequent so as not to interfere with the official use of the system. Logs shall be maintained for long-distance calls by work location. Logs shall be in a uniform format. Telephone service billings and long-distance logs shall be subject to periodic review and audit. No person shall charge personal calls to the School Board.



## Electronic Communication- (Social Media-Personal Email-Texting) cont.

### Internet Use

The District is required to comply with state and federal data privacy laws. Employees are required to safeguard employee and student data they have access to in the course of performing their duties. They are required to safeguard their network/system credentials to protect student and employee data from hacks and unauthorized access. The District will provide employees with training related to acceptable email and Internet security practices.

As required by the Children Internet Protection Act (CIPA), the School District educates staff and students regarding appropriate online behavior to ensure internet safety, including use of email and internet resources. An internet filter is maintained by the school district for school use on the device. Filtering not only restricts access to unacceptable sites, but also restricts access to inappropriate content such as those that are illegal, harmful, or contain potentially offensive information. Bradford County School District cannot guarantee that access to all inappropriate sites will be blocked. Log files are maintained on each device with a detailed history of all sites accessed. It is the responsibility of the user to appropriately use the device, network, and the internet.

Each student and, parent or guardian, as defined by Florida Statutes, and each employee of the District will be required to sign an agreement for network responsibility wherein they are acknowledging their obligation to comply with the terms and conditions outlined in this policy.

Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or assuring students understand that if they misuse the network they will face disciplinary action and could lose their access privileges.

Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

Employees, Parents, and Students are required to enter into an "Electronics Systems Responsible Use Agreement". These forms shall be approved by the School Board.

Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the state of Florida, and the School Board.

### Consequences for Inappropriate Use

Appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws including monetary damages shall govern student discipline for student violation of this policy. Suspension of access to the district's electronic communications system; revocation of the district's electronic communications system account(s); and or termination of System User Account: The district may deny, revoke, or suspend specific user's access to the district's system with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary actions against the user and possible criminal charges. Employee violation of this policy may result in disciplinary actions including termination of employment in accordance with the Employee Contract. Board Policy 8.330

## **ELECTRONIC SYSTEMS RESPONSIBLE USE AGREEMENT 8.330\*+ for Employees, Parents and Students of Bradford County Schools**

The Bradford County School District provides a variety of electronic communication systems for educational purposes. The electronic communications system is defined as the District's networks including wireless networks, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, email, and any other existing or new technology designated for use by students and employees. Appropriate use of the District Network as described above is expected regardless of the whereabouts of the employee or student while on or off campus at any time of the day.

The District views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the District supports information retrieval from the network which enhances the research and inquiry if the learner and faculty and staff direct. The District network will filter inappropriate material. At each school, each student's access to use of the network will be under the teacher's direction and monitored as a regular instructional activity.

At each school and facility owned and operated by the District, in each room where computers are present, notices shall be conspicuously posted that states the following: "Users of the network of the School District of Bradford County are responsible for their activity on the network. The School District has developed an Electronic Systems Responsible Use policy. All users of the network are bound by this policy. Any violation of the policy could result in the suspension of access privileges or other disciplinary action, including student expulsion and employee dismissal." This notice shall also become part of the login process.

SEE FOLLOWING PAGES

## Electronic Systems Responsible Use Cont.

### I. Appropriate Use

- A. Internet use at any District Office or School must be directly related to Bradford County School District assignments and projects.
- B. All Web sites representing any District employee pursuant to their official District role and duties must have their Web site hosted on a school district server or a district sponsored Website. Using other free or paid outside Web servers for public dissemination of District business is not permitted.
- C. Employees and Students will be assigned individual network accounts and email accounts and must use only those accounts and passwords that they have been granted permission by the district to use. All account activity should be for educational purposes only.
- D. Employees and Students may only open, view, modify, and delete their own computer files unless given permission by the owner of the file to do otherwise.
- E. Employees and Students must immediately report threatening messages or discomfoting Internet files/sites to a supervisor or teacher.
- F. Employees and Students must at all times use the district's electronic communications system, including email when necessary, wireless network access, and Web 2.0 tools/ resources to communicate only in ways that are kind and respectful. (Web 2.0 tools allow users to interact and collaborate in virtual communities, where users are active creators of content i.e. wikis, video sharing sites, cloud service).
- G. Employees and Students are responsible at all times for their use of the district's electronic communications system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.

### II. Inappropriate Use

- A. Wireless hotspots not provided by the School District are prohibited on the Bradford School District network.
- B. The following actions are strictly prohibited and are subject to Employee or Student discipline.
  - 1. Using the district's electronic communications system for illegal purposes including, but not limited to, cyberbullying, gambling, pornography, and computer hacking.
  - 2. Using a Virtual Private Network (VPN) program to bypass the School District filtering and or monitoring systems.
  - 3. Disabling or attempting to disable any system monitoring or filtering or security Measures.

