



Brevard Public Schools

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Employee Handbook

ABCDEFGHIJKLMNOPQRSTUVWXYZ

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, FL 32940-6699
www.brevard.k12.fl.us



A Drug-Free Workplace - An Equal Opportunity Employer

November 20, 2004
(revised March 13, 2008)

School Board Members



DISTRICT 1

Robert Jordan
Vice-Chairman
(2002 – 2006)

1750 Lakeside Drive, Titusville, FL 32780
267-8528/631-1911, ext. 412
FAX: 267-0280
Contact at
jordanr@brevard.k12.fl.us



DISTRICT 2

Dr. Barbara A. Murray
(2006 - 2010)

6113 N. Tropical Trail, Merritt Island 32953
321-454-2018
FAX: 321-454-2018
Contact at
murrayba@brevard.k12.fl.us



DISTRICT 3

Amy Kneessy
(2004 – 2008)

285 Satellite Avenue, Satellite Beach, FL 32937
321-779-8198/321-633-1000 ext. 412
Contact at
kneessya@brevard.k12.fl.us



DISTRICT 4

Larry E. Hughes
Chairman
(2000-2008)

7972 Timberlake Dr., West Melbourne 32904
724-4203/631-1911 ext. 412
FAX: 724-1682
Contact at
hughesla@brevard.k12.fl.us



DISTRICT 5

Janice Kershaw
(1998 – 2006)

3667 Carriage Gate Drive, Melbourne 32904
733-5535/631-1911, ext. 412
FAX: 733-5535
Contact at
KershawJ@brevard.k12.fl.us

Brevard Public Schools is governed by the policies of the School Board of Brevard County, Florida. Policies and procedures can be found on the District's website at <http://www.brevard.k12.fl.us/>

The School Board usually meets at 5:30 p.m. on the second and fourth Tuesday of each month in the Board Room at the Educational Services Facility, 2700 Judge Fran Jamieson Way, Viera, FL 32940-6699.



Dr. Richard A. DiPatri
Superintendent

2700 Judge Fran Jamieson Way Viera, FL. 32940
631-1911, ext. 402
FAX: 633-3432



Brenda B. Blackburn
Associate Superintendent
Instruction and Curriculum
633-1000, ext. 300



Leroy A. Berry
Deputy Superintendent
Human Resources Services
633-1000, ext. 200

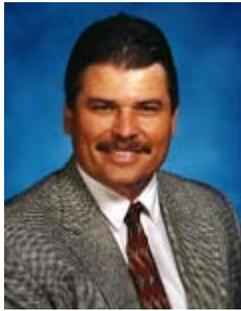


Judy Preston
Associate Superintendent
Financial Services
633-1000, ext 610

Edward T. Curry
Assistant Superintendent
Facilities Services
633-1000, ext. 450



Betty Dunn
Assistant Superintendent
Student Services
633-1000 ext 270



Thomas McIntyre, Ed.D.
Area I Superintendent
254-0340

Vacant
Area II Superintendent
633-1000, ext. 236



Sandra Demmon
Area III Superintendent
633-1000, ext. 411



Ronald R. Bobay, Sr., Ph.D.
Area IV Superintendent
269-3826

PURPOSE OF EMPLOYEE HANDBOOK

The purpose of this Employee Handbook is to provide the employees of the Brevard Public Schools with information concerning aspects of employment. We know that informed employees are more efficient employees. Please read and become familiar with the contents of this handbook. You will find that it contains valuable general information about employment as well as information about the laws and policies pertaining to public school employees. We have found through the years that many of the same questions are asked repeatedly. Therefore, we have included in this handbook a section of most commonly asked questions. We hope the Function Index will help you to know "who to call for what." We value your feedback and input, so please feel free to contact Human Resources Services if you have questions concerning this handbook or suggestions for the next revision. Thank you.

EMPLOYEE HANDBOOK DISCLAIMER STATEMENT

The Brevard Public Schools' Employee Handbook is not meant to create, nor should it be construed as creating, a contract of employment.

IMPORTANT NOTICE TO EMPLOYEES

When requesting information from anyone in the district office by mail or e-mail, please provide your **FULL NAME, SOCIAL SECURITY NUMBER, PLACE OF EMPLOYMENT** (school/department), and a short statement of the information you need.

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FIRST IN FLORIDA!

VISION: *By 2006, Brevard County School District will be first in student achievement in Florida.*

MISSION: *Our mission is to serve every student with excellence as the standard.*

ORGANIZATIONAL VALUES

We make decisions based on what is in the best interest of all **students**.

We uphold **honesty** and **integrity** as our guiding principles.

We treat one another with **respect**.

We set **high expectations** and demand quality performance.

We take **responsibility** for our actions and are **accountable** for the results.

We foster a **safe**, accessible, and healthy environment.

We value **diversity** and the strength of individual differences.

We provide a positive, caring, and supportive **climate**.

We work as a **team** to accomplish our mission.

STRATEGIC PLAN

GOALS: *By 2006, Brevard County School District will have:*

- Safe, violence-free schools.
- Enhanced curricular and instructional opportunities.
- A high quality workforce.
- The highest levels of community and parent involvement.
- Adequate and appropriate educational facilities.

GOAL: *By 2006, Brevard County School District will have safe, violence-free schools.*

School safety has increasingly become a major concern throughout the country. Nationwide, 160,000 students are afraid to go to school. Although major safety and security incidents have been minimal in Brevard Public Schools, the focus of our district continues to be on providing a safe and disciplined learning environment for students and staff that is free of violence, weapons, hazards, vandalism, and substance abuse.

OBJECTIVES

- A. Develop a model of **safe school standards** for all schools *with* community involvement by 2002-2003.
- B. Conduct a comprehensive **safety and security audit** in every school, annually, beginning 2002-2003.
- C. Designate an **on-campus security coordinator** for every school by 2002-2003.
- D. Implement **district-designated safety and security programs** including peer mediation, character education, anti-bullying, and student-led anti-violence groups by 2002-2003.
- E. Implement a **new student attendance policy** by 2002-2003.
- F. Ensure that every district employee and volunteer working in our schools has met the **district security screening standards** by 2001-2002.
- G. Implement a quality **alternative education program** to serve students who commit expellable offenses by 2001-2002.
- H. Review and update **school safety plans** in accordance with the safe school standards, annually, beginning 2001-2002.
- I. Develop a **"Mentors for Violence Prevention" (MVP) program** with local police, fire, and rescue personnel, for the purpose of developing student responsibility and leadership skills by 2003-2004.
- J. Implement a **violence prevention program in every elementary school** with support from school resource officers by 2005-2006.
- K. Adopt a **cooperative agreement between local law enforcement agencies and the schools** located within their jurisdiction for the purpose of information sharing and cooperative response to child-luring incidents by 2002-2003.
- L. Achieve a **95% student attendance rate in every school** for the 2003-2004 school year.

GOAL: By 2006, Brevard County School District will have enhanced curricular and instructional opportunities for all students.

Brevard students have performed well over the past several years on all major assessments, increasing achievement scores and continuing to perform at a level higher than state and national peers. In the first two years of state-awarded school grades, Brevard ranked ninth in the state grading system. Florida Comprehensive Assessment Test (FCAT) results placed Brevard among the top ten districts in the state. The focus of the district is to increase student achievement by reducing overcrowded classrooms and expanding curriculum opportunities for all students.

OBJECTIVES

- A. Achieve a **state grade of A or B** for every school by 2003-2004.
- B. Provide **opportunities for** all students to extend their **learning** through the use of extended day classes, Saturday classes, Adult Education, dual enrollment, on-line courses and summer and intersession classes by 2001-2002.
- C. Implement a **comprehensive remediation program** for every student scoring at Levels I and II on FCAT reading or math by 2001-2002, and decrease by 25% the achievement gap between minority and majority students on FCAT reading and math by 2005-2006.
- D. Revise the **School Accountability Plan** correlated to the Strategic Plan by 2001-2002.
- E. Provide a **student to computer equity ratio** of a minimum of 5:1 in all sites by 2003-2004.
- F. Implement district standards to measure **student proficiency in technology** by 2002-2003.
- G. Enhance staffing ratios at all levels to reduce class size by 2005-2006.
- H. Implement a comprehensive developmental guidance plan for all schools that includes a **guidance counselor to student ratio** of 1:350 in high schools by 2003-2004, a 1:425 ratio in middle schools by 2004-2005, and a 1:500 ratio in elementary schools by 2005-2006.
- I. Establish a program for a **new secondary school of choice** similar to West Shore, in the north-central part of the county, by 2002-2003.
- J. Expand **opportunities for students to participate in the arts**, including schools with specialized focus on the arts by 2002-2003.
- K. Support the implementation and efficient, effective **operation of charter schools** throughout the district beginning 2001-2002.
- L. Promote the expansion of educational **opportunities for four-year olds** by attaining the National Association for the Education of Young Children (NAEYC) accreditation for every program by 2005-2006.
- M. Using National Reading Panel, State Standards and local criteria, review, select and implement a **new elementary reading/LA program** by the 2002-2003 school year.
- N. Establish a high quality **science program** in every school, and a high quality **science research program** in every secondary school by 2004-2005.
- O. Implement a **Spanish language program in elementary schools**, beginning 2003-2004, so that all students may be fluent in Spanish by 2012-2013.
- P. Implement a comprehensive health and fitness plan for students in grades K-12 by 2004-2005.
- Q. Provide access to a minimum of three **vocational/technical exploratory program areas** to include business technology education, family and consumer sciences, and technology education for students at every middle school by 2004-2005.
- R. Implement a **CHOICE program** to provide a comprehensive selection of vocational/technical programs for all high school students by 2003-2004.
- S. Implement **Performance-Based Diploma Programs** to include one for each high school by the year 2003-2004, to increase the graduation rate district-wide 5% by 2005-2006.
- T. Upgrade the **Special Diploma Program** by expanding options for employment for secondary ESE students as appropriate, within the community by 2002-2003.

- U. Implement a high quality program of **early childhood education** for all four-year old children in 100% of the district's elementary Title I schools by 2005-2006.
- V. Implement a comprehensive **industry-certification program for applied technology programs** in grades 9-12 by 2004-2005.
- W. **Increase reading scores by 5% annually** for students with disabilities as measured by FCAT or Florida Alternative Assessment Report beginning in 2002-2003.
- X. Students in every school, K-8, will have the opportunity to participate in **Future Problem Solving, Odyssey of the Mind and the strings program** by 2003-2004.
- Y. To develop and implement a plan to **decrease the amount of time needed to identify students with reading problems** in grades K-2 and the onset of corrective action for these students by 2002-2003.
- Z. Provide all teachers with a **diagnostic FCAT profile** for each student in their classes by 2002-2003.
- aa. Expand **instructional programming opportunities** to academically-talented students at the elementary and middle schools.
- bb. Implement a **summer school reading program for all below grade level students** in grades K-2 and for all level I & II students in grades 3-10 by 2003-2004.
- cc. **Every school will achieve an A** in either the 2002-2003 school year or 2003-2004 school year.
- dd. Develop a plan to **increase inclusion opportunities** for exceptional education students.
- ee. Using NCTM standards, state standards, and local criteria, review, select, and implement **new text books for mathematics programs** , K-12, by 2004-2005.
- ff. Every school will **score at or above the state average in FCAT science** (at grades 5, 8, &10) by 2003-2004.
- gg. Every middle school will **increase FCAT reading, math and writing scores** in 2003-2004.
- hh. Achieve a **charter district status** by June 2004.

