

Welcome to Leon County Schools

“Teaching, Learning, Caring for the Future”



Employee Handbook

An **A⁺** District

2757 West Pensacola St.
Tallahassee, FL 32304
850-487-7100

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official district policies and procedures. It is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Policy manuals are located on line at <http://www.planning.leon.k12.fl.us/Policies/Index.html>.

Welcome!



Dear Friends,

The partnership between community and schools is a key component in the success of a public school system. In Leon County, we are fortunate to have great schools, talented and innovative principals, teachers and support staff, and a strong commitment from parents, citizens, and business partners. These key members of our team combine their efforts to ensure a quality education for our students. As your superintendent, I am committed to building upon these strengths and paving the way for new endeavors.

The schools and offices of the Leon County School District are staffed with talented employees at all levels. Principals and teachers hold the key to learning, but support staff play a vital role in the safety, operation and maintenance of the learning environment. District staff members continually support schools and help promote the best interests of students throughout our community. This team of dedicated professionals consistently strives to meet our primary goal of putting students first.

With all of us working together – students, parents, staff and community – we can continue to reach new heights and create a model education system for the rest of the country to follow. As your superintendent, I am committed to lead and facilitate this process. Let's keep the good things going strong, take a fresh look at those that really aren't working as well as we would like, and have the courage to envision different ways of doing them.

I am honored and excited to serve as your superintendent in this wonderful community of educators and citizens. Working together, we will do whatever it takes to meet the needs of all children and to prepare them for the challenges of tomorrow.

Sincerely,
Jackie Pons
Superintendent of Schools

<http://www.leonschools.net/newLCShomeFiles/superPage.html>

Leon County School Board Members



Dee Dee Rasmussen



Forrest Van Camp



Dee Crumpler



Georgia "Joy" Bowen



Maggie B. Lewis

School Board Meetings

The School Board meets on the second and fourth Tuesdays of each month at 6:00 PM.

Location: Aquilina C. Howell Instructional Services Center (back conference room)
3955 West Pensacola Street

LIVE BROADCAST ON CABLE CHANNEL 23

View the Agenda and Actions of the Board on the Web
www.leonschools.net - BoardDocs

For general questions about the School Board, please contact Karen McCurley at 850-487-7110.

Please be aware that all communications including email sent to the Superintendent, School Board Members or employees of the School District are considered public records per Florida Statute 119.

LCS Department Phone Numbers

School Board Members' Office 487-7110
Superintendent 487-7147

List of employee phone numbers and email addresses on-line at
<http://www.info.leon.k12.fl.us/phone/default.asp>

List of District Departments and Phone Numbers on-line at <http://www.leonschools.net/newLCShomeFiles/departments.html>



2757 West Pensacola St.
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850-487-7100

School Attendance Zones

Student attendance zones may be searched by address or searched by schools on the LCS website.

http://www.info.leon.k12.fl.us/zones/by_address/default_studyarea.asp

Any questions should be emailed to Kay Pons at ponsk@leonschools.net or 850-487-7257.

Education

Leon County Public School Enrollment, K-12

Year	Enrollment
1960	14,959
1970	20,182
1980	21,632
1990	26,361
2000	30,453
2010	32,700

Source: Leon County School Board

Schools and Their Websites



Elementary

[Apalachee](#)
[Astoria Park](#)
[Bond](#)
[Buck Lake](#)
[Canopy Oaks](#)
[Chaires](#)

[Conley](#)
[DeSoto Trail](#)
[Fort Braden](#)
[Gilchrist](#)
[Hartsfield](#)
[Hawks Rise](#)

[W. T. Moore](#)
[Oak Ridge](#)
[Pineview](#)
[Riley](#)
[Roberts](#)
[Ruediger](#)

[Sabal Palm](#)
[Sealey](#)
[Springwood](#)
[Sullivan](#)
[Woodville](#)

Middle

[Cobb](#)
[Deerlake](#)
[Fairview](#)
[Fort Braden](#)
[Griffin](#)

[Montford](#)
[Nims](#)
[Raa](#)
[Swift Creek](#)
One Hundred Success Academy

High

[Chiles](#)
[Godby](#)
[Leon](#)

[Lincoln](#)
[Rickards](#)
[Sail](#)

Special Programs

[Adult Community Education](#)
[Gretchen Everhart School](#)
[Lively Technical Center](#)
[Pace School](#)
[Ghazvini Learning Center](#)

Early Childhood Programs
* Early Childhood Professional
Development Center
* Wesson Early Childhood Professional
Development Center
* Creative Preschool

Charter Schools

[Arts and Sciences](#)
[Imagine School at Evening Rose](#)

[Stars Middle School](#)
[Steele Collins Middle School](#)



Mission Statement

The mission of the Leon County Schools is to prepare students to become responsible, respectful and independent learners and contributing citizens in a diverse world of change.

The district will facilitate student growth by creating a quality, caring and safe learning environment, and selecting and developing quality teachers, administrators and staff.

The district will provide effective and efficient school, district and community support services that address student and school performance improvements.

Schools and the district will communicate with and involve parents/guardians, business and the community in activities that celebrate and enhance student and school success.

<http://www.leonschools.net/newLCSHomeFiles/aboutLCS.html>



Florida's System of School Improvement and Accountability

8.04 School Improvement and Accountability (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/804.htm>

Abstract: *The School Board recognizes that children, youth and adults are the most important resources of any community. However, if these individuals are to be productive, contributing citizens of the community, they must have a sound, quality education. The intent of this policy is to establish a comprehensive system of school improvement and education accountability which will ensure student success and promote lifelong learning. The responsibility for educational decision-making will be returned to those closest to the learner, that is, teachers, parents and the community. The School Board believes that each school should be given the authority, flexibility and freedom to work, along with parents and the larger school community, to develop creative and more effective ways to increase student success. The main focus of the district's efforts and resources should be the support and enhancement of each school's teaching and learning process with clear accountability for the attainment of significant student outcomes.*

Statutory authority: Section 1001.41, F.S.
Law implemented: Sections 1001.03, 1001.11, 1001.42, 1003.413, 1008.31-1008.345, F.S.,
Date adopted/amended: January 21, 1992; August 11, 1992; November 16, 1993; April 4, 1994; October 11, 1994; September 9, 1997; October 13, 1998; January 15, 2003, October 10, 2006

See Also [Administrative Procedure A-7: School Improvement and Accountability](#)

State Education Goals

The Bureau of K-12 Assessment is responsible for all aspects of Florida's K-12 statewide student assessment programs, including developing, administering, scoring, and reporting the results for these programs. Services are provided both by Florida Department of Education (FDOE) staff and through various contracts with assessment vendors. The primary goal of these assessments is to provide information about student learning in Florida, as required by Florida law (see Section 1008.22, Florida Statutes).