## Electronic Systems Responsible Use Cont.

4. Intentionally introducing a virus or other malicious programs onto the district's System.
5. Gaining unauthorized access to restricted information or network resources.
6. Sharing usernames and passwords with others; and or borrowing someone else's username, password, or account access.
7. Purposefully opening, viewing, using or deleting files belonging to another user without their permission.
8. Electronically posting personal information about one's self or others (i.e., addresses, phone numbers, and pictures) without their permission and/or violating student or employee rights to privacy.
9. Downloading or plagiarizing copyrighted information without permission from the copyright holder as well as sending or receiving copyrighted materials, Including computer software, without permission, or material protected by trade secrets.
10. Electronically accessing or posting messages or materials that are profane, abusive, obscene, sexually oriented, pornographic, threatening, harassing, intentionally damaging to another's reputation, offensive to another user or otherwise illegal.
11. All acts of alleged sexting shall be reported to the principal and/or HR department and to the appropriate legal authority.
12. Using the electronic system for commercial activities, product advertisement, or political lobbying.
13. Using the electronic system for Cyberbullying as described in Bradford School Board policy 5.101.

### III. Individual Responsibility.

- A. When at school or using a district device, students' access to and use of the network will be under teacher direction and monitored as any other classroom activity. The District is not able to prevent the possibility of user access to material that is not consistent with the education mission, goals, and policies of the School Board when access is obtained outside of the District's Network. Parents are responsible for their student's internet use outside of normal school hours. Likewise, employees are responsible for their own personal use of the internet when outside the District's Network.
- B. The School Board understands that employees and students may engage in the use of social media during their personal time. The District neither encourages nor discourages employee or student use of social media for personal purposes. School employees and students who use social media for personal purposes must be mindful that they are responsible for their public conduct. All school employees and students must comply with Board Policy when communicating with each other through electronic means, such as through voice, email, or text-messaging.

## Electronic Systems Responsible Use Cont.

### IV. User Guidelines.

A. Internet Access. Internet access is coordinated through a complex association of government agencies and regional and state networks. It is the District's intent that the Internet and our communications network be used in a responsible, efficient, ethical, and legal manner. The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account will be restricted. Serious violations may result in school disciplinary action or legal action. The signature(s) on the acceptable use agreement indicate that the user(s) have read the terms and conditions carefully and understand their significance.

B. Acceptable Use. The use of your account must be in support of education and research that is consistent with the educational goals and policies of the District. Users are encouraged to develop uses which meet their individual needs and that take advantage of the network's function; electronic mail, conferences, bulletin boards, databases, and access to the Internet. Use of any other network or computing resources must be consistent with the rules appropriate to that Network.

C. Privileges. The use of the Internet is a privilege. Inappropriate use will result in the restriction of that privilege. Each individual who accepts an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is "inappropriate use". Their decision is final. An account may be closed by the district at any time deemed necessary or by recommendation of the administration, faculty, or staff. The person in whose name an account is issued is responsible at all times for its proper use.

D. "Netiquette". You are expected to abide by the generally accepted rules of network etiquette. Be polite. Do not use vulgar or obscene language. Do not reveal your address or phone number, or those of others. Please remember that electronic mail is not guaranteed to be private. Do not disrupt the network, the data, or other users.

E. Warranties. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damage you suffer including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

F. Security. Security is a high priority. If you identify a security problem, you must notify a system administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of your privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

G. Vandalism. Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes the creation of or the unloading of computer viruses onto the Internet or host site. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.

H. E-mail Etiquette. Helpful tips to email success include:

1. Preparing text files for uploading before logging into the email system or the email;
2. Making the "subject" heading as descriptive as possible.
3. Beginning messages with a salutation and; restating the question or issue being addressed in the response;
4. Choosing words carefully to avoid misunderstandings of meaning and tone. Text does not permit the verbal or expression clues which are usually necessary when statements are intended to be funny or sarcastic;
5. Ending messages with your name and your email address to assist getting feedback or clarifications; the use of an automatic electronic business card at the end of your emails is highly recommended to include name, location, email id, phone and website url.
6. Deleting email files when possible as appropriate under public records law.

F.S. Chapter 119 Public Records.

## Electronic Systems Responsible Use Cont.

Teachers are responsible for teaching proper techniques and standards for participation, guiding student access to appropriate sections of the network, and or ensuring students understand that if they misuse the network they will face disciplinary action and could lose their access privileges.

Conference moderators are responsible for monitoring the context and tone of posted messages and or taking steps to delete offensive materials and to communicate with authors.