GOAL: By 2006, Brevard County School District will have managed the projected workforce shortages by recruiting, employing, and retaining high quality employees.

Currently, 8,800 Brevard Public School employees work together to support our mission. The district faces critical workforce shortages in the next five years in all areas. By 2006, over 1,500 employees will leave, creating job vacancies for support, teacher, and leadership employees.

OBJECTIVES

- A. Establish **compensation and benefits** at competitive market levels to attract and retain a quality workforce by 2005-2006.
- B. Develop and implement an enhanced **induction program** for new teachers by 2001-2002.
- C. Implement an **alternative certification program** for teachers by 2001-2002.
- D. Implement fully **automated Human Resource functions** by 2005-2006.

- E. Implement a **tuition reimbursement program** for all employees by 2001-2002.
- F. Develop and implement a district **substitute teacher training program** by 2003-2004.
- G. Initiate a **Future Teachers' club** in every high school by 2002-2003.
- H. Develop and implement an **Employee Wellness Program** by 2003-2004.
- I. Develop and implement a **Professional Development and Technology Center** by 2002-2003.
- J. Use a three-level **technology** proficiency standard to indicate that every teacher is at **Level II** (Intermediate) at the start of 2005-2006.
- K. Implement an enhanced support program that will increase to 6% the number of **National Board Certified Teachers** by 2005-2006.
- L. Implement an **instructional leadership program** for school administrators by 2002-2003.
- M. Implement a **"position by position" mentoring plan** to ensure a smooth transition due to projected leadership team Deferred Retirement Option Program (DROP) vacancies by 2003-2004.
- N. Implement an enhanced **minority recruitment and retention program** by 2001-2002.
- O. Implement a **problem-solving/decision making model** for leadership team members by 2002, instructional and support employees by 2003-2004, and for students by 2005-2006.
- P. Increase **expenditures for professional development** from .52 percent of the budget to 1.5 percent of the budget by 2005-2006.
- Q. Develop and implement procedures for **alternative certification** for principals by 2002-2003.
- R. Develop and implement a **standardized orientation program** for all new employees by 2002-2003.
- S. Develop and implement a **staff development initiative** that focuses on and integrates best teaching practices and methodology by 2003-2004.
- T. Implement a **paperwork reduction initiative** for instructional staff by June 2004.
- U. Develop and implement a training program for all employees related to **organizational values and a code of ethics** by 2003-2004.

GOAL: By 2006, Brevard County School District will have the highest levels of community and parent involvement.

Increased parental and community involvement results in higher student attendance and test scores. Currently, our schools communicate through teacher conferences, school newsletters, the Mark of Excellence publication, the school district website, televised School Board meetings, and other media. A variety of additional formats need to be provided to interactively communicate with parents and the community to maximize involvement.

OBJECTIVES

- A. Implement a plan to **communicate the Strategic Plan** to the community by 2001-2002.
- B. Increase the total number of adult, senior, and youth **volunteer hours** by 5% (1% per year) by 2005-2006.

- C. Implement on-going **professional development training** in communications for administrators and district staff by 2002-2003.
- D. Implement **support programs** for parent organizations and/or booster clubs in every school by 2003-2004.
- E. Conduct **parent workshops** district-wide and by area (I-IV) to provide information related to the education of their child(ren) beginning 2001-2002.
- F. Meet the **Five Star School guidelines** as determined by the Commissioner's Community Involvement Council in all schools by 2002-2003.
- G. Implement a **mentoring program** for students in every school by 2003-2004.
- H. Develop **business partnerships** with clear educational goals in every school by 2005-2006.
- I. Establish district **standards for** all school **newsletters and websites** to enhance communication with parents by 2002-2003.
- J. Enhance **opportunities** for parents/families to learn ways they can **support** their **children's** academic **progress** by 2002-2003.
- K. Promote the **utilization of** school and district **facilities** for community activities beginning 2001-2002.
- L. Develop a **district master calendar** to enhance the scheduling of activities by 2002-2003.
- M. Implement **parent-teacher communication software** via the Internet for attendance, grades, and homework by 2004-2005.
- N. Implement a **telephone/Internet surveying capability** district-wide by 2003-2004.
- O. Implement regular **meetings with the superintendent, staff, and community groups** (i.e., realtors, chambers, clergy, etc.) by 2002-2003.
- P. Develop a plan to **increase senior citizen involvement** by 2001-2002.
- Q. Increase parental responsibility for student progress by requesting parent signatures on **weekly progress reports** in kindergarten through eighth grades by 2002-2003.
- R. Implement a plan to utilize the School Board's **public television channel** by 2003-2004.
- S. Develop and implement a plan to clearly and consistently **communicate and publicize district policies** of special significance to students and their families (e.g.: promotion, retention, waiver of retention of good cause, attendance policies).
- T. Create and implement a **legislative action plan** to address the need for additional financial resources for the district.
- U. Implement a plan for the **Customer Service Center** to assist parents, staff, and community members, with inquiries and concerns by 2002-2003.
- V. Attain **one million volunteer hours** annually beginning in the 2003-2004 school year.
- W. Initiate and complete a study to determine the feasibility of implementing a **revised budgeting process** for the development of the 2004-2005 budget.

GOAL: *By 2006, Brevard County School District will have adequate and appropriate educational facilities to accommodate projected student membership and program offerings.*

The School System operates and maintains 80 schools and 17 special centers, in 9,042,600 sq. ft. of permanent building space. Facility improvements must be made to extend the useful life of our existing buildings. Building additions/possible new schools are required to eliminate the use of relocatable classrooms.

OBJECTIVES

- A. Replace 75% of the existing **relocatable** classroom **inventory** with permanent building additions and/or new schools by 2005-2006.
- B. Reduce student populations at schools that are 20% over **permanent building capacity**, and maintain all schools as close to 100% of permanent capacity without compromising program by 2005-2006.
- C. Reduce the size of the high schools and balance the middle and elementary schools to meet **enrollment projections** by 2003-2004.
- D. Extend the useful life and upgrade **safety/security systems** of existing facilities through the annual allocation of 35% of the capital budget for the next five years (current 35% of the capital budget is 18.5 million).
- E. Designate a facility to accommodate a **secondary School of Choice** by 2002-2003.
- F. Designate facilities to accommodate additional **Millennium Schools of Choice**: Fine Arts by 2002-2003; Science by 2004-2005; International Studies by 2004-2005.
- G. Develop a plan for the construction of facilities to accommodate student **growth** and membership demographic changes by 2002-2003.
- H. Develop a plan for the construction of a **Professional Development and Technology Center** by 2001-2002.
- I. Replace the aging **telephone and infrastructure systems** to support wireless, voice, data, and video applications district-wide by 2004-2005.
- J. Expand **television production capabilities** to every school by 2002-2003.
- K. Expand **media distribution capabilities** to every school by 2005-2006.
- L. Upgrade existing middle school facilities to accommodate current and proposed **vocational/technical programs** by 2004-2005.
- M. Upgrade existing secondary school facilities to accommodate current and proposed **science programs** by 2004-2005.
- N. Participate in the development and support of a **countywide growth management plan** that affects school overcrowding by 2003-2004.
- O. To conduct a feasibility study by June 2004 that would consider the **centralization and standardization of technology purchases** over the next five years.
- P. Explore with Brevard Community College, the possibility of implementing a **Challenger Learning Center**.

ETHICS

The District's policy is designed to create a culture of honesty and integrity that will help the District meet the goal of providing a safe environment and high quality education to all of the Districts' students. [Policy 1210, 3210, 4210--<http://www.neola.com/brevardco-fl/>]

THE CODE OF ETHICS OF THE EDUCATION PROFESSION IN FLORIDA (State Board of Education Rule 6B-1.001, FAC)

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.

THE PRINCIPLES OF PROFESSIONAL CONDUCT OF THE EDUCATION PROFESSION IN FLORIDA (State Board of Education Rule 6B-1.006, FAC)

- 1. The following disciplinary rule shall constitute the Principles of Professional Conduct of 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.

- (b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- (c) Shall not use institutional privileges for personal gain or advantage.
- (d) Shall accept no gratuity, gift or favor that might influence professional judgment.
- (e) Shall offer no gratuity, gift, or favor to obtain special advantages.

5. Obligation to the profession of education requires that the individual:

- (a) Shall maintain honesty in all professional dealings.
- (b) 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.
- (c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- (d) 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.
- (e) Shall not make malicious or intentionally false statements about a colleague.
- (f) Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.
- (g) Shall not misrepresent one's own professional qualifications.
- (h) Shall not submit fraudulent information on any document in connection with professional activities.
- (i) 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.
- (j) Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- (k) 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.
- (l) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- (m) Shall self-report within 48 hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. 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), Florida Statutes.
- (n) 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 231.28(1), Florida Statutes.
- (o) 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.
- (p) 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.
- (q) Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

BREVARD SCHOOLS FOUNDATION

The Brevard Schools Foundation is a non-profit organization for the purpose of receiving and disbursing funds and property for local school support. The Foundation provides funds for educational innovations and activities not normally provided through traditional funding sources. The Foundation office is located at ESF.

EDUCATIONAL SERVICES FACILITY (ESF)

This is the facility that provides services to the entire District. It is located in Viera, and houses various departments including the Office of the Superintendent, District Communications/Public Information Office, District and School Security, Instruction and Curriculum, Student Services, Human Resources Services, Facilities Services, Financial Services, and Educational Technology Services.

SPACE COAST BLOOD BANK

The Educational Services Facility (ESF) and several area schools are sites which the bloodmobile visits every other month. Please contact your school or department for the schedule.

TEACHER/EMPLOYEE OF THE YEAR AWARDS

Each year the district honors teachers and employees from each school and department. Every school identifies one teacher to represent it and from these, eight area finalists are selected. The Teacher of the Year is selected from the eight finalists. This person continues on to represent the district in the state Teacher of the Year competition. The same is true of the School Related Employee of the Year process, with each school and department selecting an outstanding employee to be its representative. From the finalists, the School Related Employee of the Year is selected, and this person represents the district in the state competition. Teachers of the Year from each school are honored at a special dinner, and the School Related Employees of the Year are special guests at a breakfast. Many business and community partners of the school district sponsor both events.

DISTRICT POLICIES AND PROCEDURES

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The School Board of Brevard County is an equal opportunity employer and does not discriminate against any individual in any phase of employment on the basis of race, color, creed, religion, age, sex, national origin, ancestry, disability or any other legally protected status in accordance with applicable local, state and federal laws. IPolicy 1122, 1322 AND 1422--
<http://www.neola.com/brevardco-fl/>]

ACCEPTABLE USE POLICY – INTERNET USE

The Brevard Public Schools adhere to all the rules in the district's Acceptable Use Policy. This policy is found in its entirety in the Appendix. If you have questions on acceptable use of the Internet, please refer to this policy. See Appendix A. IPolicy 7540--<http://www.neola.com/brevardco-fl/>]

COPYRIGHT

The Federal copyright law governs the duplication, distribution, use and display or performance of all copyrighted materials, including printed matter, audiovisual materials, television programs, and computer software. Violation of the law can subject the violator to legal action by the copyright holder resulting in the levying of fines and/or compensatory damages. Nonprofit status or public ownership does not provide a haven from the law, and public schools are subject to its provisions just as are other agencies and businesses. However, there are exceptions that provide some latitude for the use of copyrighted materials for instructional purposes under the doctrine known

as "fair use". These exemptions, while helpful in facilitating instruction, do not apply for non-instructional purposes, such as reward or motivation.