The Florida Comprehensive Assessment Test® is administered to students in grades 3 - 11, approximately 200,000 students per grade level. The FCAT measures the Sunshine State Standards in reading and mathematics (grades 3-10), science (grades 5, 8, & 11), and writing (grades 4, 8, & 10). FCAT

Beginning with the 2010-2011 school year, Florida's statewide assessment programs will begin transitioning to assessing student understanding of the Next Generation Sunshine State Standards through the implementation of the Florida Comprehensive Assessment Test® 2.0 (FCAT 2.0) and Florida End-of-Course (EOC)

Assessments. Selected grades and subjects will continue to participate in FCAT assessments until the transition is complete. To learn more about this transition and the Next Generation Sunshine State Standards, or to research the assessment(s) your child may be taking, visit the newly created **Success Measures website**. To learn more about the individual K-12 assessments offered in Florida beginning in the 2010-11 school year, visit the links below:

- [FCAT 2.0](#)
- [End-of-Course Assessments](#)
- [NAEP](#)
- [TIMSS & PIRLS](#)

Education Standards Commission

Code of Ethics – Education Profession www.fldoe.org/edstandards/code_of_ethics.asp

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

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

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

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

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.



Employment Practices

The Leon County School Board selects employees on the basis of merit, training, and experience. Equal opportunities for employment, training, compensation, promotion, and other conditions of employment are provided without regard to race, color, religion, national origin, age, sex, handicap, perceived disability or record of disability as defined by the Americans with Disabilities Act, or marital status. Veterans are provided employment rights in accordance with Public Law 93-508 (Federal), Chapter 295, Florida Statutes and Section 504 of the Vocational Rehabilitation Act of 1973. The District complies with all federal and state laws prohibiting discrimination in employment.

Leon County Schools does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The Leon County Schools also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 Resource Person.



Non-Discrimination Policy Statement

1.16 Non-Discrimination Philosophy of LCS <http://www.planning.leon.k12.fl.us/Policies/116.htm>

Abstract:

(a) *The School Board of Leon County believes that a valuable element of education is the development of respect for all individuals, regardless of race, color, creed, religion, national origin, age, gender, marital status, sexual orientation, or disability. In an effort to provide a safe, respectful educational and work environment, the board prohibits any student, faculty, or staff member, while on school property, from committing an act of discrimination or harassment that, under the circumstances, would tend to cause substantial disruption of the educational setting, school activity, or working environment. Any student, faculty, or staff member who engages in such an act will be subject to appropriate discipline. The Superintendent will implement a procedure for providing prompt and equitable resolution of complaints made by students, parents, employees, and the general public alleging such discrimination.*

(b) *No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any education program or activity including those receiving Federal financial assistance, except as provided by law.*

(c) *No student shall be denied receipt of services, access to, or participation in school activities or programs if qualified to receive such services or otherwise be discriminated against on the basis of either an existing or perceived disability or record of disability as defined by the Americans with Disabilities Act and other state and federal laws.*

(d) *The Leon County Schools, its employees, students or agents of this School District or members of the School Board shall not discriminate against a student, employee, parent or a member of the public in the receipt of services or participation in any program, activity or employment. Any person who discriminates against an individual or a group to exclude or deny the benefits of any education program or activity shall be in violation of this policy.*

Abstract: Florida Statue 1000.5



http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2010&AppMode=Display_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search_String=Discrimination

Discrimination on the basis of race, ethnicity, national origin, gender, disability, or marital status against a student or an employee in the state system of public K-20 education is prohibited. Requiring all district school boards and community college boards of trustees to develop and submit plans for the implementation of this section to the Department of Education.

Prohibition of Bullying and Harassment of Employees

7.13 LCS Policy Prohibition of Bullying and Harassment of Employees
<http://www.planning.leon.k12.fl.us/Policies/7-13adopted.pdf>



Abstract: *All of its students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. LCS will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is prohibited.*

Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment will be determined in accordance with Policy 7.30, Principles of Conduct for Leon County Schools Personnel, Procedure B-8, Employee Conduct, and the "Employee Discipline" section of their respective collective bargaining agreement. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator's state issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.)

LCS ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses other non-teaching staff (such as bus drivers, custodians, cafeteria workers, and/or school librarians), parents/legal guardians, and students.

Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the bullying and harassment policy. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

Statutory authority: Section 1001.41, F.S.
Law implemented: Sections
Date adopted/amended: November 18, 2008

Sexual Harassment/Discrimination

Abstract: All of its students and school employees have an educational setting that is safe, secure, and free from sexual harassment of any kind. Conduct that constitutes sexual harassment, as defined herein is prohibited.

Code of Conduct

In an attempt to maintain a highly professional work environment, the Board has adopted School Board Policy 1.30, Principles of Conduct for Leon County Schools Personnel. <http://www.planning.leon.k12.fl.us/Policies/130.htm>



1.30 Principles of Conduct and Ethics for Leon County Schools Personnel (LCS Policy)

- 1) Expectations for Employees
 - a) The School Board and Superintendent hold the highest expectations for the conduct of all employees of Leon County Schools.
 - b) It is expected that employees will be of good moral character and demonstrate conduct as an employee that is at all times appropriate and consistent with the high standards that the school district and community expect.

c) It is expected that employees will be competent and capable in the performance of assigned duties, functions and responsibilities, demonstrating quality and pride in their efforts, and serve as an appropriate role model for students while supporting the School Board Mission and Goals.

2) Ethical Conduct. Educators and all those who come in direct contact with students hold positions of great trust. As members of a licensed profession, educators have an obligation to students, citizens and their profession to uphold the highest ethical standards.

a) Instructional and school administrative personnel as defined in Section 1012.01, Florida Statutes, are to complete training on the reporting of child abuse and educator misconduct. It is the duty of instructional personnel and school administrators to report alleged misconduct by other instructional personnel and school administrators that affects the health, safety or welfare of students. Individuals who report are granted liability protection under Sections 39.203, and 768.095, Florida Statutes. Instructional personnel and administrators who fail to report alleged misconduct that affects the health, safety or welfare of a student are subject to termination and forfeiture of certification.

b) The school district may not enter into a confidentiality agreement regarding terminated or dismissed instructional personnel or school administrators, or those who resign in lieu of termination, based in whole or in part on misconduct that affects the health, safety or welfare of a student. The school district may not provide employment references or discuss the employee's performance with prospective employers in another educational setting without disclosing the employee's misconduct.

3) Specific Standards of Conduct. Employees shall be expected to meet specific standards of conduct described in School Board policies and procedures, negotiated contracts, and the Principles of Professional Conduct for the Education Profession in Florida as described in State Board of Education Rule. Employees covered by other regulatory agencies or boards are subject to their established codes and principles.

4) Employee Effectiveness. No employee may engage in conduct that seriously reduces his or her effectiveness as an employee or interferes with the orderly operation of a school or the district. Expectations for conduct shall include, but not be limited to:

a) Maintaining respect, integrity and honesty in all dealings including refraining from use of profanity or discrimination based upon race, color, religion, gender or sexual orientation, national origin or disability;

b) Keeping in confidence personally-identifiable student or adult information obtained in the course of district service unless disclosure is required in carrying out district business or is otherwise required by law;

c) Refraining from making malicious or intentionally false statements about another employee or from providing fraudulent information on a document; and

d) Providing truthful information on all written documents.

5) Fraternalization. Fraternalization may create the perception of inappropriate conduct or may lead to allegations or instances of sexual harassment or child abuse. Accordingly, no employee shall:

a) Transport students in personal vehicles, or ride in a personal vehicle with a student, before, during or after school hours without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file; or

b) Allow a student into his or her home, or enter the home of a student, at any time without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file.