Employees, Parents and Students are required to enter into an "Electronics Systems Responsible Use Agreement" per Board Policy 8.330.

Exception of Terms and Conditions. All terms and conditions stated in this document are applicable to all users of the network. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the United States of America, the State of Florida, and the School Board.

### ELECTRONIC SYSTEMS RESPONSIBLE USE AGREEMENT CONSENT

I have read and understand the Terms and Conditions of the Electronic Systems Responsible Use agreement (required by School Board Policy 8.330) and the Social Media policy (School Board Policy 9.110). I agree to comply with these policies and understand that violations may result in losing my access privileges. In addition, violations may result in disciplinary action including student expulsion, employee termination of employment and/or appropriate legal or criminal action being initiated against me.

As the parent or guardian of this student, I have also read the terms and conditions of the Electronic Systems Responsible Use Policy. I understand that this access is designed solely for educational purposes and the School District has taken reasonable precautions to supervise and filter Internet usage. I also recognize it is impossible for the District to restrict access to all controversial materials and I will not hold the district responsible for information acquired or contracts made on the network. Further, I accept full responsibility for supervision of Internet and Social Media usage by my child outside of the school setting. I hereby give permission to establish network privileges for my student.

Date\_\_\_\_\_

Employee, Parent or Student printed legal name:\_\_\_\_\_

Employee, Parent or Student signature\*: \_\_\_\_\_

(\*an electronic signature or acknowledgement confirmation may substitute for a written signature when the consent is received via a secured Bradford User Account access)

## Teacher Certification

The Human Resources department has been designated by the superintendent to work directly with the Bureau of Educator Certification, Florida Department of Education and to assist personnel with certification issues. An individual recommended for an instructional position shall be properly certified, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher.

All current instructional personnel are required to renew their professional certificates online with the Department of Education. Human Resources and/or Curriculum & Instruction will work with instructional personnel in providing renewal paperwork and in-service history for renewal. It is the responsibility of instructional personnel with professional certification to ensure they earn at least 120 in-service points within the validity period of their current certification for renewal. Please note twenty (20) points must be in the area of ESE and if the certification requires 20 points in Reading.

Instructional personnel, who are applying for their first professional certificate, will apply directly through the FLDOE website. It is the responsibility of instructional personnel with temporary certification to meet the requirements set by the Florida Department of Education and defined in the Statement of Status of Eligibility.

**Certification Info:** <https://www.fldoe.org/teaching/certification/>  
**Contact Certification:** 800-445-6739

## Teaching Out-of-Field

The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule if he/she is appointed in a subsequent school year(s). The deadline for earning the six semester hours of college credit or equivalent in-service in the appropriate field shall be one calendar year from the date of initial appointment to the out-of-field teaching assignment.

Each principal shall report to the superintendent any teacher who is assigned to teach a subject(s) for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information; teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The school board minutes shall reflect such approvals.

Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

## Performance Evaluations

The performance of each employee is a key to the overall success of the BCSD in carrying out its mission, goals, and programs. Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis so the employee can better understand what the job requirements are, as well as what the supervisor expects of him/her in their job. The success of the school system depends upon the combined efforts of employees, managers, supervisors, and administrative staff. The performance evaluation system is designed to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals that would improve student performance, job performance, and the quality of service provided.

The superintendent or designee shall develop or select personnel performance assessment systems for all staff. Each member of the staff shall receive an annual evaluation by his immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the superintendent.

# Mandatory Annual Compliance Training

## Employee Compliance Training

As an employee of Bradford County School District, you are required to complete annual compliance requirements. The District utilizes Vector Solutions (formerly SafeSchools) and Skyward as web-based platforms for providing and recording required training on a variety of topics. Access requires employees to log in using their district username.

### For All Employees:

COURSE TITLE	S.B. POLICY#
General Ethics in the Workplace (Handling money, Gifts, falsifying records, Discrimination, harassment, inappropriate relationships, confidential information ethical resolutions, ethical treatment of students)	S.B Policy 6.37*
Dating Violence: Identification & Prevention	S.B. Policy 5.105*
FERPA-Confidentiality of Records	S.B. Policy 6.60
Bloodborne pathogens	S.B. Policy 6.60
Chemical Spills	S.B. Policy 6.60
Sexual Harassment Staff to Staff	S.B. Policy 6.60
Child Abuse Mandatory Reporting	S.B. Policy 6.60
Online Safety: What Every Educator Needs to Know	S.B. Policy 6.60
Bullying Recognition and Response (K12 Teachers and Staff)	S.B. Policy 6.60
Sexual Misconduct: Staff to Student	S.B. Policy 6.60
Youth Suicide: Awareness, Prevention, and Postvention	S.B. Policy 6.60
Drug Free Workplace	S.B. Policy 6.450 and 6.451