1. The School Board of Brevard County recognizes the interests and rights of copyright holders as defined in Title 17 of the United States Code, and will neither authorize nor condone any violation of the Copyright Law by any employee of the Board.
2. All employees are responsible for adherence to district copyright guidelines describing permissible uses of copyrighted materials and for taking all reasonable precautions to prevent unlawful copying or use of unauthorized copies on school equipment.
3. It is the intent of the Board that its students shall be educated as to the legal and ethical issues raised by violation of the Copyright Law.

The school library/media specialist has a responsibility to make school administrators, teachers, and staff aware of the law and its implications. Further, the media specialist has an obligation to avoid engaging in activities that may expose the school and the school district to liability, and to advise the school administration of any potential violations. The media specialist should make a point of becoming informed about the law, "fair use", and the pertinent district policies and guidelines. The publication, A Guide to Information and Resources by Gary Becker should be on file in every school library/media center. For further information concerning copyright law see the school media specialist who has been trained in copyright law.

DRUG-FREE WORK PLACE

The Brevard Public Schools abide by the rules shown in the Drug-Free Work Place General Policy found in its entirety in the Appendix. If you have questions concerning any of these rules, please refer to this policy. [Policy 1124, 1324, 1424--<http://www.neola.com/brevardco-fl/>]

SEXUAL HARASSMENT POLICY

The School Board of Brevard County is committed to maintaining a work environment that is free from discrimination. In keeping with that commitment, we will not tolerate sexual harassment of our employees by anyone, including any supervisor, manager, director, co-worker, vendor, contractor, customer, student or member of the public. This policy is found in its entirety in the Appendix. [Policy 1122, 1322 AND 1422--<http://www.neola.com/brevardco-fl/>]

SUSPECTED ABUSE, NEGLECT OR ABANDONMENT

Any person, including teacher, administrators, support personnel and other district and school personnel who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected shall report such knowledge or suspicion to the Department of Children and Families in a manner prescribed by law. This policy is found in its entirety in the Appendix.

THE AMERICAN FLAG

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

CANDIDATES FOR PUBLIC OFFICE

In view of employment obligations, a School Board employee who offers himself/herself as a candidate for public office shall notify the Superintendent immediately upon qualifying for election. He/She shall file with the Superintendent a written resume of plans to conduct a campaign that will not interfere with fulfilling obligation to the School Board. All candidates for public office may take personal leave without pay for thirty days prior to the election. Such candidates shall adhere strictly to Section 104.31, Florida Statutes, regarding political activity on the part of public officials and employees. [Policy 1575, 3575, 4575-- <http://www.neola.com/brevardco-fl/>]

SUPPORTING POLITICAL CANDIDATES

No employee of the School Board shall solicit support for any political candidate during regular work hours or on School Board property. Candidates for public office or their representatives shall not be permitted to solicit support during the employee's regular work hours or on School Board property. Collective bargaining agreements may contain specific provisions related to this topic. [Policy 1580, 3580, 4580-- <http://www.neola.com/brevardco-fl>]

COMPLAINTS AGAINST EMPLOYEES

Any complaint against an employee which arises within the membership of the School Board or which comes to the attention of the School Board (except through the Superintendent) shall be referred to the Superintendent for decision. In cases where the employee or the complainant is not satisfied with the decision of the Superintendent, either party may take an appeal to the Board through the Superintendent for a final decision. [Policy 1550, 3550, 4550-- <http://www.neola.com/brevardco-fl>]

EMERGENCY FACILITY CLOSING

The School Board of Brevard County is committed to assisting the Brevard County Office of Emergency Management (BCOEM) in carrying out their mission of providing Disaster Relief for all citizens in our county. Therefore, in the event of a declared emergency, the BCOEM will notify the Superintendent of the Disaster Plan level and the need to implement the Disaster Plan. The District utilizes a "telephone tree" and media, such as television and radio, to notify its employees of facility closures. Unless otherwise notified, all employees shall be required to report to work.

EVALUATION OF EMPLOYEES

The work of each employee shall be evaluated annually by the supervisor, principal, and/or administrator, with the original copy of the evaluation being sent to Human Resources Services. The evaluation shall be completed and on file in accordance with the time schedule established by the Superintendent. An evaluation shall be submitted at the time an employee leaves the school system if services terminate prior to annual evaluations. An employee may be required to take such recognized examinations, as the Superintendent deems necessary to evaluate health, competence, or performance. Refusal to take such required examinations shall be grounds for immediate dismissal. The Board shall pay the cost of the examination.

GRIEVANCE OR COMPLAINT PROCEDURES

Grievances are handled through the procedure established for each group of employees. Bargaining employees should refer to their specific Agreement for detail on this procedure. The procedure for nonbargaining employees is referenced in [Policy 1570, 3570, 4570-- <http://www.neola.com/brevardco-fl>]

JOB DESCRIPTIONS – EXPECTATIONS

A job description has been developed for each job classification. The job description contains the qualifications, job goal, performance responsibilities, physical requirements and terms of employment. Each employee is expected to be familiar with the defined responsibilities and to demonstrate the required functions of the job. [Policy 1600, 3600, 4600-- <http://www.neola.com/brevardco-fl>]

LUNCH BREAKS

Employees are entitled to lunch breaks depending upon the number of hours worked per day. The employees' supervisors will provide them with the time and length of their lunch break.

PERSONNEL RECORDS

Personnel/employment records are processed and maintained in the Human Resources Services Department. All personnel files are public records and as such, are available for public inspection. Personnel files may be reviewed by appointment only.

Human Resources Services should be notified in writing of any changes in personal status such as a change in name (new social security card required), address, and marital status. Also, please notify Compensation and Benefits regarding changes in beneficiary for life insurance purposes and/or changes in number of dependents.

Employees, whose addresses and phone numbers are exempt from public disclosure under Chapter 119 of Florida Statutes, should notify the Deputy Superintendent in writing. [Policy 1590, 3590, 4590-- <http://www.neola.com/brevardco-fl/>]

RECORDS AND REPORTS

Employees shall keep all such reports as required by state and district rules and regulations or as the Superintendent may deem necessary for the effective administration of the schools. The administrator shall be responsible to the Superintendent for the accurate and prompt return of all reports, whether executed by the employee or by the administrator. **All reports shall be officially checked and updated before a resigning employee receives final pay. The last check is mailed to the school/or department, not directly deposited.**

SALE OF MATERIALS

School Board personnel shall not be permitted to sell any product/service to patrons (parents/students) of their school.

SCHOOL COMMUNITY RELATIONS

(1) ADVERTISING AND PROMOTION

School Board property, facilities, and personnel shall not be used for the distribution of materials promoting commercial or political causes, nor religious causes except as provided in Policy 1210, 3210, 4210, [<http://www.neola.com/brevardco-fl/>]. No non-school material shall be distributed to homes through students without the approval of the Superintendent or designee.

(2) FREE SCHOOL-RELATED INSTRUCTIONAL MATERIALS

Free instructional materials may be accepted for classroom and school purposes under conditions that meet all the following criteria:

- (a) The initiative for securing the materials should be of the type that teachers seek rather than materials forwarded to them to promote the interests of an outside agency.
- (b) The materials should fill a legitimate purpose of the school curriculum.
- (c) The advertising feature of the materials should be minimized.
- (d) Educational films should contain a minimum amount of commercial advertising.

(3) EQUIPMENT OR INSTRUCTIONAL MATERIALS

The Principal may permit salesmen to demonstrate and show only equipment and instructional materials which can be used to improve the instructional program and which are under consideration for purchase by the school.

COMMUNICATIONS

ELECTRONIC MAIL – INTERNET USE

Telecommunications network facilities, such as the Internet and FIRM, are to be used for providing expanded learning opportunities for students and educators. This district-provided access must be used in a responsible, efficient, ethical and legal manner. **Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access. All electronic communications are subject to public records laws.** (The Acceptable Use Policy is found in Appendix A)

E-MAIL ETIQUETTE (NETIQUETTE)

The use of e-mail is an everyday part of communication within the school district and outside the district. The most important consideration to remember is that the school district's e-mail system is for school business communication exclusively.

Here are some tips about e-mail and some important do's and don'ts:

- Be brief.
- Be prompt in returning messages.
- Use short paragraphs.
- Leave a blank line between paragraphs.
- Use capitalization and punctuation - don't ramble.
- Never e-mail something you would not say in person.
- Reread your message before sending it.
- Don't assume the intended recipient is the only one who will see your message.
- Don't use all capital letters - that's the equivalent to shouting.
- Check your e-mail at least once a day.
- Too many users assume the minute someone receives a message-it will be read - bad assumption.
- Use the telephone for immediacy.
- Always reply to an e-mail.
- Develop an orderly filing system.
- Be very careful how you express yourself.
- Don't extract and use text from someone else's message without acknowledgement.
- Don't make changes to someone else's message.
- Don't pretend you are someone else by using another account.
- Don't broadcast e-mail messages, *i.e.*, do not send any messages to everyone on the system.
- Don't send or forward chain e-mail.
- Don't send frivolous, abusive, or defamatory messages.
- Be tolerant of others' mistakes.
- Arrange for your e-mail to be forwarded or use an instant reply system.
- Encourage others to use e-mail.
- Don't say anything that may discredit your school, department, and system.
- There are laws related to written communication including e-mail, *e.g.*, defamation, copyright, obscenity, fraudulent, misrepresentation, freedom of information, and wrongful discrimination.
- There is no such thing as private e-mail.
- The e-mail administrator has the ability to read any and all e-mail.
- Some employers monitor e-mail.

COURIER MAIL

Interoffice/Interschool mail may be sent via courier. Mail is picked up daily at each work site and distributed the following day. Only mail that is School Board business is to be sent via courier. This service shall not be used for personal mail.

SCHOOL/OFFICE TELEPHONES

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

TELEPHONE ETIQUETTE

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

quite so well mannered. You may have received a rude or obnoxious phone call or two. Primarily this happens when the caller wishes to express a complaint.

Etiquette is the proper way of conduct in a given setting. There is also a proper etiquette for telephone conversations. Because a person's first impression may be from a conversation, it is important to adhere to the conventions of proper telephone etiquette. For example, **smile** when you talk. Can you hear a smile? You bet! And a cheery disposition on your end of the telephone line is likely to head off gruffness from a caller who has a complaint. Following are some other pointers to keep in mind when you answer the telephone:

- Identify you, office, or organization in a few words. Try as quickly as possible to learn with whom you are speaking.
- Maintain a cheerful and considerate attitude toward each telephone caller. A caller usually can recognize if you seem bored. This is discourteous and paints a poor image of you and the organization.
- Use the telephone properly. Keep your lips about ½ to 1 inch from the mouthpiece. Pronounce letters, numbers, and names clearly. Spell out names if they could be misunderstood.
- Return calls. If you must leave the telephone during a conversation and won't be able to return immediately, say that you will call back and then **follow through**.
- Say "good-bye" pleasantly and replace the receiver gently. The person making the call should end the conversation.

THE COMPLAINT CALL

Complaint callers who are irate are really saying, "I rate." They have bought into society's "the squeaky wheel gets the grease" mentality. When that happens, try the **EAR** method:

- **E**mpathize with the caller.
- **A**pologize and acknowledge the problem.
- Accept **R**esponsibility. (You'll do something.)