6) Reporting Violations. Employees shall report a possible violation of Board policy or inappropriate conduct to responsible authorities.

7) Conflict of Interest. Employees are governed by the provisions of Section 112.313, Florida Statutes, Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys. Consistent with that law, no employee of the Board shall:

a) Accept anything of value including a payment, gift, favor or service that might reasonably tend to influence him or her in the discharge of official duty;



b) Use his or her position to secure special privileges or exemptions for him or herself or others;

c) Hold employment or engage in any business or professional activity that might reasonably require or induce disclosure of confidential information acquired through or as a result of the employee's position;

d) Hold employment or a contractual relationship that will create a conflict between the employee's private interests and the performance of district duties, subject to the exemptions stated in Section 112.313(12), Florida Statutes;



e) Use confidential information gained by reason of his or her position for personal gain or benefit; or

f) Engage in any business, employment, or contractual relationship that might impair the employee's independence of judgment in performance of public duties including renting or leasing any realty, goods, or services on behalf of the district from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which the employee, spouse, or child has a material interest or, acting in a private capacity, selling any realty, goods, or services to the district. These prohibitions are subject to the exemptions stated in Section 112.313(12), Florida Statutes.

8) Grounds for Discipline. Grounds for discipline, including dismissal, shall include, but not be limited to, incompetency, gross immorality an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, conviction of a misdemeanor, felony or other criminal charge other than a decriminalized traffic offense, or other conduct inconsistent with these Principles of Conduct and Ethics. Employees will be provided with notice and an appeal procedure appropriate to the nature of the discipline.

9) Self-reporting of Arrests or Criminal Charges or Their Disposition. An employee who has been arrested for or charged with a felony, abuse of a child, or the sale, distribution and/or possession of a controlled substance shall notify his or her site administrator within 48 hours of the arrest. In addition, the employee shall self-report to his or her site administrator 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 decriminalized traffic violation within 48 hours after the final judgment. The site administrator must report this information to the Superintendent or designee within a period of 24 hours thereafter. The Superintendent or designee shall notify the School Board within five (5) calendar days of receiving notice that an employee has been arrested or charged with an offense listed above or enumerated in Section 1012.315, Florida Statutes, or has been found guilty, has pleaded guilty or nolo contendere, has been committed to a pretrial diversion program, or had adjudication withheld, for such an offense. The Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of discipline of such employee, up to and including dismissal, in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the school district, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff pursuant to Sections 1012.796 and 1012.34, Florida Statutes.

10) The Superintendent shall develop and disseminate procedures to communicate this policy to all staff and provide for appropriate assistance and discipline as required.

Statutory authority: 230.23, 1001.32, 1001.41, and 1012.23, F.S.

Law implemented: 230.33, 230.335, 231.085, 1001.49, 1001.51, 1001.54, 1006.145, 1012.28, 1012.33, and 1012.53, F.S.

Date adopted/amended: August 11, 1992, February 9, 1993, August 10, 1993; July 14, 1998; February 14, 2001; July 11, 2007; November 17, 2009

Confidential Student Records Access

3.21 Student Records (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/321.htm>

Abstract: *The School District of Leon County maintains educational records on each student for the purpose of planning instructional programs, health and guidance of students, preparation of local, state and federal reports, and for research. Student records are for the*



educational benefit of the student and the information recorded and maintained in those records shall be to enhance educational, health and safety interests of the student. The principal of each school or appropriate site supervisor shall be responsible for the control and supervision of student records and for following State Department of Education regulations and School Board policies relating to those records. The Department of Information Services shall be responsible for assisting schools in their interpretation of the student records policy.

The rule is adopted in compliance with State Board of Education Rule 6A-1.955; Section 1002.22, Florida Statutes; 20 U.S.C., S. 1232g and 1232h; 34 CFR Part 98, Family Education Rights and Privacy Act ("FERPA") and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Nothing contained in this rule is intended to be inconsistent with the foregoing authority.

Drug Free Schools / Drug Free Workplace

1.27 Drug Free Schools (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/127.htm>

Abstract: *It is the intent of the School Board that all schools and school activities shall be drug free. No intoxicating or alcoholic beverages, drugs, controlled substances, substance abuse, selling, or distributing, or possessing of these items on school property.*



Each district school shall post "Drug Free School Zone" signs in visible and prominent locations on school property to show the district's commitment to be drug free and to warn violators of the mandatory prison sentence.

School board employees shall report, in good faith, to the principal or designee any suspected unlawful use, possession, distribution or sale of any controlled substance as defined in Chapter 893, Florida Statutes; any counterfeit controlled substance as defined in Section 831.31, Florida Statutes; any alcoholic beverages as defined in Section 561.01, Florida Statutes; or abuse of any potentially harmful substance taken or administered for the purpose of altering, sustaining or controlling a person's physical, mental or emotional state.

Statutory authority: 1001.41, F.S.

Laws implemented: Section 1012.22; 1212.28; and Chapter 893.03, 893.13, 1001.42 and 1006.09, F.S.

State Board Rule: 6A-1.0956

Policy adopted: March 12, 1991; September 15, 1999; December 13, 2000; June 13, 2001

2.183 Drug-Free Workplace (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/2183.htm>

Abstract: *No School Board employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and by regulation at 21 CFR 1300.11 through 1300.15. "Workplaces" in the District shall be considered as work performance sites; School Board property; any school-owned vehicle or any other school-approved vehicle used for transporting students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, in which students are under District jurisdiction. This rule shall not be construed or interpreted to prohibit the possession or use of alcohol for instructional purposes by the Lively Law Enforcement Academy.*

Statutory authority: 1001.41, F.S.

Law Implemented: 397.305, 440.101, 1012.23

Date adopted: March 13, 1990.

Date amended: November 15, 1990; August 11, 1992, May 11, 1993.

See also Administrative Procedure B-15--

<http://www.planning.leon.k12.fl.us/Procedures/B-15.htm>

Clean Air Policy

2.182 Use of Tobacco (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/2182.htm>

Abstract: *The use of tobacco is considered a hazard to health by medical authorities and the School Board. As such, the use of tobacco, tobacco products, or tobacco substitutes should be discouraged, not encouraged. For purposes of this policy, the use of tobacco includes, but is not limited to, smoking cigarettes, chewing tobacco, and dipping snuff.*



The use of tobacco in any school facility by students, staff, visitors or contractors is strictly prohibited. Signs will be posted at the main entrances to all buildings to provide notice to that effect.

Employees shall refrain from the use of tobacco in the presence of non-adult students while supervising school-sponsored activities at locations other than School Board property.

The school district shall offer programs to assist in the cessation of smoking to all staff through the Employee Assistance Program.

Statutory authority: 1001.41, F.S.

Law implemented: 386.203(6) and 1001.42, F.S.

Date adopted/amended: November 17, 1987; August 11, 1992, August 24, 1993

Bloodborne Pathogens Control Plan - Hazardous Substances

2.184 Occupational Safety and Health

<http://www.planning.leon.k12.fl.us/Policies/2184.htm>

Abstract: *It is the responsibility of the Board, the Superintendent, administrators and all other employees to maintain safe and healthy conditions throughout the district and to meet safety and health standards of state law and/or required by the Occupational Safety and Health Act (OSHA).*

Programs shall be established and maintained which provide for the safety and health of the employees of the Leon County School District.