**Additional Trainings and policy review may be required including Title IX and Active Assailant**

## Acknowledgement of Completion

**You must sign a form every year acknowledging that you have successfully completed all requirements that coincide with your job assignment. Turn it in to your school or department secretary or administrative assistant. This form will remain a part of your employment record.**



# Employee Benefits

## Overview of Benefits

Eligible employees of the BCSO are provided a wide range of benefits. A number of the benefits such as social security, state retirement, FMLA, and unemployment compensation cover all employees in the manner prescribed by law. Benefit eligibility is dependent upon a variety of factors including employee classification. Some benefits require contributions from the employee. Human Resources can identify the benefits for which you are eligible.

- Insurance- Medical, Dental, Vision
- Payroll Deduction
- Auto Mileage-Travel
- Health Savings Account
- Direct Deposit
- Training Opportunities
- Uniforms
- PLCP Program
- Life Insurance
- Florida Retirement System Membership
- Sick Leave/Personal Leave
- Sick Leave Donation
- Para to Pro Program
- Paid Holidays
- Paid Vacation for 12-month employees
- Worker's Compensation

## Insurance

Full-time (working a minimum number of hours per week as designated by the District) Employees are provided an opportunity to participate in board-approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefits package that best meets their family's needs. The Board authorizes pre-tax payroll deductions and pays a board contribution for each employee who enrolls in the group health plan.

Employees are responsible for premiums above the board contribution for each health plan and for adding coverage for family members to their health, dental/vision/disability on or life insurance plans. Insurance coverage is available after the employee works thirty (30) days, then insurance starts the 1st day of the next month.

If an employee's insurance needs to change, it is the employee's responsibility to inform the insurance department within 30 days of the qualifying event. Events such as marriage, divorce, birth/adoption of a child, spouse loss of job, loss of other insurance, etc. are considered qualifying events.

Open Enrollment is usually in August for employees who are eligible for benefits. Employees are required to make benefit selections during this time.

## Employee Assistance Program

The Employee Assistance Program is a confidential and no-cost resource that is available to you and your family to help you deal with life's challenges and the demands that come with balancing home and work.

Staffed by licensed counselors. The first 3 sessions are paid for by the District at no cost to the employee. All services are confidential. For toll-free 24/7 access call 1-888-293-6948 or email [answers@healthadvocate.com](mailto:answers@healthadvocate.com).

Employees desiring further information should visit [healthadvocate.com/standard3](http://healthadvocate.com/standard3)

- Emotional or Work Life Counseling
- Financial Information and Resources
- Legal Support and Resources

**For More  
Information or  
Assistance  
Contact Jessie Diaz  
at  
904-417-6017  
or  
[jdiaz@mbaileygroup.com](mailto:jdiaz@mbaileygroup.com)**

## Retirement

All new employees automatically become members of the Florida Retirement System (FRS) and are covered by Federal Social Security. Employees contribute a 3% contribution into the FRS fund, the District pays the remainder.

The State offers a choice of two retirement options:  
The pension plan or the investment plan.

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

Go to [myfrs.com](http://myfrs.com) for more detailed information



### Normal Retirement Requirements for Members Initially Enrolled Before July 1, 2011:

#### **REGULAR CLASS, ELECTED OFFICERS' CLASS, AND SENIOR MANAGEMENT SERVICE CLASS**

Vested with six years of service and age 62;  
The age after 62 that the member becomes vested; or  
30 years of service, regardless of age

### Normal Retirement Requirements for Members Initially Enrolled After July 1, 2011:

#### **REGULAR CLASS, ELECTED OFFICERS' CLASS, AND SENIOR MANAGEMENT SERVICE CLASS**

Vested with eight years of service and age 65;  
The age after 65 that the member becomes vested; or  
33 years of service, regardless of age

## DROP

The Deferred Retirement Option Program (DROP) is a voluntary retirement program that is available only to FRS Pension Plan members who qualify for normal retirement. The DROP allows you to effectively retire while delaying your termination. When you enter the DROP, you are retired, and you stop earning retirement service credit. While you are participating in the DROP, your monthly retirement benefits accumulate in the FRS Trust Fund while you continue your FRS-covered employment and earn tax-deferred interest.

You can begin DROP participation in the month you reach your normal retirement date based upon your age or the month after the month you reach your normal retirement date based upon your years of service. You also need to be vested. If you are initially enrolled in the FRS before July 1, 2011, you must have six years of service to be vested. If you are initially enrolled in the FRS on or after July 1, 2011, you must have eight years of service to be vested.