Empathize with the caller. This is different from *sympathy*, where you **take on** someone else's problem. Try to understand how the person is feeling.

Apologize and acknowledge the problem. You don't have to agree with the caller, but express regret that there is a problem. People want to be heard, and no one's complaint is trivial. Each deserves prompt handling; so do not deal with it in a trivial manner.

Accept responsibility. Make sure something is done. Take it upon yourself to DO something. Many times, that's all that people want; the reassurance that something will be done. People want to be helped. They want to know that you care. Use these phrases to get that sentiment across: "How can I help you?" "What can I do for you?" "I'll make sure this message/information gets to the right person." The acceptance of responsibility may be as simple as forwarding the call to the appropriate individual or sending the caller more information. If you do forward the caller to someone else on your staff, follow up with that person to make sure the caller was taken care of.

And in your responses, avoid these **forbidden** phrases:

- **"I don't know."** It sounds as if you're closing the door on the caller or that you're not sure what's going on in your own office. Better to say: "That's a good question. Let me check and find out."
- **"We can't do that."** This sentence is extremely negative. Be positive. Try this: "That's a tough one. Let's see what we can do."
- **"You'll have to..."** sounds accusatory. Try instead: "Here's how we can help you."
- **"No,"** when it begins any sentence. It sounds as though you're not willing to help. You may not be able to do **one** thing, but you **can** do **something**. "We aren't able to do that, but we can...." (Because there's **always** something you can do.)

SWEARERS

There is one small group of irate callers that has to be addressed here: the swearer. You may not get swearers very often, but when you do, how do you handle them? Here are a couple of suggestions: First, call attention to the swearer's vulgar language by saying, "Sir/madam, I can handle your problem, but I am not able to handle the swearing. I respectfully ask that you stop." In most instances, making callers aware of what they are saying will halt the swearing. However, if it does not stop, you may want to consider using the "three strikes and you're out" rule. If you ask the person to stop swearing twice more and the caller doesn't, then hang up. Three strikes, the

caller's out, hang up. No one should have to listen to verbal abuse. Of course, make sure this advice is in keeping with your school/department's protocol when handling a swearer. If your school or department doesn't have a protocol, discuss it with your supervisor and get one in place.

TELEPHONES REQUIRED FOR CERTAIN ADMINISTRATORS

Members of the administrative and supervisory staff are required to have listed telephones at their residences. The regulation includes principals and assistant principals. The Superintendent may waive this policy for a period not to exceed six months, subject to review and extension at the end of the six-month period, if justification for the waiver still exists.

PROFESSIONAL JUDGMENT

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGMENT TO AVOID LEGAL COMPLICATIONS

Interaction with Students:

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

EMPLOYMENT AND COMPENSATION

ATTENDANCE

Employees are expected to report to work whenever scheduled and be at their workstation at their starting time and again after their lunch break at the prescribed time. Whenever employees are unable to report to work because of illness or emergency, they must call their supervisor as far in advance as possible, or in the case of an emergency, as soon as practicable.

COMMUNITY COACHES

The School Board permits employment of part-time personnel to resolve any employment problems with positions paid from the supplemental salary schedule. These are primarily coaching positions. Persons employed, as community coaches must apply for a part-time athletic coaching certificate issued by the Florida Department of Education. They must also meet all pre-employment requirements. These coaches must observe and enforce the laws, rules, regulations and policies lawfully prescribed by constituted school authorities.

DRESS SUGGESTIONS

Employees are expected to use good judgment regarding appropriate dress for the workplace. For all staff, clothing should be clean, neat and reflect a positive image to the public.

Apparel worn by employees clearly affects the work, attitude and discipline of students. The effective teacher comes to work dressed appropriately, comes to teach dressed for success, and is a role model for the students. Educators are walking, talking advertisements and should make their dress work for, not against, them. Appropriate dress serves as an indicator of the attitudes expected in the classroom. Employees should dress for four main effects: 1) Respect; 2) Credibility; 3) Acceptance; and 4) Authority. Attire that is too casual or inappropriate for the position, or daily activity of an educator, should not be worn. A teacher's dress should make the statement that teachers are a group of professional, proud, devoted, dedicated and responsible people.

For staff whose jobs require maintenance/repair duties or other work directly with machinery, clothing may be more functional and appropriate to the tasks required. Supervisors should discuss acceptable dress with staff. Uniforms may be a requirement specific to the assignment. [Policy 1216, 3216, 4216-- <http://www.neola.com/brevardco-fl/>]

NEPOTISM

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

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

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

Employees shall not permit their family or friends by their presence to interfere with performance of their duties during work hours.

OVERTIME

Nonexempt employees shall receive overtime pay (at the rate of one and one-half times the employee's regular hourly rate) for all hours worked in excess of 40 hours in any workweek or in some circumstances for hours in excess of 10 hours in one day. All overtime hours **MUST BE AUTHORIZED IN ADVANCE** by your supervisor. Compensatory time is not available to employees who are eligible for overtime pay.

PAY FREQUENCY AND DIRECT DEPOSIT

Pay frequency for all employees, except seasonal community coaches, will be on a bi-weekly cycle throughout the employee's established work year. **All payments will be made by direct deposit** into an employee's designated bank account.

New employees will complete an automatic bank deposit authorization form as a part of the initial employment packet. Routinely, it will take about 30 days for the information to be processed and become effective. If you have a change affecting your direct deposit, please submit a new direct deposit authorization form to your payroll contact.

97-DAY PROBATIONARY EMPLOYEE PROCESS

New employees under an initial contract in the state of Florida, must read and sign a Statement of Understanding acknowledging they have read the appropriate statement and understand that they

are probationary employees during their initial 97 days. The following statements describe the 97-day probationary process:

Statement for Instructional Personnel

Florida Statute 1012.33(3)(a)4 states that, "for any person newly employed as a member of the instructional staff after June 30, 1997, the initial annual contract shall include a 97-day probationary period during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract."

Statement for Supervisors or Principals (Administrators)

Florida Statute 1012.33(1)(b) states that, "the first 97 days of an initial principal's or supervisor's contract is a probationary period. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract." This statement means that individuals who are appointed into their initial administrative positions in the State of Florida will have a 97-day probationary period.

90-DAY PROBATIONARY PERIOD – SUPPORT STAFF

Support employees are subject to a 90-calendar day probationary period when they are employed. An employee may be terminated without recourse during this time. The days during the summer do not count toward the 90 days if a person is in a position that is not scheduled for work after school ends (ex: instructional assistant or food service worker).

SALARY

Employees are paid in accordance with Board approved salary schedules. Teachers are paid on the Teacher Salary Schedule that is contained in the BFT Agreement. Support Staff employees whose positions are included in the Local 1010 Agreement are paid according to that Wage and Salary Schedule. Nonbargaining employees, including administrators, are paid on the Nonbargaining Salary Schedule.

SUBSTITUTE TEACHERS

In the absence of a regular teacher, a substitute teacher may be employed. Substitute teachers shall hold a valid Florida certificate or a substitute teacher's card issued by the District. All substitute teachers shall observe the same hours and perform the same duties as regular teachers. Substitutes may be excused by the principal from professional meetings. Each substitute teacher shall conduct classes according to lesson plans and schedules prepared by the teacher who is absent. Substitutes shall be responsible for the extra curricular duties assigned to the regular teacher. Each substitute shall leave for the returning teacher a summary of the work covered and work assigned to students. Substitute teachers are paid in accordance with the established substitute salary schedule approved by the Board.

SUBSTITUTE - SUPPORT STAFF

Support staff substitutes shall be paid the approved support substitute rate. A substitute shall be paid for the actual hours worked, not to exceed the number of hours required of the position for which the employee is substituting.

TEMPORARY EMPLOYEES – SUPPORT STAFF

A temporary employee is a person employed for an approved position to which they are temporarily assigned for a period not to exceed one day less than four calendar months. Temporary employees are paid at the entry level for the job classification.

TRANSFER – SUPPORT STAFF

An employee whose job classification is covered by the Local 1010 Agreement may request a transfer from one school/department to another, in the same job classification, by filing a request with the desired school/department. Refer to Article 7 of the Local 1010 Bargaining Unit Agreement.

VACANCY ADVERTISEMENTS

Vacancies for all positions within the school district are advertised on the district's Internet website at: <http://hrweb.brevard.k12.fl.us/>. Teacher vacancies are posted for three days and support staff positions for five days. Advertisements for administrative positions are typically posted for ten days.

VERIFICATION OF EXPERIENCE – INSTRUCTIONAL STAFF

A Verification of Experience form to verify previous teaching experience is provided in the initial employment packet. Credit shall be given for purposes of placement on the salary schedule for up to twenty one (21) years of teaching experience. Ninety-nine (99) or more days of teaching, to include paid leave, in any single school year, shall be considered as one (1) year of experience. All experience earned with the School Board of Brevard County shall be awarded.

Two (2) years of credit, for purposes of placement on the salary schedule, shall be given for military service completed since January 1, 1940. One year of experience shall be granted for twelve (12) months of active duty service. A partial year shall be counted if the active military service is within thirty (30) days of being a full year. Additional credit shall not be allowed for teaching assignments while in the military service.

Upon receipt of proper documentation of a teacher's experience, it will be determined whether the experience meets required guidelines. Salary will be adjusted accordingly, and employees will be properly paid for acceptable experience from their date of employment as a teacher. See your school secretary or call Human Resources Services if questions arise.

VERIFICATION OF EXPERIENCE – SUPPORT STAFF

Experience must be verified to document qualifications for specific positions. Employees may use the Verification of Experience form or have experience verified by letter (on letterhead) from previous employers/supervisors.

For employees in nonbargaining and Council 78, Local 1010 Professional/Technical positions, experience must be verified for placement on the pay scale. Refer to the Nonbargaining Salary Administration Handbook or the appropriate bargaining unit agreement for guidelines for placement on the nonbargaining salary scale. Experience must be verified with 45 calendar days of date of employment.

EMPLOYEE BENEFITS

EMPLOYEE ASSISTANCE PROGRAM

The Brevard Public Schools recognizes that a wide range of problems—such as marital or family distress, drug and alcohol abuse, and personal mental health concerns—can be detrimental to an employee's performance on the job. We believe it is in the interest of the District, our students, and our employees, to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

An agency that is totally independent of the District and provides both assistance and referrals to local resources manages our Employee Assistance Program (EAP). All employees may use this program. Contact with and visits to the Employee Assistance Program provider are held in confidence to the maximum possible extent. The telephone number of our EAP provider is listed in the District telephone directory.

EMPLOYEE DISCOUNT CARDS

An employee who holds a regularly established position is eligible for discount cards. These cards are good for numerous area attractions, hotels and car rentals. The discounts are available by request through the District Communications Office.

INSURANCE BENEFITS

Coverage A wide variety of insurance benefits are provided to our regular employees. Our benefits plan includes medical, dental, vision and life insurance options. Dependent life insurance, Accidental Death and Dismemberment, short-term disability, long-term disability, cancer coverage and long term care are also offered. COBRA coverage is available as to all employees who have maintained continuous coverage prior to their resignations. Details on all insurance plans are available on the district website at <http://benefits.brevard.k12.fl.us/HR/benefits2005/benefits.htm>, through the Benefit Contact at your work site and the Benefits Specialists who work at the Educational Services Facility.

Reimbursement Accounts These accounts are available to provide employees with an option to pay for IRS approved medical, dental, vision expenses that are not covered under an authorized employee benefits pan and for child care costs with pre-tax dollars.