The Superintendent, or his designee, shall work jointly with the Leon County Public Health Unit and any other identified public agency to implement rules and provisions of the Florida Occupational Safety and Health Act, Chapter 442, Florida Statutes.

Work site administrators shall assure that all new employees receive information on safety and health practices as a part of new employee orientation. Further, the administrator shall assure that any required annual updates to safety and health training is provided.

The site administrator shall supervise the safety program in his or her facility, reporting hazardous conditions and holding employees responsible for the observance of all rules.



Statutory authority: 1001.41, F.S.

Law implemented: 442.115, 381.004(3), 1006.09(5) and 1012.23, F.S.

Date adopted: May 10, 1994; January 13, 1999

See also Administrative Procedure B-10

<http://www.planning.leon.k12.fl.us/Procedures/B-10.htm>

Firearm, Weapons, or Destructive Device

5.19 Firearm, Weapon, or Destructive Device on School Property (LCS policy)

<http://www.planning.leon.k12.fl.us/Policies/519.htm>



(1) *No person, unless as a part of one's law enforcement responsibilities or as allowed by Section 790.115(2)(a)1., 2., F.S., shall bring upon any school property or have in his or her possession, while on any school property any firearm, weapon or destructive device, as defined in Section 790.001 Florida Statutes (F.S.).*

(2) Pursuant to Section 790.115(2)(a)3, F.S., for the purpose of campus parking privileges, this prohibition shall include any firearm or weapon securely encased in a vehicle or other private conveyance.

(3) The school district will post notice of this prohibition at various entrances and exits of school property parking lots, and make it part of all applicable handbooks. Any employee in violation of this rule shall be subject to reprimand, suspension, and/or dismissal.

(4) The Superintendent of Schools shall cause each such violation to be investigated and take appropriate action or make appropriate recommendations for Board action.

(5) A "firearm" includes, but is not limited to the following: any weapon (including a starter gun) which will or is designed to, or may readily be converted to, expel a projectile by the action of any explosive; the frame or receiver of such weapon; any firearm muffler or firearm silencer; any destructive device; or any machine gun.

(6) A "weapon" includes, but is not limited to the following: any deadly weapon, knife (including pocket-knives which are used to threaten or injure another individual), any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, containing more than one-half ounce of chemical, or any electric weapon or device, which through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life, or infliction of injury, or any other object which is used to threaten or injure another individual.

(7) A "destructive device" includes, but is not limited to the following: any explosive, incendiary, or poison gas bomb, grenade, mine, rocket, missile, or similar device; and includes any type of weapon which will, or is designed to or may readily be converted to, expel a projectile by the action of any explosive and has a barrel with a bore of one-half inch or more in diameter and ammunition for such destructive devices.

Specific authority: 790.115(2)(a), F.S.

Law Implemented: 1002.33, F.S.

Effective Date: May 14, 2008



Additional District References

- ✓ School or Department Handbook
Most district departments produce an excellent and informative handbook pertaining to the services and procedures applicable to their departments. Department handbooks are generated by individual work sites. Schools produce the handbooks/handouts specific to the campus and population of the individual school.
- ✓ Official Bargaining Unit Agreements
For a wealth of information specific to your own position, refer to your respective Official Bargaining Unit Agreement. A copy of each agreement is made available for each union member at respective cost centers. Information in these agreements is very detailed and complete regarding the procedures and provisions applicable to your position within the District. Three agreements exist with the Leon County public Schools System:
 1. Leon Classroom Teachers Association - bargaining agreement
 2. Local 1010 - bargaining agreement
 3. Leon Educational Support Personnel Association - bargaining agreement

Additional Reference Sources

Countless numbers of additional reference sources can provide you with more information. Below is a listing of just some of the sources which contain information relevant to the information presented in this Employee Handbook.

AIDS Hotline

1-800-FLA-AIDS English Language Hotline

1-888-503-7118 TDD/TTY (Hearing/Speech Impaired) Hotline

For additional HIV/AIDS information visit Florida's [We Make The Change](#) website.

Americans with Disabilities Act

Association for Disabled Americans

kwimages@bellsouth.net

305-745-8722

Florida's System of School Improvement and Accountability

<http://www.oppaga.state.fl.us/profiles/2058/>

Division of Workers' Compensation

(800) 342-1741

Education Standards Commission: The Code of Ethics of the Education Profession

http://www.fldoe.org/edstandards/code_of_ethics.asp

Equal Employment Opportunity Commission

<http://www.eeoc.gov/field/miami/>

Florida Commission of Education Reform and Accountability

<http://www.afn.org/~afn29467/commed/bp2keraa.html>

Florida Retirement System – Division of Retirement

http://dms.myflorida.com/human_resource_support/retirement

877-377-3675 toll free

Internal Revenue Service

<http://www.irs.gov/formspubs/index.html>



Preventing Retaliatory Action

1.32 Preventing Retaliatory Action (LCS Policy) <http://www.planning.leon.k12.fl.us/Policies/132.htm>

Abstract: *The purpose of this policy is to prevent individuals, departments, schools or independent contractors from taking retaliatory action against a student or employee who reports to an appropriate agency violations of law on the part of a public employee or independent contractor.*

All employees and students of the School District and other persons who disclose information on their own initiative in a written and signed complaint, who are requested to participate in an investigation, hearing or other inquiry conducted by any local, state, or federal governmental agency, or who refuse to participate in any adverse action prohibited by this policy are protected by this policy.

Statutory authority: 1001.41, F.S.

Law Implemented: 112.3187, F.S.

Policy Adopted: January 11, 1994

District Wide New Employee Orientation

The District Orientation provides you with information regarding the Leon County School System, and your benefits, rights and responsibilities as an employee. Enrollment Services, Employee Related Services, and Staff Development are also available to you at any time for questions you may have.

In addition to the District wide New Employee Orientation, you will be oriented at your work site. Your supervisor or building administrator will provide you with information concerning your responsibilities in your new job. You will be given information regarding work rules and schedules, how to report absences, and use of the facilities (cafeteria, gymnasium, media center). You may also expect to have a co-worker show you around the building(s), introduce you to fellow workers, and help you get settled in your job.

As you are oriented to your new job with Leon County Schools, if you have questions, feel free to ask them. Your co-workers and supervisor want to help you feel comfortable and competent in your new role.



Human Resources

<http://www.leon.k12.fl.us/public/person/index.htm> For more information related to LCS employment; LCS employee benefits; LCS employee related services; LCS Human Resource Policies, Procedures, Manuals, and Laws; and other related links please view the Human Resource Website.



The department handles such matters as reappointments, salary increases, transfers, promotions, and terminations. Job descriptions are updated and maintained by the department. Salary schedules are updated and published each year. Please call if you have any questions or concerns.