## C.O.B.R.A.

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under an employer-sponsored plan when a “qualifying event” would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full premium amount for coverage at the employer’s group rates. The district’s COBRA administrator will provide each eligible employee with a written notice describing rights granted under COBRA as well as the necessary documentation to enroll in COBRA coverage. It is the employee’s responsibility to notify the School Board, in writing, should there be a qualifying event that will result in loss of coverage.

## Retiree Insurance and Medicare

Employees who retire and have benefits at the time of retirement from the Bradford County School District are welcome to remain on the group health, dental/vision, and life insurance. However, retirees are financially responsible for the full monthly premium. FRS also offers a health insurance subsidy.

Retirees who are age 65 are eligible for Medicare; Medicare is divided into separate parts: Medicare A (hospitalization), Part B (physicians), and Part D (prescription coverage). These three (3) components together will safely replace the school board’s group health insurance plan and, in most cases, will cost the retiree much less.

## Unemployment Compensation

Reemployment Assistance benefits, also known as unemployment compensation, provides temporary wage replacement benefits to qualified individuals who are out of work through no fault of their own.

Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or during the summer months if they have employment contracts or reasonable assurance of returning to service. The Department of Economic Opportunity Reemployment Assistance Program at 850-921-3475.

## Retirement Tax-Sheltered Annuities

Eligible employees may also participate in the Board-approved individual retirement plans [403(b), 457]. A TSA is a retirement savings plan that allows employees to invest pretax dollars to build retirement income. The employee may select from several companies approved by the Board. The contributions to an IRP must be payroll deducted.

<https://www.tsacg.com/individual/plan-sponsor/florida/bradford-county-school-district/>

# Employee Leave and Paid Time Off

## Leave Requests- Submit Via Skyward

Leave is permission, granted in advance by the board upon written request for an employee to be absent from his/her duties for a specific period of time with the right of returning to employment upon expiration of the leave. The employee must always supply a reason when applying for leave. Leave must be officially granted in advance and may not be granted retroactively. Sick leave and emergency personal leave are considered to be granted in advance when the employee submits a completed leave request form/online portal to the proper authority on the day he/she returns to work. Principals and supervisors may approve or disapprove leave requests but will forward all requests to the district office for final disposition.

## Sick Leave

Sick leave is credited to full-time employees beginning with four (4) days of sick leave on the first day of employment each fiscal year. During any fiscal year employees may not earn more than a total of one (1) day of sick leave for each complete month of employment including the four (4) days initially credited.

Unused sick leave accumulates without limit. Newly hired employees may be eligible to transfer leave from other school districts. All questions concerning leave should be directed to Human Resources.

Sick leave days may be used for personal illness or because of illness or death of a father, mother, brother, sister, husband, wife, child, another close relative, or member of his or her own household.

**\*\*\*An employee may not use sick leave without pay if they have accrued sick leave available (S.B Policy 6.240\*)**

Immediately upon return from sick leave or emergency personal leave, the employee shall fill out a leave form via Skyward. This shall be completed by the end of the first day the employee returns to duty to ensure that leave is properly credited and to avoid any difficulties with paychecks being issued incorrectly. If a leave form is not completed one will be done on your behalf for payroll purposes.

## Personal Leave (Chargeable to Sick Leave)

Eligible employees may use up to six (6) days of accumulated sick leave each fiscal year as allowed by law for personal reasons as defined herein. These days will be deducted from your sick leave balance.

Employees using personal leave shall notify the principal or designee 36 hours prior to taking such leave.

Personal leave shall not be used the day prior to or the day following a school holiday or during pre and post-planning, except with the approval of the Superintendent or designee.

Teachers shall exercise a good faith effort to notify the principal of intent to use personal leave at least three (3) days in advance of the leave. In no event, however, shall the number of personal day requests be approved for more than 15% of the total teaching staff on any workday of the school center and/or department, except as otherwise approved by the principal.

See CBAs and Board Policy for more information

## Vacation/Annual Leave (12 month employees)

- The allocation of earned vacation is credited to employees on a monthly basis.
- Annual/Vacation leave may be granted by the Superintendent upon the written application (Skyward request) of the employee and with prior approval of the employee's immediate supervisor. Vacation leave shall be scheduled in the workplace to permit minimum disruption of the operation of the school system.
- Employees will submit requests for approval from their principal or department head prior to beginning their vacation.
- A staff member who is employed on a regular or full-time basis for twelve calendar months may be entitled to receive a lump sum payment for accrued vacation leave upon termination of employment, transfer to less than a twelve-month position within the District, or normal retirement. If service is terminated by death, this benefit shall be paid to the employee's beneficiary. Terminal pay shall not exceed 480 hours total.