Beneficiary Designation It is extremely important that beneficiary information for life insurance proceeds and all other programs that pay benefits to a designated beneficiary are current. Changes in a family status such as marriage, divorce, or death can all create the need for beneficiary changes. See your work site Benefit Contact, or call or e-mail your assigned Benefits Specialist for information on changing your beneficiary information.

Enrollment You are eligible to enroll in most benefit programs 45 calendar days after you are hired by Brevard Public Schools. Unless there is some change in your Family Status (spouse's employment, birth or adoption of a child, death, etc.) you are not permitted to change your benefit selections until the next enrollment period. Open enrollment is held in the fall of each year with the changes effective on January 1st of the following year.

LIABILITY INSURANCE

Brevard Public Schools provides insurance to employees covering injury and property damage liability arising from the performance of assigned duties. This policy covers the employee's liability for work related negligent acts. The Board provides legal services in tort action for its personnel when action is construed to be an outcome of duties performed for the Board.

PAID HOLIDAYS

The Board shall designate holidays at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units. An employee must be in a paid status the day before and the day after a holiday in order to be paid for the holiday. For specific information see: <http://www.brevard.k12.fl.us/Calendar/>.

SICK LEAVE

See Leaves of Absence – Paid

TUITION REIMBURSEMENT

Most employees are eligible for tuition reimbursement for specific coursework. Contact Labor Relations for additional information.

UNEMPLOYMENT

Depending upon the reason for termination of employment from the District, an employee may be eligible for unemployment benefits. The employee, upon termination of employment, should

contact the local office of the Department of Labor and Employment Security to apply for benefits and to gather information concerning the process.

VACATION

See Leaves of Absence – Paid

WORKERS' COMPENSATION

All persons employed by Brevard Public Schools, are covered by Workers' Compensation. This assures employees who are injured on the job an income until such time as they are able to return to work. In the event an employee is injured on the job, the employee is required to provide immediate notification to his/her supervisor. A "First Report of Injury" form must be completed and submitted to Risk Management within 24 hours. The school or department's secretary will handle the necessary forms and telephone calls to obtain immediate medical attention for the employee. IPolicy 1420, 3420, 4420-- <http://www.neola.com/brevardco-fl/>].

ADDITIONAL OPTIONAL BENEFITS

COBRA

COBRA (Consolidated Omnibus Budget Reconciliation Act) allows a person leaving employment to continue medical, dental, and vision insurance coverage by paying the total cost of the insurance, plus an administrative fee. This coverage typically is available for eighteen months after termination from employment.

SAVINGS BONDS

At the beginning of each school year, employees are given the opportunity to join the Savings Bond Program. Payroll deductions may be made for this benefit. See your school or department secretary for more information.

SICK LEAVE BANK

See Leaves of Absence – Paid

SICK LEAVE BUY BACK

Sick Leave Buy Back The School Board has approved a provision whereby eligible employees may exercise the option of receiving payment for a portion of unused sick leave. You must have worked the entire contract year and may not have been absent for more than the number of workdays allowed by the provision. Payment for accumulated sick leave will be made at only 80% of your present daily rate. Additional information is available from the secretary at your work site. IPolicy 1420, 3420, 4420--6Gx5-- <http://www.neola.com/brevardco-fl/>]

TAX SHELTERED ANNUITIES (403b)

Tax Sheltered Annuities (403b) Employees of a nonprofit organization may make elective tax deferrals of a portion of their salaries to a tax sheltered annuity (403b) through payroll deductions. The amounts contributed to the TSA plan are excluded from wages subject to federal income tax and reduce the employee's taxable income for the current year. A list of qualified companies to receive TSA contributions is available through the Payroll Contact at each work site.

UNITED WAY

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

LEAVES OF ABSENCE

Your immediate supervisor must always be notified **and grant approval prior to you taking any leave**. Teachers must hold a valid certificate to be eligible for leave. Employees in positions that are covered by a negotiated agreement should refer to the appropriate agreement.

LEAVES OF ABSENCE – PAID

[Policy 1420, 3420, 4420 -- <http://www.neola.com/brevardco-fl/>]

Vacation For positions that are vacation earning, vacation leave is earned at the rate of 1 day per month during the first five years of employment, 1¼ days per month for employment of at least five years but less than 10 and 1½ days per month for employment of more than 10 years up to a maximum of 18 days per year. Vacation earned during any calendar month will be credited to the employee each pay period. Earned vacation may be accrued not to exceed sixty (60) days as of January 1st of any year. Vacation paid out at the termination of your employment with the district will not exceed sixty (60) days.

Sick Leave Paid sick leave is earned at the rate of one day of sick leave for each month's employment and is credited each pay period. Sick leave may be used for either personal illness or the illness or death of a relative or a person residing in the same household as the employee. Unused sick leave benefits shall accumulate without limit.

Sick Leave Bank The Sick Leave Bank, available to qualified employees, is a source from which additional paid sick leave days may be granted for the employee's catastrophic, prolonged personal illness, accident, or injury. Membership in the Sick Leave Bank is available to full time employees after completion of at least one (1) full employment year with the District. Details are available from the secretary at your work site. [See *Sick Leave Bank Guidelines*.]

Personal Charged to Sick An employee may use up to six (6) days of accumulated sick leave each fiscal year for personal reasons. Personal leave is non-cumulative. These days may be taken for personal reasons as long as they do not: (1) result in taxable income, (2) result in activities for union associated business and, (3) result in any form of work stoppage.

Jury Duty/Court Service Leave with pay may be granted to an employee summoned to court for jury duty, or subpoenaed as a witness before a court or regulatory agency, except in any action in which the employee is a party. If the employee is personally involved, he/she may request personal or vacation leave. A copy of the subpoena or jury summons is required. Bargaining unit employees should refer to their collective bargaining agreements.

Illness or Injury in the Line of Duty This paid leave is available to employees who must be absent from work due to a personal injury received in the discharge of their duties or because of an illness from a contagious or infectious disease contracted in school work. This leave will result in no reduction of salary or accumulated sick leave not to exceed ten (10) days in any fiscal year.

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

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

Administrative This paid leave will be handled and accounted for by each school/department. Time logs will be required to document time earned and will be subject to audit. Eligibility is dependent upon the employee's position with the district. It is usually available to managers and administrative employees.

Military This paid leave is for reserve duty only. The maximum number of days allowed in a paid training status is seventeen (17) days per fiscal year (July 1 to June 30). A copy of the military orders is required. Military leave, which is voluntary on the part of the employee, is not paid. In the event of a call up to active duty employees may be paid their regular pay and provided employee benefits for up to 30 calendar days. In the event of a national emergency, employees who are required to serve in the Armed Forces of the United States or of this State shall be granted military

leave and shall be paid the difference in pay, if the military pay is less than the employee's normal rate of pay, for a period not to exceed one (1) calendar year. [Policy 1420, 3420, 4420-- <http://www.neola.com/brevardco-fl/>]

LEAVES OF ABSENCE – NOT PAID

[Policy 1420, 3420, 4420-- <http://www.neola.com/brevardco-fl/>]

Professional Study Employees may be granted up to one (1) year of leave without pay to continue their education. Leave for certificated personnel shall commence only at the start of the school year. An employee's spouse may be granted personal leave to accompany his/her mate when leave is granted.

Personal Leave Not Paid Personal leave without pay may be granted to employees. Leave may be granted for up to two (2) years at the Board's discretion.

Illness Leave Not Paid Extended illness leave is available to an employee who has exhausted all paid sick leave, but continues to be sick or disabled and unable to return to work. Leave may be granted for a maximum of two (2) calendar years. Brevard Public Schools paid group insurance benefits may be granted for a period of sixty (60) days if the employee is not eligible for FMLA. Application for leave must be accompanied by a physician's statement.

Family and Medical (FMLA) The School Board of Brevard County may grant an employee up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons. The Board will maintain the employee's health coverage under any "group health plan." The employee must have worked for the School Board for at least one (1) year and for 1,250 hours during the previous twelve (12) months. Teachers are exempt from the 1,250-hour requirement. Medical certification to support the request is required.

Maternity/Adoption Maternity leave without pay may be granted for a partial or complete year upon certification by a physician verifying the pregnancy and setting forth the estimated date of delivery. The request for leave must be made not later than five (5) calendar weeks prior to the estimated delivery date. Upon return from maternity leave the employee must present certification that she is physically and mentally able to perform her duties.

Employees may apply for an unpaid leave of absence in the event of his/her adoption of a child. Application for such leave must be submitted to the supervisor within two (2) calendar weeks after the approval for adoption by the recognized agency or source.

Child Rearing Leave An employee who has been granted maternity/adoption leave may apply for an extension of leave for a period of one (1) year for the purpose of child rearing. An employee who has fathered a child may apply for child rearing leave for the balance of the school year in which the child is born and one (1) succeeding school year.

TRAVEL REIMBURSEMENT PROCEDURES

A person who travels on approved School Board business should contact the school/department secretary for the appropriate forms for approval and reimbursement. An employee who is authorized to use a personal vehicle for travel shall be reimbursed at the rate in accordance with Florida Statutes 112.061. [Policy 6550 -- <http://www.neola.com/brevardco-fl/>]

PERFORMANCE APPRAISAL

[Policy 1220, 3220, 4220 -- <http://www.neola.com/brevardco-fl/>]

INSTRUCTIONAL PERSONNEL PERFORMANCE APPRAISAL SYSTEM (IPPAS)

The Instructional Personnel Performance Appraisal System is the approved evaluation system for all instructional employees. A copy of the IPPAS handbook and an orientation to the program are to be given to all new instructional employees within the first few weeks of appointment to their position. All instructional employees are to be evaluated each year using the IPPAS.

90-DAY PROBATION FOR EMPLOYEES HOLDING A PROFESSIONAL SERVICE CONTRACT (PSC)

Upon determination that a teacher's performance is unsatisfactory, the employee shall be placed on performance probation for a period of ninety (90) calendar days (excluding school holidays and vacation periods), during which the employee must correct performance deficiencies. During this 90-day period, the employee may request a transfer to another appropriate position with a different supervisor; however, a transfer does not extend the 90-day period.

Within 14 days of the end of the 90-day period, the evaluator must assess whether the performance deficiencies have been corrected and forward a recommendation to the Superintendent. The Superintendent must notify the employee in writing within 14 days of receipt of the recommendation if the Superintendent intends to recommend to the School Board termination of employment.

A written request for a hearing to appeal the Superintendent's recommendation must be submitted within 15 days. The hearing must be conducted by the School Board's election of either of the following two options:

1) A direct hearing conducted by the School Board within 60 days of the written request; or 2) a hearing conducted by an administrative law judge of the Division of Administrative Hearings (DOAH) within the Department of Management Services (DMS) within 60 days of the written request.

LEADERSHIP PERFORMANCE APPRAISAL SYSTEM (LPAS)

The Leadership Performance Appraisal System was developed for evaluating administrative, professional, and supervisory personnel who are in the non-bargaining salary administration program as exempt from overtime pay. Cafeteria managers and training custodians are also evaluated with this system. The LPAS is based on the current Florida Principal Competencies and focuses on the dimensions of leadership. This system includes a portfolio requirement and meets the needs of new and experienced employees alike.

SUPPORT PERSONNEL PERFORMANCE APPRAISAL SYSTEM

All support personnel must be evaluated annually on the Support Personnel Evaluation Form. This performance appraisal system evaluates personnel in performance areas that include quality of work, quantity of work, cooperation, and reliability.