Personnel Records - Personnel/employment records are processed and maintained in the Human Resource Department. All personnel files are public records and as such are available for public inspection. If you would like to review your personnel file, please feel free to contact the Human Resource Department. It is the responsibility of the employee to notify the Human Resource Department, in writing, of any changes in name, address, marital status, or changes in number of dependents. Certificated staff may make a name change only when their certificate has been changed. This is necessary for State auditing purposes. All other staff must have a social security card which reflects the change. Please notify Benefits Enrollment regarding any change of beneficiary for life insurance purposes and/or changes in the number of dependents.

Instructional Appointments

1. Degree credit is awarded only after the employee provides an official transcript showing degree awarded.
2. The employee is responsible for obtaining verification of previous teaching experience, using the forms contained in the appointment packet.
 - a. Only regular teaching or educational related experience will be accepted. (Credit for substitute teaching on a daily or permanent basis which is not contracted will not be accepted.)
 - b. Definition – Year of Service – one-half year plus one day (99 days) of a contractual year; or, a major portion of the hours (greater than 3.625) per day for 99 days; or, a combination of full time and fraction of hours to equal a total of 71 hours during a contractual year.
3. Teaching or administrative experience in any state or regionally accredited public school (K-12), junior or community college, university (graduate assistant experience will not be counted) or government-sponsored school will be accepted.
4. Certified teaching experience at private schools or institutions that have SACS, WACS, NWACS, NCACS, NEACS and MSACS accreditation and other approved accrediting agencies gain experience at the rate For private school credit please refer to the article 21.07, G., of the current teacher collective bargaining agreement.
5. Maximum service which may be credited in Leon County Public Schools is twenty-eight plus years or pay level 23.
6. Up to three (3) years of military credit is granted for war-time or 3 years of instructional experience if related to employee's instructional assignment. An official copy of the Honorable Discharge and the "Report of Separation from Active Duty" forms (DD 214) must be furnished.
7. Up to ten (10) years occupational experience is granted for industrial and technical employee staff.

Reassignments - In the event that the administration determines that an involuntary transfer to another cost center must occur, the employee shall be notified of the decision in writing. For more detailed information, please refer to your respective Bargaining Unit Agreement.

Resignations - When an employee leaves a position, proper notice, consisting of a minimum of two weeks, should be given. A letter of resignation should be signed and submitted to your supervisor. The Personnel Action Form will be signed by your administrator and submitted to the Human Resources Department along with your letter of resignation attached. A minimum of two weeks' notice is requested unless there are extenuating circumstances. If any money is owed to Leon County School Board, it will be deducted from the last pay check. For more information, contact the Human Resources Department.

Promotional Job Opportunities - <https://pats.leon.k12.fl.us/pats/pats.nsf/MainWebFrameset?OpenFrameset>
The PATS, (paperless application tracking system), allows viewing of job postings, applications, additional forms,

and help. Check PATS regularly for promotional and transfer opportunities. To be considered for a position, you must apply on-line.

Employment Verification - If you need verification of employment for credit or any other purpose, the Human Resources Department will respond to inquiries about your employment status. For your protection and privacy, we require that all employment verifications be in writing. This gives us a record of the transactions and assures that you are aware of inquiries regarding your employment.

Years of Experience Verification – Forms for verifying experience are contained in your New Employee Paperwork Packet available through the Human Resources Department and on the website. These forms must be used to verify any prior employment experience. Staff is responsible for assuring employment verification forms are completed and returned to Human Resources department within the required time restrictions. Experience verification time lines and credit requirements are different for different types of employees (teachers, secretaries, teacher aides, etc.) Check the most current collective bargaining agreement for details.

http://www.leon.k12.fl.us/public/person/Forms/General_Forms.htm



Departments and Services

School Volunteer Program

<http://www2.leon.k12.fl.us/sites/volunteer/default.aspx>



Leon County Schools Foundation, Inc.

<http://www.leon.k12.fl.us/newLCShomeFiles/wlcs/foundation2010.html>

Intervention Services

http://www.leon.k12.fl.us/newlcshomefiles/intervention_Services/intervention_services.htm

Staffing Services

<http://www.area3.leon.k12.fl.us/staffing%20services%20new%20with%20out.htm>

Early Childhood Programs

<http://www.area3.leon.k12.fl.us/early%20childhood%20without.htm>

Health Services

<http://www.area3.leon.k12.fl.us/deleted%20pages/health%20services%20home%20with%20out.htm>

Exceptional Student Education

<http://www.ese.leon.k12.fl.us>
<http://www.fldoe.org/ese/sedhome.asp>



Nutritional Services

<http://sharepoint.leon.k12.fl.us/food/default.aspx>



Department of Instructional Development and Professional Learning

<http://www.tec.leon.k12.fl.us/>



Teaching and Learning

http://www.leon.k12.fl.us/newlcsHomeFiles/curric_Instruc_Files/curric_Instruc_Home.html

Department of Safety, Security and Emergency Management

http://www.leonschools.net/newLCShomeFiles/Safety_Security/Safety_Security.html

District Media Center

<http://sharepoint.leon.k12.fl.us/lcsdmc/default.aspx>

Technology & Information Services

<http://sharepoint.leon.k12.fl.us/tis/default.aspx>
<http://www.planning.leon.k12.fl.us/Procedures/F-14.htm>



Division of Facilities, Maintenance, and Construction

<http://www.facilities.leon.k12.fl.us/>

Transportation Department

<http://www.leon.k12.fl.us/newLCShomeFiles/transportation/transportation.html>

Labor and Employee Relations

<http://sharepoint.leon.k12.fl.us/ler/default.aspx>



Finance Department

<http://sharepoint.leon.k12.fl.us/finance/default.aspx>

Direct Deposit of Paychecks

<http://www.planning.leon.k12.fl.us/Policies/217.htm>

Purchasing Department

<http://www.leon.k12.fl.us/public/business/purchasing>

Risk Management

<http://www.leon.k12.fl.us/Public/RiskMgmt/Index.htm>



Policies and Procedures

District Policies

All district employees are expected to comply with all appropriate policies and procedures. It is your supervisor's responsibility to inform you of policies most applicable to your position. However, you are encouraged to review policies at your site, the district office or on-line at <http://www.planning.leon.k12.fl.us/policies/index.html>

Courier Mail Procedures and Guidelines



Due to space limitations, handling problems, or security, the following materials are typically not transported via the District courier system: articles of clothing, personal articles, cartons of materials other than media materials, sports equipment, musical instruments, instructional equipment or supplies, money (checks or cash), and personal mail. Bulk mailing is available to schools and departments through the Materials and Stores Department.

Employee Recognition Programs

1. Teacher of the Year Program
2. School Related Employee of the Year
3. Distinguished minority Educator Award
4. District Retirement Luncheon



Southeastern Community Blood Center

LCS has an account with the Southeastern Community Blood Center for your use. If you or any members of your family need blood, in Leon County or elsewhere in Florida, just notify Employee Related Services. If you are an eligible donor, you are encouraged to help us help other by donating to the account. From time to time the Southeastern Community Blood Mobile may visit your worksite. All you need to do is indicate that the blood you give is being donated to the LCS account. For more information, contact Employee Related Services.

www.scbinfo.org

Give life. Give love. Give blood.

Your Work Schedule

Your work schedule will be established by the administrator at the worksite and is determined by the schools beginning and ending times for school based employees and the general workload for district staff.