## Accumulation of Vacation/Annual Leave (12 month employees)

VACATION HOURS ARE ACCUMULATED AS FOLLOWS FOR FULL-TIME, 256-DAY EMPLOYEES:

- 5 YEARS OR LESS OF CONTINUOUS SERVICE (10 HOURS PER MONTH) CUMULATIVE TO 240 HOURS
- BEGINNING IN YEAR 6 THROUGH 10 YEARS OF CONTINUOUS SERVICE (12 HOURS PER MONTH) CUMULATIVE TO 300 HOURS
- BEGINNING IN YEAR 11 THROUGH 15 YEARS OF CONTINUOUS SERVICE (14 HOURS PER MONTH) CUMULATIVE TO 360 HOURS
- BEGINNING IN YEAR 16 YEARS OF CONTINUOUS SERVICE (16 HOURS PER MONTH) CUMULATIVE TO 480 HOURS.

ANNUAL LEAVE SHALL ACCRUE AT THE CLOSE OF EACH MONTH AND SHALL NOT EXCEED THE NUMBER OF HOURS AS OUTLINED ABOVE. AT THE BEGINNING OF EACH FISCAL YEAR (JULY 1) ANY HOURS IN EXCESS OF THE ALLOWABLE NUMBER SHALL BE FORFEITED..

ALL 12-MONTH EMPLOYEES SHALL RESERVE FOUR (4) VACATION DAYS TO BE SCHEDULED IN CONJUNCTION WITH PAID HOLIDAYS AND CALENDAR ADJUSTMENT DAYS DURING THE CHRISTMAS BREAK.

## Terminal Leave Pay

Please refer to the Collective Bargaining Agreements and Board Policies for information on Terminal Pay.

Employees transferring to other school districts in Florida may have the option of transferring accumulated sick leave earned in Bradford County.

Please contact HR with questions.

## Bereavement Leave

In the event of a death of a member of the immediate family, an employee shall be granted up to (2) two days of paid leave upon request. It is not charged against any other leave account. It is not transferable or accruable and must be used within 30 calendar days of the death. The employee will not be paid bereavement leave for days not scheduled to work. Employees are required to attach a copy of the obituary or other satisfactory documentation to the leave request.

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

## Donated Sick Leave

An employee may donate up to fifty percent (50%) of his/her accumulated sick leave, not to exceed twenty-five (25) days, to another district employee as follows:

The donating employee must retain at least five (5) sick leave days after the donation has been made. Sick leave deducted from each donor's donated leave shall be in proportion to the actual need. Unused sick leave shall be refunded to each donor employee on a proportionate basis. **For an employee to be eligible to be a recipient of donated sick leave, the recipient must file with the Finance Department a written request that includes documentation that establishes a minimum need for five days of additional sick leave. This request must be made within ten days of the employee's leave without pay. Medical documentation from the physician treating the illness or injury for which the leave is being requested must substantiate the seriousness of the illness or injury and support the need for the days requested.** Upon receipt of the appropriate documentation and request, the request will be approved. Donated sick leave may not be used by a recipient until all of the recipient's sick leave has been depleted.

**Contact: [rodriguez.shannon@mybradford.us](mailto:rodriguez.shannon@mybradford.us) or 904-966-6025**

## Employee Accidents

- Any accident occurring at school should be reported to your supervisor, Principal's secretary, or designee immediately.
- They will assist you with contacting the PMA Care 24 Injury Line and filling out an accident report. \*Even if you do not feel the need to call the Injury Line you must fill out an accident report to document the event.
- If a physician's care is necessary, the nurse hotline will direct you where to go.
- You must use the physician-approved to treat on-the-job injuries to be covered under workman's compensation.
- If you go to your primary physician for on-the-job accidents, you will be responsible for payment for any services rendered.

## Workers' Compensation & Injury in the Line of Duty

Bradford County School District's third-party administrator is PMA Management

**You and your school secretary or site designee MUST CALL PMA Care 24 Service 1-888-589-2245**

- No matter how minor an on-the-job injury may appear, It is your responsibility to notify your supervisor immediately.
- Approved medical facilities will be given to you during the nurse hotline call.
- Communicate with those key people who help make this process simple and effective (supervisors, adjusters, physicians, and the coordinator in Human Resources at 966-6031)
- Risk Management must have received the "First Report of Injury" prior to the receipt of the completed leave of absence form for in-line-of-duty ("ILOD") leave to be approved.
- ILOD may be up to a maximum of ten (10) days within any fiscal year. A doctor's statement with specific dates and a copy of the First Report of Injury must be attached to the request for leave.
- When a case is turned over to workers' compensation, the insurance carrier, in accordance with Florida Statute, will determine eligibility and benefits available. Medical expenses and travel for doctor appointments are assumed by workers' compensation
- You must also notify Human Resources upon return to work. This is critical for uninterrupted pay status.