PAY FOR PERFORMANCE

Teachers and school-based administrators may be eligible to participate in a program that provides additional monetary awards for successful completion of a Pay for Performance program. More information is available from your school administrator or supervisor. This program is reviewed annually and considered for continuation by the School Board.

STAFF DEVELOPMENT

STAFF DEVELOPMENT

Any employee of Brevard County Schools may attend training sessions related to job assignment with approval of a supervisor. For each training session successfully completed (attendance is verified and an evaluation is submitted), the employee is eligible for one inservice point per contact hour of training. The Staff Development Office awards inservice points when inservice component records and documentation are received from inservice facilitators.

The Staff Development Office keeps records of inservice points, with information provided to employees through periodic reports and/or school access to the inservice screens. Individual

Inservice Requests are submitted for any activity completed by an individual. All inservice paperwork must be received by the Staff Development Office within the school year in which the activity occurs. Once the school year is over, changes or adjustments to any inservice component record cannot be made.

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

All schools and departments have a Site Inservice Representative. These representatives are trained to process all inservice paperwork and serve as liaisons to the Staff Development Office. [Policy 1242, 3242, 4242 -- <http://www.neola.com/brevardco-fl/>]

TERMINATIONS

[Policy 1140, 3140, 4140 -- <http://www.neola.com/brevardco-fl/>]

RESIGNATIONS

When an employee resigns, proper notification should be submitted in writing to the supervisor, preferably on a resignation form provided by Human Resources Services. It shall contain a specific reason or reasons for submitting the resignation, the date of the resignation and signatures of the employee and the employee's supervisor.

A **support staff employee** shall give notice of resignation to the immediate supervisor at least ten (10) workdays prior to the resignation date.

An **instructional employee** shall give notice of resignation to the immediate supervisor at least thirty (30) calendar days prior to the resignation date.

SUSPENSION/DISMISSAL

A certificated employee may be suspended or dismissed at any time during the work year pursuant to provisions set forth in School Law 1012.795, and the Rules of the Education Practices Commission, which are in this handbook.

A support staff employee may be dismissed for cause. Bargaining unit employees should refer to their bargaining Agreements. Florida is an "employment-at-will" state. Therefore, an employer may generally terminate an employment relationship at any time for any reason. [Policy 1140, 3140, 4140 --<http://www.neola.com/brevardco-fl/>]

RETIREMENT

[Policy 1420, 3420, 4420 -- <http://www.neola.com/brevardco-fl/>]

Pension Plan (Defined Benefit Plan) The Board makes contributions into the Florida Retirement System (FRS) for all employees in a regularly established position. It is an employee non-contributory plan, and no money is deducted from the employee's pay. Employees are vested in the pension plan after the completion of 6 years of creditable service. Normal retirement benefits are available after 30 years of service or age 62.

Regular Disability Regular disability retirement is an option for an employee who has completed 8 years of creditable service and is **totally** and **permanently disabled**. Disability retirements are not reduced because the employee does not have 30 years of service or is not age 62.

In-Line-of-Duty Disability In-line-of-duty disability retirement is an option for an employee if an illness or injury arises out of and during the performance of an employee's duties as. As a result of the illness or injury, the employee must be **totally** and **permanently disabled**. Employees are covered from the first day of employment and special vesting rules apply.

Deferred Retirement Option Program (DROP) DROP is an alternative method of pay-out of retirement benefits for members of the Pension Plan for up to 60 months. Employees with 30 years of service or age 62 with 6 or more years of service may have their retirement benefits paid to a DROP savings account that earns interest while they continue to work for the Board.

Investment Plan (Defined Contribution Plan) The Board makes contributions into the Florida Retirement System (FRS) for all members in a regularly established position. This plan is also employee non-contributory. No money is deducted from the employee's pay to provide for future retirement benefits. Normal retirement is available after thirty (30) years of service or age 62 after the completion of 6 years of creditable service. Early retirement is available at age 59-1/2 after the completion of 6 years of creditable service.

More information concerning retirement is available from the Retirement Office at the Educational Services Facility or on the web at <http://retirement.brevard.k12.fl.us/>.

HEALTH AND SAFETY

HAZARD COMMUNICATION (RIGHT-TO-KNOW)

Hazard Communication/Right-to-Know is based on a simple concept - employees have both a need and a right to know the hazards and identities of the chemicals to which they are exposed when working. They also need to know what protective measures are available to prevent adverse effects from occurring. The School Board of Brevard County is responsible for informing and training workers about the hazards in their workplaces, retaining warning labels, and making available Material Safety Data Sheets (MSDS) with hazardous chemicals.

The Brevard Public Schools' written Hazard Communication (Right-to-Know) Program was finalized in August 1994. A copy of the Program was provided to each school principal and facility administrator at that time. Additional copies may be obtained by contacting the Environmental Health and Safety staff at (321) 633-3496 or via e-mail.

HIV INFECTIONS OR AIDS

Brevard Public Schools recognizes its obligation as a public service education institution to provide a safe environment for students and employees. The Board also recognizes the rights of individual students and employees. Please refer to the procedures manual entitled School Board of Brevard County Guidelines and Procedures Concerning HIV Infections or AIDS. It provides for district procedures related to HIV infections or AIDS for students and employees and gives a description of the inservice training program for employees.

SAFE DRIVER PLAN

Employees who drive Brevard Public Schools vehicles in the performance of their jobs are subject to the provisions of the Safe Driver Plan. Employees who drive personal vehicles and receive reimbursement are also subject to the conditions of the Safe Driver Plan. A copy of the plan may be obtained from your supervisor.

NOTICES

COMPLIANCE WITH POLICIES REQUIRED

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

CONFLICT OF INFORMATION

If there is a conflict between any information contained in this handbook and any state, federal or local law, rule, statute or regulation, or the provisions of either an applicable bargaining unit agreement, or the policies of Brevard Public Schools, the other document or provision will supercede this handbook.

RIGHT TO REVISE

Brevard Public Schools reserves the right to revise policies and this handbook at any time.

REQUIRED NON-DISCRIMINATION NOTICE

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

UNION COVERAGE/LABOR RELATIONS

There are two labor unions that represent some of the employees of Brevard Public Schools. It is not a requirement that any employee join the appropriate union; it is a voluntary decision.

The Florida Constitution in Article I, Section 6, provides that all employees in Florida shall have the right to engage in collective bargaining, except public employees shall not have the right to strike. Based on that principle, the legislature enacted Chapter 447, Part II to control and monitor all collective bargaining activities. Florida is a Right-to-Work state and closed shops are prohibited in our workplaces. Brevard Public Schools negotiates with two labor unions - the International Brotherhood of Painters and Allied Trades, Local 1010, District Council 78, and the Brevard Federation of Teachers, an affiliate of FEA-United and the American Federation of Teachers. There are building representatives in each school, elected by the faculty, and shop stewards at work sites representing Local 1010.

Union activity by employees of Brevard Public Schools is prohibited during working hours, which include teachers' planning and paid lunch periods. Local 1010's contract provides for paid rest breaks during the workday, but the lunch period is unpaid time.

The labor agreements are negotiated annually and during negotiations, improvements or changes in the salary schedules are addressed. Increases in salary are not automatic and must be negotiated each year. Levels could be revised during negotiations and increases may vary from year to year.

The labor Agreements and School Board Rules contain grievance procedures for all employees.

EMPLOYEE HANDBOOK DISCLAIMER STATEMENT

The Brevard Public Schools' Employee Handbook is not meant to create, nor should it be construed as creating, a contract of employment.

ADDITIONAL VALUABLE RESOURCES

- Brevard Federation of Teachers Bargaining Unit Agreement
- Brevard Notebook
- District Telephone Directory (on-line)
- Fast Facts
- Florida Statutes (Florida School Laws)
- Council 78, Local 1010 Bargaining Unit Agreement
- Mark of Excellence
- Brevard Public Schools Policies and Procedures (on-line and hard copy)
- School or Department Contacts
- School or Department Handbooks
- www.brevard.k12.fl.us
- State Board Rules

(These resources are available in every school and department.)

JUST FOR TEACHERS

SHORT TERM CONTRACTS

In the absence of a regular teacher, a short-term teacher may be employed under certain conditions. When it is known or determined that the regular teacher will be absent for more than twenty consecutive days or for the remainder of the school year, a fully qualified teacher shall be appointed as a replacement as soon as possible to insure continuity of the instructional program. This qualified replacement should have a valid Florida certificate based on a bachelor's degree or higher and shall be eligible to be recommended for a contract for the period to be served. Such teacher shall be paid on the regular teacher salary schedule, once the teacher has met all conditions to be employed as a full-time replacement, and shall assume the full duties of a regular teacher. A short-term contract shall not be for less than twenty days. Short term contract teachers are not eligible for employee benefit plans unless they teach a full semester as defined by the district calendar.

TEACHER CERTIFICATION

The Certification Office operates through the Human Resources Services Department. A valid Florida Educator's Certificate is required under Florida law for all teachers. The certification specialist will be happy to assist you with the approval of appropriate coursework for renewal or addition of a subject to your certificate. If you are not sure, it is always better to ask.

Securing and updating a certificate is the responsibility of the teacher. Our staff is here to provide you with guidance, but you must fulfill the requirements and complete all procedures. Your application for a change or addition to your certification status must be submitted for processing through the Brevard Public Schools Certification Office.

For first year teachers it is extremely important that you follow the requirements listed in your **Official Statement of Eligibility** issued by the Florida Department of Education. If you do not have your Statement, please contact the Certification Office. If you have specific testing requirements to meet, the Certification Office has the registration bulletins and test information you need. **DO NOT WAIT UNTIL THE LAST MINUTE TO TAKE THESE TESTS. Completion of certification requirements has a major impact on your reappointment eligibility.**

Should your name change after your certificate has been issued, you can apply to change your name on your certificate for a fee. However, if you wish, you may wait until the next renewal date of your certificate and change your name at **NO ADDITIONAL CHARGE. YOU SHOULD ALSO CHANGE YOUR NAME ON YOUR SOCIAL SECURITY RECORDS.** When you provide Human Resources Services with this information, all records, including payroll records, will be changed to correspond.

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

RENEWAL OF A PROFESSIONAL CERTIFICATE is done through the district Certification Office using the **YELLOW** Renewal Form and payroll deduction card. This is the only application with which the payroll deduction card may be used. Professional certificates may be renewed with six semester hours of appropriate college credit, 120 inservice points, or a combination of the two. A subject area exam in an area of certification may also be used to renew. A subject area exam is the equivalent of 3 semester hours of credit or 60 inservice points. It is a good idea to contact the certification office to make sure you are taking an appropriate exam if you plan to use an exam for renewal.

The state's **WHITE** application for teacher certification is used for **all other actions** taken on a state certificate, including initial certification, initial professional certificate, addition or evaluation of an area, a reissued temporary, athletic coaching, name change, duplicate certificate, or subject area deletion.

The district's **PINK** application is used for non-degreed vocational, part-time adult education, and substitute teacher certificates.

TEACHING OUT-OF-FIELD

If you are assigned to an area not reflected on your certificate, you are teaching out-of-field unless otherwise specified in the Florida Course Code Directory. Florida Statutes require that a person take a minimum of six semester hours of appropriate credit within a year of the out-of-field assignment and each year after that, as long as the person teaches out-of-field, or until certification requirements are met. Upon accepting an out-of-field assignment, you will be asked to sign A Brevard Public Schools' Out-of-field Agreement Form. Transcripts reflecting the completed coursework will be required each year.