Teachers receive a duty-free lunch period equal to the student lunch period. For those who volunteer or who are assigned to serve lunch duty, duty-free time equal to the duty-free lunch period will be granted. On planning days the lunch period will be one hour consult the LCTA Collective Bargaining Agreement, Article VII (3) (a).

Support staff breaks and lunch periods. Consult the appropriate bargaining agreement. [LESPEA](#) or Local 1010.

Overtime/Compensatory time

Refer to policy 2.34 and Administrative Procedure B-9 for information regarding overtime and compensatory time.

E-Mail and Internet Use

Most employees have access to e-mail through district internet services. Access and use of internet services are a privilege and are governed by board policies and procedures. These procedures



include expectations and rules related to content and use. Check with your site administrator for additional information. Do not use computer equipment for inappropriate or personal business or in such a manner to as to disrupt or put at risk the user or the network.

Leaves of Absence

2.14 Leaves of Absence (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/2-14adopted.pdf>

Sick Leave: Pursuant to Florida Statute 231.40, each instructional employee shall be credited with sick leave hours equivalent to four days of sick leave as the first day of employment, and one day of sick leave a month to be credited at the end of each month, not to exceed ten days per year. Full-time support employees shall be credited with sick leave hours equivalent to four days of sick leave at the end of the first full month of employment and one day of sick leave a month to be credited at the end of each month thereafter. The rate at which sick leave is accrued does not increase with years of service. No employee will earn more than the equivalent of one day per month for the total months contracted in a fiscal year.

If you are eligible for sick or annual leave, you must begin work or return from leave without pay on or before the 15th of a month to be credited with a day of leave at the end of that month. If you terminate or go on leave on or before the 15th of a month, you will not be credited with a day of leave for that month.

NOTE: If an employee terminates their employment and has not accrued the four sick days available, the School Board will withhold the average daily amount for the sick days utilized but unearned by the employee from their final check.

Regular (non-OPS) part-time employees earn sick leave proportionate to the hours scheduled per day.



A portion of your sick leave may be used for personal or emergency reason. Refer to the applicable negotiated contract or School Board policies for specific guidelines regarding personal and emergency leave.

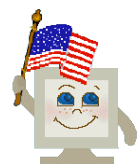
Sick leave can be transferred from other Florida School Districts, Florida Universities and other agencies with whom the District has a reciprocal agreement. Employees must request the transfer of leave through the Leave Accounting Office. Remember, it is the responsibility of the employee to initiate action to cause a leave transfer to occur. This must be accomplished within 120 days of your hire date. The length of time institutions keep leave records may be limited. Leave transferred into Leon County School Board from other agencies is credited on a pro-rated basis. One day of leave earned will gain one day of leave credited.

The value of sick leave time can be calculated by multiplying the hourly rate of pay times the accrued sick leave. There is no cap on the number sick leave days which can be accrued.

For further information regarding sick leave, contact your supervisor or check the LCS Policy.

Annual Leave: To determine if you accrue annual leave please refer to [policy 2.14](#).

Bereavement Leave: This leave may be used in the event of the death of one of your immediate family members (spouse, parent, sibling, child, grandchild, in-law, or step relative counterparts.) Documentation is required to be submitted with the Leave Request Form. Bereavement leave cannot be carried from year to year. Check your appropriate Bargaining Agreement to know whether you are eligible for this type of leave.



Military Leave: Regular employees who are members of the reserve in the United States Armed Forces or members of the National Guard of the United States Military or Naval Services shall receive up to a maximum of seventeen days paid military leave during any work year if they are ordered by a Armed Services or national Guard to report to temporary duty. As a condition of granting military leave, the employee must provide a copy of their orders and must provide certification from the military unit that equivalent training could not be performed during employee's non-work time. Board policy and all collective bargaining agreements, provide for

situations where the Board, at its sole discretion, may grant an additional thirteen days paid military leave up to a maximum of thirty days. These situations are intended for occasions where the President calls employees to active military duty.

Unpaid Leave: The Board allows, with the recommendation and approval of the supervisor and the Superintendent unpaid leave for various non-work related reasons. Unpaid leaves may be granted for reasons such as parental leave, educational leave, time to care for ill parent or child or a personal health reason.

Unpaid leave must have prior approval. When on approved unpaid leave, benefits with LCS may be continued by paying the entire premium (employee portion plus the Board contribution). Contact Enrollment Services to assure the necessary steps have been taken to continue benefits. If premium is not paid during the term of the leave, benefits will be terminated for non-payment. Further information regarding payment of benefits when on leave may also be obtained in the *Benefits Notification*.

[http://www.leon.k12.fl.us/Public/Person/benefits/bnotice/Benefits Notification 2010 11.pdf](http://www.leon.k12.fl.us/Public/Person/benefits/bnotice/Benefits%20Notification%202010%2011.pdf)

Completion of Leave Request Form

When filling out the Leave Request Form, please direct your initial questions to your school/department Leave Accounting contact person.

1. Complete and sign a Leave Request Form. Fill in the appropriate type of leave and the days and hours to be taken.
2. Secure the signature of your supervisor **BEFORE** leave is taken unless your absence is unforeseen.

The form is titled "LEON COUNTY SCHOOLS LEAVE REQUEST" and includes fields for Facility No., Date, Social Security Number, Position Number, Last Name, First Name, and Initial. It features a table with columns for CODE, TYPE OF LEAVE, DATE & BEGIN HR, DATE & ENDING HR, # OF HRS, and SUBSTITUTE. Below the table are sections for Reason for Request, Expenses Requested, Fund Source, and signature lines for the Requestor, Authorized Supervisor, Superintendent, and the Board. It also includes checkboxes for "APPROVED" and "NOT APPROVED" and a note to "INSTRUCTIONS ON REVERSE SIDE".

Other Leave Information: There are provisions for leave with regard to maternity, illness-in-the-line-of-duty, personal and emergency leave, military leave, and long-term leave without pay. More information about these types of leave are available from your supervisor, in collective bargaining agreements, and in the School Board policy.

Administrative leave may be authorized to cover absences caused by jury duty or court attendance (not involving your personal litigation). Attendance at meetings and conferences beneficial to the District and approved by your supervisor will be covered as a temporary duty assignment.

Leon County Schools complies with the *Family and Medical Leave Act of 1993*. If you are ill, if you have a family member who is ill and you need to care for that family member, or if you need to care for a newborn or newly adopted child, contact your supervisor at your worksite or Enrollment Services 487-7150 for your rights and responsibilities.

Terminal Pay for Sick Leave: After 13 years of LEON COUNTY SCHOOL service, the Board, through policy and applicable negotiated contracts, will pay you for 100% of your unused sick leave **when you retire**. Should you die while still employed, your beneficiary would receive this benefit. Prior to 12 years of LEON COUNTY SCHOOLS service, the percentage of Terminal Pay for Sick Leave that you receive is based upon your years of service with LEON COUNTY SCHOOLS. You may refer to your negotiated contract, to School Board policy, or call Enrollment Services for more current specific information.

The law (Florida Statute 231.40(3) (a) provides that selected employees hired on or after July 1, 1995, may only receive payment for ¼ of all unused sick leave; however, such accumulated sick leave pay must not exceed 60 days of actual payment.