## Temporary Duty Elsewhere

When a teacher is rendering service outside of Bradford County in the performance of their contractual duties while away from their usually assigned location, they must apply for Temporary Duty Elsewhere. Teachers on T.D.E. shall receive their regular pay and may be allowed expenses.

Any employee who has children, stepchildren, grandchildren, legal wards attending Bradford County Schools is granted two hours per semester for temporary duty to attend parent conferences, school performances, and activities or field trips in which their student(s) are participating.

## Military Leave

Employees shall be entitled to military leave without loss of pay or leave for up to two hundred forty (240) hours per year in order to participate in required training exercises by Reserve or National Guard units. In the event of a formal call-up, an employee who is a member of the reserve component of the Armed forces of the United States or the Florida National Guard shall be granted leave without pay for the period of required duty. As a condition of granting military leave, the employee must provide a copy of their orders.

## Jury Duty & Court Leaves

Leave with pay shall be granted to teachers for jury duty or to appear as a subpoenaed witness in court. The teacher may retain any remuneration or per diem awarded for service. Leave with pay shall be granted to teachers to appear in court in connection with any instances involving teacher's authority and/or student discipline.

When required to report for jury duty, or for litigation arising out of the discharge of his duties, or when subpoenaed as a witness, an employee shall be granted the appropriate leave with pay. The employee shall, in all cases, retain any payment for such duty.

## BENCOR

BENCOR is the Board Approved Special Pay Plan. All accumulated leave payments at either termination of employment, normal retirement, or due to retirement through the DROP program, valued at \$1000 or more will automatically be paid into the employer-approved BENCOR Program. Information will be provided by mail if and when an employee's leave payments are sent to BENCOR.

BENCOR's Special Pay Plan is an employer-sponsored retirement plan for full-time employees. Under this plan, contributions of accumulated sick, vacation, and other leave or incentive pay permanently avoid Social Security and Medicare taxes while deferring income tax until the funds are withdrawn. This means that participants could see a 7.65% payroll tax savings on eligible plan contributions immediately. An account is automatically established in your name and upon retirement, your funds can be used as you choose. You have the option of taking a full or partial withdrawal, rolling your funds into another qualified account of your choice, or rolling other qualified accounts into your Special Pay Plan.

## Family Medical Leave Act (FMLA)

FMLA provides employees with temporary job security when faced with certain health-related concerns that prevent them from working.

FMLA provides eligible employees up to 12 work weeks of unpaid leave a year and their group health benefits are maintained.

Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave
- Employees may elect to use accrued paid vacation leave, paid sick or family leave for some or all of the FMLA leave period
- Forms are available on our Human Resources webpage.  
[www.putnamschools.org](http://www.putnamschools.org)
- For more information visit  
<https://www.dol.gov/agencies/whd/fmla>

For purposes of determinations related to the restoration of an eligible employee to an equivalent position, such determinations shall be made on the basis of established board policies and practices, and collective bargaining agreements. The established policies and collective bargaining agreements used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee's restoration rights upon return from leave.

**Contact Michael Kidd at 966-6008 and your secretary for more information and assistance.**



# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness. An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

## BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions. An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must: • Have worked for the employer for at least 12 months; • Have at least 1,250 hours of service in the 12 months before taking leave;\* and • Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite. \*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures. Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified. Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility. Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:  
1-866-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627 [www.dol.gov/whd](http://www.dol.gov/whd) U.S. Department of Labor  
Wage and Hour Division



## Designation of Use of Restrooms and Changing Facilities

The applicable provision of law, s. 553.865, F.S., is below:

(11)(a) The applicable governmental entity shall, for each public building under its jurisdiction, establish disciplinary procedures for any employee of the governmental entity who willfully enters for a purpose other than those listed in subsection (6), a restroom or changing facility designated for the opposite sex at such public building and refuses to depart when asked to do so by any other employee of the governmental entity.

### USE OF RESTROOMS AND CHANGING FACILITIES (SBP 6.920)

Restrooms and changing facilities are designated for exclusive use by males or females, as determined at birth by biological sex, or as unisex changing facilities. Any employee who willfully enters, for a purpose other than those listed in s. 553.865(6), F.S., a restroom or changing facility designated for the opposite sex and refuses to depart when asked to do so by any other employee of the Bradford County School Board shall be subject to disciplinary action, up to and including termination.