TUTORING

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

NCLB – Highly Qualified Teachers

Beginning with the first day of the 2002-03 school year, all teachers of core academic subjects in a Title 1 School, must be highly qualified. By the end of the 2005-06 school year, all teachers of core academic subjects in every school must be highly qualified. The core academic subjects are English, reading, mathematics, science, social science (civics, government, history and geography) art, music and drama.

Elementary teachers must hold a Bachelor's Degree and pass the state certification exam before they are eligible for employment.

Middle and high school teachers must hold a Bachelor's Degree in the major or equivalent coursework, or pass the state certification test.

A teacher who holds a valid, standard out-of-state certificate in any of these core subjects may satisfy this requirement.

Q & A

MOST COMMONLY ASKED QUESTIONS ABOUT EMPLOYMENT

QUESTIONS FOR ALL EMPLOYEES

If my paycheck is incorrect, whom do I contact?

Every school/department has a payroll contact. The school/department administrator or secretary will know who that person is. Direct questions concerning your check to this person for help in solving the problem.

If I change my address, what process do I follow?

Please complete the "Change of Address" form and send it to Human Resources Services with copies sent to the departments listed on the form. A copy of this form is found in Appendix E of this handbook.

When will I receive my first paycheck?

Pay would begin with the next available payroll after your personnel file is complete and after your record is set up in the computer.

Are Tax Sheltered Annuities (TSA's) and Savings Bonds available through payroll deduction?

Yes. See your payroll contact for information on how to sign up for these deductions.

When does my health insurance coverage start? If there is a waiting period, how long is it?

Health insurance coverage starts after completion of 45 calendar days of employment.

I just got married and my name has changed. How do I go about changing my name in my personnel records?

All records are under your name as it appears on your social security card. Changes will be made only after Human Resources Services has received a copy of the new social security card showing your new name. A marriage license or a driver's license may not be used for a name change.

When do I start earning sick leave?

One day of sick leave is earned for each month of service. You begin to earn sick leave with the first month of service. For specifics on how sick leave may be used, please refer to Policy 1420, 3420, 4420 <http://www.neola.com/brevardco-fl/> .

What happens to my accrued sick leave when I resign?

If you are employed again in the future, the remaining balance is restored to you. If you are employed by another school district in the State of Florida, the sick leave balance may be transferred to that school district upon your written request.

Can I transfer sick leave from another county?

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

When do I start earning vacation?

Employees in vacation earning positions will begin to earn vacation with the first full pay period.

What happens to my accrued vacation if I resign?

Any vacation balance (up to 60 days) is paid at the time of termination according to Brevard Public Schools Terminal Pay Guidelines.

What paid holidays do I get?

Please refer to negotiated bargaining unit agreements or the Brevard Public Schools Calendar.

How do I earn inservice points?

One inservice point is earned for each hour of inservice attended. There are other ways to earn inservice points, such as attending professional conferences, etc. It is suggested that you contact your site inservice representative for procedures that must be followed to document points other than attending approved district inservice programs.

Is there a master list of workshops offered through the district?

No. However, before each district inservice day, a list is published so that employees may register for the inservice that best suits their needs.

Is overtime allowed?

Non-exempt (hourly) employees are eligible for overtime pay when the principal or administrator requires additional work beyond 40 hours per week. Employees in positions covered by the Local 1010 Agreement should refer to Article 29 – Overtime of that document. Compensatory time is not available in lieu of overtime for hourly employees.

How and when do I get pay raises?

Typically bargaining unit salary schedules are negotiated annually. The non-bargaining compensation plan is reviewed and approved by the elected members of the School Board annually.

QUESTIONS JUST FOR TEACHERS

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

Have an official transcript reflecting the master's, specialist, or doctorate degree sent to Human Resources Services. The pay increase will not be approved until the official transcript is received. Copies are not acceptable. Upon approval, the increase will be reflected in the next available payroll.

When are teachers eligible for Professional Service Contact?

After completing three successful years of service in the last five years, one is eligible for Professional Service Contract. If a person held a Professional Service/Continuing Contact in another Florida school district, then he/she is eligible to be recommended for PSC after one year of service in Brevard. However, the principal may make the recommendation after one, two, or three years of service.

How is my teacher pay determined if I am hired after the beginning of the school year?

If hired for the remainder of the year, the pay is prorated based on the number of days left in contract year, or the number of days in the contract, if it is to end before the school year ends.

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

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

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

There are three tests that are required for a professional certificate. The test of Professional Education, the subject area exam for your area of certification and the General Knowledge test (must be taken within one year from date of employment). Passing score on the Clast test earned prior to July 1, 2002 will be acceptable for the General Knowledge test. Test registration booklets are available from Human Resources Services or you may call 631-1911 ext. 212 to have a test booklet sent to you.

Will copies of my test scores be acceptable?

No. The Department of Education will not accept copies of test scores. Your test scores are now automatically sent to the Department of Education. It is your responsibility to make sure they are on file.

Once appointed to a position, how long will it take to get my certificate?

The district will request that your certificate be issued once you are employed. This may take from one to six months, depending on when fingerprint records are received from our District & School Security Department. Fingerprint records can not be more than one year old.

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

By providing to the Certification Office, official transcripts from the college/university where the courses were taken. Transcripts will be forwarded to the Department of Education.

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

Please call the District Certification Office and ask for clarification concerning courses or the statement sent to you by the Department of Education. They are always willing to answer your questions.

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

Yes. Graduates from a Florida college/university where they completed a state approved program in education, and have taken all tests required by the state will be eligible for a five-year Professional Certificate with the initial application fee, and score reports. An out-of-state teacher who holds a valid, standard teaching certificate from another state and employed to teach in an area reflected on the out-of-state certificate, may be eligible for a Professional certificate. A copy of this certificate must be submitted to Human Resources Services for verification.

Once I complete all requirements listed on my Statement of Eligibility, how do I apply for my Professional Certificate?

Submit the completed CG-10 teacher certification application with the \$56 fee. Attach an original copy of score reports for required tests and official transcripts if coursework was required. Send all of this to the certification office, and it will be forwarded to the Department of Education for you.

After receiving my Professional Certificate, when do I renew this certificate, and what are the requirements to renew?

Professional Certificates must be renewed every five years. They may be renewed with six semester hours of appropriate college credit, 120 inservice points, or a combination of the two. They may also be renewed by taking appropriate subject area tests. If using a subject area test to renew, the test must be the same as the area reflected on the certificate. A subject area exam is the equivalent of three semester hours of credit or sixty inservice points. Before taking a subject area test for renewal, please check with the certification office to make sure you are taking the appropriate test. A valid certificate issued by the National Board of Professional Teaching Standards and college teaching will also be acceptable.

I am a short-term teacher. Do I get the same benefits as a teacher hired for the whole year?

No, you are not eligible for benefits unless your short-term contract is for a full semester. In order for a teacher to be eligible he/she must work in excess of 25 hours per week for more than 99 consecutive days or one full semester, in any given school year, in a regularly established position.

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

The verification(s) of your prior teaching experience may not have been received in Human Resources Services. Did you send the appropriate forms to all of your previous employers, and have they been returned to Human Resources Services? When all experience has been verified and approved by Human Resources Services, the credit will be given retro to your date of employment and will be reflected in a future paycheck. Please note that it is the employee's responsibility to send the verification forms to former employers to be completed and returned to Brevard Public Schools by the former employers. They may not be completed by the employee.

Who is eligible for the Alternative Certification Program?

If you have not completed an education program in college, the ACP is an alternative route for completing your education courses through the district. Candidates should hold a Statement of Eligibility from the Department of Education reflecting eligibility for a certification subject area by degree major or by taking the subject area test. Candidates for the program will be interviewed and approved by a selection committee. For additional information the ACP, please contact the Director of Recruitment & Retention in Human Resources Services.

WHO TO CALL FOR WHAT

Please note: Major District Offices Listed In Bold

FUNCTION	PERSON	EXT. #
Accountability, Testing, & Evaluation	K. Schafer	370
Accounting Services	J. Clark	660
Add-on Certification - ESOL, Gifted, Athletic Coaching	P. Shelton	243
Administrative Selection	B. Hall	240
Administrative Awareness Training	B. Hall	240
Administrative Evaluation	B. Hall	240
Adult/Community Education	J. Wigley	375
Advertising for Job Vacancies	J. Wyatt	205
Alternative Certification Program	P. Shelton; P. Yelverton	243/242
Americans with Disabilities	S. Standley	216
Application Processing:	A. Lindsey	225
Application Processing:	M. Pace	226
Career and Technical Education (Vocational Education)	M. Lewis	380
Assistant Principal Applicant Pool	Bill Hall	240
Arbitration	J. Salamone	265
Brevard Schools Foundation	L. Clifton	756
Blood Drive (ESF)	B. Johnson	263
Brevard Teacher Intervention Program	B. Hall, J. Salamone	240/265
Budget, Cost Accounting & FTE	J. Preston	600
Bumping	P. Buchanan	250
Calendar - Days of Service - Support	P. Buchanan	250
Calendar - Days of Service - Instructional & Certificated Administration	P. Buchanan	250
Calendar - School Year (development)	B. Hall	240
Certificates - Professional State Educator	J. Henderscheid	211
Certification Problems	J. Henderscheid	211
Certification - Inservice (building and district)	P. Shelton	243
Certification - Non-Degreed Vocational	J. Henderscheid	211
Certification - Part Time Adult Education	J. Henderscheid	211
Charter Schools - Certification Information	J. Henderscheid	211
Chief Negotiator	J. Salamone	265
Collective Bargaining Records	R. Stewart	265
College Interns - Seniors Only	B. Hall	240
Communications	W. Sumner	754
Compensation and Benefits	S. Standley	216
Conflict Resolution - Bargaining Unit	R. Stewart, J. Salamone	265
Conflict Resolution - Non-Bargaining	S. Standley, L. Berry	216/200
Critical Teacher Shortage - Reimbursement Program	E. Henville	229
Days of Service Calendar	P. Buchanan	250
Deficiency Forms - Instructional & Certificated Administration	J. Henderscheid	211
Department of Education - Contact for Certification	J. Henderscheid	211
Department of Education Liaison	J. Salamone	265
Discrimination	S. Standley	216
District Communications/Public Information	W. Sumner	754
Diversity	S. Standley	216
Deferred Retirement Option Program (DROP)	C. Anchia	252
Early Childhood/Title I	T. Wright	340
Educational Technology	S. Muzzy	700
Elementary Programs	L. Spadaccini	330
Employee Assistance Program	S. Standley	200