Each site is responsible for maintaining leave balances monthly. The Enrollment Services Section of Human Resources is responsible for maintaining leave records District Wide.

Retirement
www.myfrs.com

As an employee of Leon County Schools, you have membership in one of the two retirement plans offered by the Florida Retirement System (FRS). The two plans are the FRS Pension Plan and the FRS Investment Plan. New employees must choose one of the plans before the end of the fifth month following employment. You are automatically placed in the Pension Plan, and if you fail to file an election during the five month period,



you will remain in the Pension Plan. After that period new employees and employees who have already chosen a plan have on other opportunity to change plans (your second election) anytime during your FRS career. Once this second election is made, you may not again change retirement plans.

Deferred Retirement Option Program (DROP) allows you to retire under the FRS Pension Plan and begin accumulating your retirement benefits, without terminating employment, for up to 60 months from the date you first reach normal retirement or eligible deferral date. You will simultaneously earn a salary and a retirement income.

While you are participating in DROP, your monthly retirement benefits accumulate in the FRS Trust Fund, earning tax-deferred interest, while you continue to work without earning additional service credit for retirement. Your benefit will be calculated based upon your years of service at the time your DROP participation begins. In other words, when you enter the program you are considered to be retired and you stop earning retirement service credit.

Normal retirement is 62 years of age with six or more years of service or 30 years of service. Under the Pension Plan, if you retire prior to age 62 and have less than 30 years of service FRS decreases your benefit 5% for each year you are short of age 62. If you are preparing to retire, certain steps should be taken to ensure that they will be no loss of benefits to you.

Applying for Retirement Benefits

If you are in the *FRS Pension Plan*, a year to six months before your termination date, make an appointment with Employee Related Services to complete an application for retirement and/or DROP. At this time, you will also be briefed on benefit options.

If you are in the *FRS Investment Plan*, you should contact the Plan Administrator at 866-446-9377 regarding distribution of your funds. Under Florida law, you may not receive benefits under the FRS Investment Plan unless you have terminated employment with all FRS employers.



In order to receive retiree benefits (sick leave payout and continuation of payroll deductible benefits such as health and life insurance) from LCS, you must meet the requirement for normal retirement. Normal retirement is age 62 with six or more years of service or 30 years of service. You must make an appointment with Employee Related Services to be briefed on benefit options.

Questions regarding retirement and retiree insurance benefits should be directed to Employee Related Services, 850-487-7104 or the FRS Webpage. For more information on FRS Plans, your choices, investment information and financial planning, DROP and related retirement questions, you may explore the website at www.myfrs.com, call the toll-free MyFRS financial guidance line at 1-866-466-9377, or refer to your copy of the FRS handbook, *A Retirement Guide for the Regular Class*.

Retiree Benefits Information

When you retire, you may elect to retain the benefits which you are enrolled in at the time of your retirement. You may decrease benefits at retirement, but you may not increase them. Except for group term life insurance, your annual benefits premiums as a retiree remain the same as when you were employed. However, you will receive no Board contribution towards the benefits. The LCS health care providers require that if you are Medicare eligible, you need to obtain both Medicare Parts A and B. Staff in Employee Related Services will enroll you in benefits as a retiree and will answer any questions you have in this area.

Sick Leave Bank

An employee may join the sick leave bank if they have accrued 10 sick days and have been employed for one year. If you are eligible to be a member of the Sick Leave Bank and wish to join during the open enrollment period, contact the Benefits person at your work location. An employee contributes one sick day for initial membership. The bank may be accessed by its' members for a personal illness pending approval the Sick Leave Bank Committee. <http://www.planning.leon.k12.fl.us/Policies/2-33adopted.pdf>

Bargaining Unit Agreement Coverage

You will find more information in your respective Bargaining Unit Agreement on the following subjects:



1. Extended School Year (ESY)
2. Suspensions and Dismissals
3. Transfers
4. Years of experience verification
5. Compensation
6. Over time/Comp time
7. Work Schedules, lunch, breaks

Travel Reimbursement Procedure

Travel reimbursement forms are available at your respective work sites and in Liquid Office on-line. An employee who has prior authorization to use his/her vehicle in the pursuance of assigned duties shall be reimbursed at the rate allotted State employees in accordance with Florida Statutes 112.061. Check with your supervisor for the current reimbursement rate per mile.

<http://www.leon.k12.fl.us/public/business/finance/travelFAQ.htm>



Workers' Compensation

Florida Statutes, Chapter 440 (<http://www.flsenate.gov/Laws/Statutes/2010/Chapter440>), requires Leon county Schools to provide workers' compensation to all employees who suffer work-related injuries or illnesses. An employee who is injured on the job shall report to their immediate supervisor as soon as possible following the accident. The supervisor or Workers' Compensation contact person must notify the Risk Management Department as soon as possible after the injury. All injuries must be reported to your supervisor no later than the next working day. In case of a life threatening or major emergency, call 911 or go to the nearest hospital. Contact Risk Management and your supervisor as soon as possible. For other injuries, report them to your supervisor and the Risk Management Department prior to seeking medical treatment. If medical treatment is needed immediately go to Patients First, 505 Appleyard Drive. At no time should you go to your own doctor. Contact Risk Management at 487-7113 or 487-7216 for prior authorization if medical treatment is needed.



Holidays

Holidays will be those designated by the LCS Board. They may change from year to year. Days when students are not in school are not necessarily holidays. Consult the annual school calendar and your supervisor for holiday schedule. You must be at work or on paid leave status the day before a holiday in order to receive pay for that holiday



Liability Insurance

You are covered for up to \$1,000,000.00 of personal liability insurance while you are performing your duties as an employee of the School District. This liability insurance covers such areas as errors, misstatements, misleading statements, neglect of duty, and accompanying legal cost. Should you feel you need this benefit, notify your site administrator or principal and call the Risk Management Office.

Unemployment Compensation

An employee who is laid off or terminated through no personal fault may be entitled to Unemployment Compensation benefits under Florida Law. If you are laid off or terminated, contact the nearest Office of Unemployment Compensation to determine your eligibility.

Social Security

In addition to membership in the Florida Retirement System, you are also covered by the Social Security Administration (SSA). Deductions for Social Security are matched by the School Board. Your social security card should be issued in your correct name.



For your personalized benefit estimate from the SSA. Call 1-800-772-1213, and ask for a Request for Earnings and Benefits Estimate Statement or visit that web at <http://www.ssa.gov/>.

Emergency Closing of Schools

<http://www.planning.leon.k12.fl.us/Policies/109.htm>

There may be circumstances where the Superintendent may close schools or dismiss schools early due to emergency situations. Usually these circumstances are related to severe weather or natural disasters. All schools and departments have emergency closing plans. Be sure to speak to your supervisor regarding your site's plan and your responsibilities in these types of circumstances.

Safety and Evacuation Procedures

<http://www.planning.leon.k12.fl.us/Policies/110.htm>

Procedures for safely evacuating buildings are clearly posted at District facilities. Fire, tornado, and lockdown drills are periodically performed. Staff is expected to be aware of all such emergency procedures and to assist in these drills as prescribed in the site's Evacuation Plan.