Effective July 1, 2023, the State of Florida enacted the Safety in Private Spaces Act found in Fla. Stat. § 553.865. This law requires that restrooms and changing facilities on the campus(es) of any educational institution be segregated by sex, meaning that there are restrooms designated for use exclusively by males and restrooms designated for use exclusively by females, as designated by an individual's assigned biological sex at birth. In the alternative, the educational institution may offer a unisex restroom or changing facility, intended for a single occupant at one time.

This law prohibits members of one sex from entering a restroom or changing facility designated for members of the opposite sex unless one of the following exceptions are present:

- A. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person or a person with a disability or developmental disability;
- B. For law enforcement or governmental regulatory purposes;
- C. For the purpose of rendering emergency medical assistance or to intervene in any emergency situation where the health or safety of another person is at risk;
- D. For custodial, maintenance or inspection purposes, provided that the restroom or changing facility is not in use;
- E. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designed for the opposite sex contains no person of the opposite sex.

Otherwise, an individual who enters or remains in a restroom or changing facility designed for the opposite sex after being asked to leave by any instructional personnel, administrative personnel or safe-school officer, are subject to investigation and progressive discipline.

# School Safety

**School safety is everyone's responsibility. If you have any safety concerns, whether environmental or related to individuals, please report them immediately to your supervisor or the Florida Model Safety Chair.**

HB 1473 – School Safety: Office of Safe Schools Section 1001.212, Florida Statutes. The Office must also refer any staff to the superintendent or charter school administrator for disciplinary action if they knowingly violate the new access control requirements in this legislation.

Section 1006.07, Florida Statutes New access control requirements: Doors of school classrooms and other instructional spaces must be locked when occupied by students, except between classes. If such a door must be left unlocked, the door must be actively staffed.

[www.FLDOE.org](http://www.FLDOE.org) 14 HB 1473 – School Safety: School Board Duties

Section 1006.07, Florida Statutes New access control requirements: All campus access doors, gates and other building access points shall remain closed and locked at all times.

## **Safety Directives- Board Policy 3.060**

Not following school district safety directives and procedures will subject the employee to progressive discipline.

All employees will wear district issued or approved identification badges and if applicable, emergency badges at all times.

## PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

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

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

(b) 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.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

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

(a) Obligation to the student requires that the individual:

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

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

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

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

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

6. Shall not intentionally provide classroom instruction to students in prekindergarten through grade 8 on sexual orientation or gender identity, except when required by Sections 1003.42(2)(n)3. and 1003.46, F.S.

7. Shall not intentionally provide classroom instruction to students in grades 9 through 12 on sexual orientation or gender identity unless such instruction is required by state academic standards as adopted in Rule 6A-1.09401, F.A.C., or is part of a reproductive health course or health lesson for which a student's parent has the option to have his or her student not attend.

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

9. Shall not discourage or prohibit parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being unless the individual reasonably believes that disclosure would result in abuse, abandonment, or neglect as defined in Section 39.01, F.S.

10. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination. Discrimination on the basis of race, color, national origin, or sex includes subjecting any student to training or instruction that espouses, promotes, advances, inculcates, or compels such student to believe any of the concepts listed in Section 1000.05(4)(a), F.S.

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

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

13. Shall not violate s. 553.865(9)(b), F.S., which relates to entering restrooms and changing facilities designated for the opposite sex on the premises of an educational institution.

14. Shall not violate s. 1000.071, F.S., which relates to the use of personal titles and pronouns in educational institutions.

(b) Obligation to the public requires that the individual:

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

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

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

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

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

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.

2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

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

## PRINCIPLES OF PROFESSIONAL CONDUCT FOR THE EDUCATION PROFESSION IN FLORIDA CONT.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

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

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

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

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

9. 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.

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

11. 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.

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

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. 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.

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

(d) A certificate holder serving as a school principal shall not prevent, direct school personnel to prevent, or allow school personnel to prevent students from accessing any material used in a classroom, made available in a school or classroom library, or included on a reading list unless the certificate holder or his or her designee has reviewed the material and determines it violates the prohibitions in Section 1006.28(2)(a)2., F.S., the material is unavailable to students based upon school board policies adopted to implement Section 1006.28(2)(d), F.S., or it was determined under the district's objection process adopted to implement Section 1006.28(2)(a)2., F.S., that the material violated one of the prohibitions in that section.

Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16, 11-22-22, 2-21-23, 5-23-23, 8-22-23, 5-30-24.

Human Resources has developed this handbook as a guide to assist you during your employment with Bradford County School District. It does not address every situation that you may encounter during your time with us, nor is it a substitute for the collective bargaining agreements or board policies. Board policies always take precedence. It is your responsibility to review district guidelines.

For clarification on any district policy, please contact your administrator or Human Resources at 904-966-6031

Board policies can be found on the district website: [www.bradfordschools.org](http://www.bradfordschools.org)