The School Board and Superintendent reserve the right to search or examine any Board equipment (desks, file cabinets, etc...) at any time. Vehicles or personal items such as boxes and briefcases which are brought on School Board property are also subject to examination at the discretion of the Board and Superintendent.

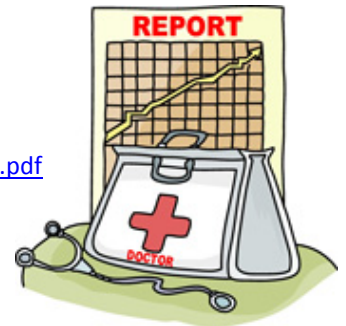
Employee Benefits

General Information

http://www.leon.k12.fl.us/public/person/benefits/bnotice/Benefits_Notification_2010_11.pdf

To be eligible for participation in LEON COUNTY SCHOOL benefits you must be:

- ✓ Working at least 17.5 hours per week in a regularly established position or;
- ✓ You must be hired as an hourly-as-need teacher teaching at least 17.5 hours per week in a program that is continuing from year to year.



To be eligible to receive a Board contribution toward your health insurance, you must receive salary for at least five days during the pay period. This requirement applies when you begin work, when you go on leave, or return from the leave without pay, or if you terminate employment. Employees meeting this requirement but whose pay is not sufficient to meet the salary reductions may elect to pay their portion of the premium by personal check or money order, or by a double deduction on the next paycheck. Contact Enrollment Services for assistance.

Substitutes, OPS employees, summer school employees, employees working less than 17.5 hours per week, and other hourly-as-need teacher are not eligible for benefits.

Benefits offered to Leon County School Board employees include, but are not limited to:

- ✓ Healthcare
- ✓ Dental
- ✓ Life Insurance
- ✓ Short Term and Long Term Disability
- ✓ Flexible Spending Accounts – medical and childcare
- ✓ Long Term Care
- ✓ Accident Insurance
- ✓ Critical Illness

New Employees – Coverage selected by you during your new employee enrollment period will take effect on the first day of the month following your first payroll deduction. As a new employee, you will not have to prove your good health (insurability) before your medical benefit becomes effective, provided you make your selections within thirty calendar days of your hire date. Failure to make elections within your first thirty days of employment will forfeit your opportunity to enroll for the current plan year. Weekends and holidays are included in the thirty calendar days.

COBRA

Cobra, a federal law, allows insured employees and their dependents to continue health coverage under several circumstances when it would normally be lost. The following are the basis for COBRA continuation coverage.

- 1) If an employee terminates their School Board employment, the employee and /or insured dependents may continue their health coverage for up to eighteen months.
- 2) If an employee's hours of employment are reduced so that they are no longer entitled to benefits, they and the insured dependents may continue their health coverage for up to eighteen months.
- 3) If an employee with dependent coverage should die, covered dependents may continue their health coverage for up to thirty-six months.
- 4) Health coverage maybe continued for a child who was covered by dependent coverage and has reached the age limitation for normal coverage, for up to thirty-six months.
- 5) If an employee and their spouse are divorced, and the spouse and or other dependents were covered as dependents on the employee's health insurance, the divorced spouse and /or their dependents may continue their health coverage for up to thirty-six months.
- 6) If a person totally disabled for social security purposes at the time that one of the reason listed in (1) or (2) occurs, that person is entitled to up to twenty-nine months of continued health coverage.

Premiums for the above coverage's are paid by the person choosing to continue benefits under COBRA. If you desire to exercise one of the options listed above, it is your obligation to notify Enrollment Services of the circumstances and of your desire to exercise you COBRA rights.

Upon completion of the appropriate application, you will be given coupons to aid in making premium payments. Paying premiums on time is your responsibility. The Leon County Schools will not bill you for COBRA payments.

Health Insurance Portability and Accountability Act of 1996 (HIPAA) – Recent changes in Federal law may affect your health coverage if you are enrolled or become eligible to enroll in health coverage that excludes coverage for pre-existing medical conditions. Upon termination of employment, you will be provided with a notice of your right to documentation of health coverage. Should you need this documentation, contact Enrollment Services for a Certificate of Health Coverage.

Employee Assistance Program

2.37 Employee Assistance Program (LCS Policy)

<http://www.planning.leon.k12.fl.us/Policies/237.htm>



Leon County Schools recognizes that a wide range of problems not directly associated with an employee's job function can have an effect on an employee's job performance. In most instances, the employee will overcome such personal problems independently and the effect on job performance will be negligible. In some cases, however, neither the efforts of the employee nor the supervisor's normal assistance have the desired effect of resolving the employee's problems or unsatisfactory job performance persists.

The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems as may tend to jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, financial, legal, or vocational difficulties. Leon County Schools recognize behavioral disorders and mental health problems as

illnesses that can be successfully treated. Employees who need help in those areas of concern will be given the same considerations as those employees with other illnesses. The program goal is to help individuals who develop such problems by providing for consultation, treatment, and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.

Appropriate measures will be taken to insure the confidentiality of records for any person admitted to the program, according to established personnel guidelines and federal regulations.

The Superintendent of Schools will report to the Board prior to the conclusion of the fiscal year regarding the impact of the Employee Assistance Program. Continued availability of the program, including any modification, and funding shall be determined annually by the Board.

See also Administrative Procedure B-15-- <http://www.planning.leon.k12.fl.us/Procedures/B-15.htm>

Wellness Program

Employees are encouraged to participate in activities which promote a healthy body and a positive attitude toward life. To increase your awareness and to encourage your caring for yourself, LCS encourages a variety of wellness activities. Check into the programs offered by the Parks and Recreation Department/YMCA. Also check into programs offered by the Tallahassee Memorial Regional Medical Center and Tallahassee Community Hospital. Individual exercise programs (walking, jogging, aerobics, jazzercise, weightlifting, , flexibility, strength training) are encouraged. From time to time LCS will offer weight-loss programs, smoking cessation programs, alcohol and drug awareness programs, and stress management activities to promote your well being.

We recognize that exercise can help you live longer. Therefore, we encourage your participation in any individual exercise or group sports program.



Nondiscrimination Contact Information

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color, or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving Federal financial assistance, except as provided by law.”

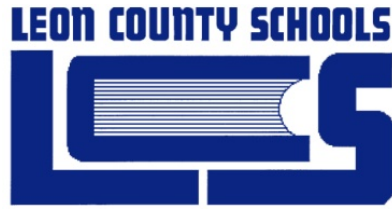
An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Kathleen L. Rodgers
Equity and Title IX Compliance Officer
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-306
rodgersk@leonschools.net

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Margot Palazesi, 504 Specialist
Leon County School District
2757 West Pensacola Street
Tallahassee, Florida 32304
(850) 487-7161
palazesim@leonschools.net

Jackie Pons, Superintendent
Leon County School District
Tallahassee, Florida



Superintendent

Jackie Pons

School Board Members

Georgia "Joy" Bowen
Dee Crumpler
Maggie Lewis Butler
Dee Dee Rasmussen
Forrest Van Camp

The School Board of Leon County is an equal opportunity Institution for education and employment.

*Document Published by
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