Employee Benefits	S. Standley	216
Employee Criminal Activity Reporting	M. Holt	200
Employee Discounts - Theme Parks	Brevard Schools Foundation	756
Employee Problems - Bargaining Unit	J. Salamone, R. Stewart	265
Employee Problems - Non-Bargaining	L. Berry, J. Salamone	200/265
Employee Job Reclassification - Bargaining Unit	J. Salamone	265
Employment and Staff Development	B. Hall	240
Employment Verification - Support	J. Hill	247
Employment Verification - Teacher Experience	P. Buchanan	250
Equal Employment Opportunity	S. Standley	216
ESOL Banking Records and Requirements	B. Kazoroski	244
ESOL Training and Certification	P. Shelton	243
Exceptional Education - Program Support Services	E. Lewis	520
Exceptional Education - Administrative Support Services	K. Palladino	505
Executive Recruitment and Staffing	L. Berry	200
Family Medical Leave Act	B. Johnson	263
Financial Services	J. Preston	600
Florida Diagnostic & Learning Resources Systems (FDLRS)	S. Tolson	540
Food Services	K. Thornton	690
Forms: Evaluations	B. Hall	240
Forms: Application Processing and General Forms	<i>See Application Processing</i>	
Forms: Inservice	D. Copely	269
Forms: Leave of Absence	B. Johnson	263
Grievance Processing - Bargaining	J. Salamone, R. Stewart	265
Grievance Processing - Non-Bargaining	L. Berry, J. Salamone	200/265
Hiring - Instructional	P. Buchanan	250
Hiring - NonBargaining	S. Standley, T. Berry	216/264
Hiring - Support Staff	P. Buchanan	250
Hiring - School Administration	B. Hall	240
Human Resources Information System	S. Standley	216
Human Resources/Labor Relations	J. Salamone	265
Human Resources Management & Development Plan (HRMD)	B. Hall	240
Induction Program for Beginning Teachers	P. Yelverton	242
Inservice Records	D. Copely, J. Bogle	269/209
Inservice Programs - Building & District	P. Shelton	243
Instructional Employment	J. Salamone, P. Buchanan	265/220
Interview Scheduling - School Administration	R. Anderson	240
Job Announcements - (Administrative/Instructional/Support)	J. Wyatt	205
Job Descriptions	G. Tackett/T. Berry	245/264
Job Posting (Administrative/Instructional/Support)	J. Wyatt	205
Job Reclassification - Non-Bargaining	S. Standley	216
Labor Contract Negotiations and Administration	J. Salamone, R. Stewart	265
Labor Relations	J. Salamone	265
Layoff - Support Staff	P. Buchanan	250
Leadership Team Meeting Coordination	B. Hall	240
Legal and Regulatory Compliance	L. Berry	200
Legislative Program/Lobbying	J. Salamone	265
Lobbying	J. Salamone	265
Manpower Planning and Allocations	S. Cross	204
Master Inservice Plan	B. Hall, P. Shelton	240/243
National Board Certification	P. Shelton	243

New Employee Packets	See Application Processing	
Office of District & School Security	A. Alford	233
On-Line Job Center	J. Wyatt, J. Salamone	221/265
Out-of-Field Assignments	J. Salamone	265
Paycheck Incorrect	See School/Dept. Payroll Contact	
Pay Stub Questions	See School/Dept. Payroll Contact	
Peer Mentor Teachers	B. Hall	240
Performance Appraisal System - IPPAS	B. Hall	240
Performance Appraisal System - Instructional & Support	B. Hall	240
Performance Appraisal System - Leadership	B. Hall	240
Pension Plan Enrollment Forms	C. Anchia	252
Personnel Records - Instructional and Certificated Administration	P. Buchanan	250
Personnel Records - Support Staff	P. Buchanan	250
Plant Operations and Maintenance	W. Petters	633-3580
Policy and Procedure Development	L. Berry	200
Preparing New Principals Program (PNP)	B. Hall	240
Professional Development Council	P. Shelton/Bill Hall	243/240
Project Management - Facilities	D. Theodore	464
Purchasing & Warehouse Services	L. Jones	645
Reappointment - Instructional and Certificated Administration	P. Buchanan	220
Reappointment - Support Staff	P. Buchanan	250
Recruiting - Instructional and Certificated Administration	E. Henville	229
Recruiting - College and Job Fair Schedules	E. Henville	229
Recruiting - Support Staff	E. Henville	229
Recruiting - School Administration	B. Hall	240
Recruiting - Travel Arrangements	E. Henville	229
Renewal -Teaching Certificates	J. Henderscheid	211
Renewal (Teaching Certificates) Applications and Records	K. Crum	212
Retirement	C. Anchia	255
Risk Management	M. Langdorf	620
Salary Administration - 1010	J. Salamone, R. Stewart, P. Buchanan	265/250
Salary Administration - BFT	J. Salamone, P. Buchanan	265/250
Salary Administration - Non-Bargaining	S. Standley, T. Berry	216/264
Salary Surveys	T. Berry	264
Scheduling - Training Facilities (ESF)	J. Bogle	209
School Administrator - Resignations	B. Hall	240
School Administrator - Transfers	B. Hall	240
School Administrator - Training	B. Hall	240
School Summer Inservice Training	P. Shelton	243
School Year Calendar and Calendar Standards	B. Hall	240
Secondary Programs	W. Christy	310
Sick Leave Bank	Payroll	653
Staff Development	B. Hall, P. Shelton	240/243
Staff Development Newsletter	P. Shelton	243
Staffing Plan	J. Salamone, S. Cross	265/204
Strategic Planning	L. Berry	200
Student Services	B. Dunn	270
Substitute Teachers/Support Staff	J. Kaczkowski	206
Supplements--Teachers	P. Buchanan	220
Supplements--Nonbargaining	S. Standley, T. Berry	216/264

Support Staff Employment	P. Buchanan	250
Survivor Benefits	D. Lucas	648
Teacher Certification	J. Henderscheid	211
Teacher Certification Renewal	J. Henderscheid	211
Teacher Certification Renewal with Inservice Points	P. Shelton	243
Teacher Certification Renewal Applications and Records	K. Crum	212
Teachers - Substitute	J. Kaczkowski	206
Training	B. Hall, P. Shelton	240/243
Training Records	D. Copely, J. Bogle	269/209
Training - Management	B. Hall	240
Training - Materials Administrative (Audio/Video)	D. Copely	269
Training - Materials Instructional (Audio/Video)	D. Copely	269
Training - New Principals	B. Hall	240
Training - New Teachers	P. Yelvertson	242
Transcript Review (Only at Administrator's Request)	J. Henderscheid	211
Transfer - Bargaining Unit	J. Salamone, R. Stewart	265
Transfer - School Administration	B. Hall	240
Transportation Services	M. Connors	633-3681
Tuition Reimbursement - Information	E. Henville/R. Stewart	229
Tuition Reimbursement Applications and Payments	R. Stewart	265
Unemployment	M. Langdorf	620
University Collaboration	P. Shelton	243
Vacancies - Support Staff	<i>See Application Processing</i>	
Website (Internet Address)	www.brevard.k12.fl.us	

APPENDIX A

BREVARD PUBLIC SCHOOLS TELECOMMUNICATION NETWORKS Acceptable Use Policy – Administrative Procedures

Telecommunications Network Acceptable Use

*Telecommunications network facilities, such as Internet and FIRN, are to be used for providing expanded learning opportunities for students and educators. The district provided access must be used in a responsible, efficient, ethical and legal manner. **Failure to adhere to the policy and guidelines may result in suspending or revoking the offender's privilege of access.***

Guideline I

Acceptable uses of the network are activities that support learning and teaching in Florida. Account holders are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions: electronic mail, conferences, bulletin boards, data bases, and access to the internet.

Guideline II

Unacceptable uses of the network include:

1. Violating the conditions of the Education Code dealing with students rights to privacy;
2. Using profanity, obscenity, or other language which may be offensive to another user;
3. Reposting personal communications without the author's prior consent;
4. Copying commercial software in violation of copyright law or other copyright protected material; and
5. Using the network for financial gain or for any commercial or illegal activity.

Guideline III

Users must be aware of the finite capacity of the FIRN network and must cooperate with the Network Director to conserve resources and assure equitable access to all. The network has a limited number of locations throughout the state to serve a growing number of users. Users are expected to:

1. Observe a self-imposed limit of one hour on-line during a given six-hour period except in special circumstances, such as when moderating a conference, uploading/downloading an extensive file;
2. Prepare text files for uploading before logging on;
3. Log off before editing and printing downloaded files;
4. Delete E-Mail files as soon as possible; and
5. Log on to FIRN via Telnet whenever possible

Guideline IV

Users should practice E-Mail etiquette by:

1. Making subject headings as descriptive as possible;
2. Beginning messages with a salutation;
3. Restating the question or issue being addressed in a response;
4. Choosing words carefully to avoid misunderstandings, keeping in mind that electronic text is devoid of any context clues which convey shades of irony, sarcasm, or harmless humor; and
5. Ending messages with a signature and, if desired, your own E-Mail or post office address.

Guideline V

Sponsors of classroom accounts are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate sections of the network, and for assuring that students understand that if they misuse the network they will lose their privilege to use classroom accounts. Particular concerns include issues of privacy, copyright infringement, E-Mail etiquette, and approved and intended use of Telnet resources.

Guideline VI

Conference moderators are responsible for monitoring the content and tone of posted messages and for taking steps to delete offensive material and return it to its author for revision.

Guideline VII

The person in whose name an account is issued is responsible at all times for its proper use. Users should change their passwords frequently.

Guideline VIII

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

Guideline IX

The network management accepts no responsibility for harm caused directly or indirectly by its use. Never consider electronic communications to be completely private. The network operators take every possible precaution to safeguard the privacy of E-Mail, but instances of misdirected mail, mail inadvertently forwarded to others, and public posting of private correspondence by users have occurred from time to time.

Teachers, parents and students are required to sign a Network Responsibility Contract acknowledging that they have read the school district Acceptable Use Policy.

APPENDIX B

DRUG-FREE WORK PLACE NOTICE

Brevard County (Florida)
Bylaws & Policies

4124 - DRUG-FREE WORKPLACE

The Board recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse causes impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, higher health care costs, and diminished interpersonal relationship skills. The Board commits to create and maintain a drug-free workplace.

The use of illegal drugs, the abuse of alcohol, and the misuse of prescription and over-the-counter drugs are unacceptable. The Board shall clearly communicate this message to its support staff. Refer to appropriate procedure.

F.S. 440.101, 440.102

C.F.R. 34-86.201

U.S.C. 86-201

U.S.C. 701-706 Rehabilitative Act 1973

U.S.C. Omnibus Transportation Testing Act of 1991

APPENDIX C

4124 - DRUG-FREE WORKPLACE TECHNICAL GUIDE

Drug, alcohol, and/or controlled substance screening shall be conducted by Board-approved, independent, certified laboratories that utilize recognized techniques and procedures as described in the *Drug-Free Workplace Technical Guide*. This guide is incorporated by reference into the Drug-Free Workplace Policy and may be revised.

Job applicants and/or employees will not be required to submit to testing procedures other than as defined in the *Drug-Free Workplace Technical Guide*. Applicants and/or employees may have certain rights disclosed in this guide. Copies are available through the Board for review.

Medical records and information relating directly to medical records will be maintained in strict confidentiality. Any laboratory contract shall provide that the contractor's records are to be kept confidential under provisions of Florida law. The Board shall establish a system of maintaining records to include both the District's and the contractor's record of applicant and employee urinalysis and breathalyzer/blood alcohol results.

To facilitate and give effect to the Drug-Free Workplace Policy, the Board requires that mandatory drug screening may be included in all physical examinations required under statutes, Board policies, and the Omnibus Transportation Employee Testing Act of 1991.

Circumstances under which drug testing may be required include, but are not limited to:

- A. pre-employment physical exams;
- B. observed use of illegal drugs and/or abuse of alcohol during work hours;
- C. apparent physical state of impairment of motor functions;
- D. marked changes in personal behavior on the job not attributable to other factors;
- E. an injury on the job which requires medical attention;

An employee who is injured on the job and requires medical attention will be required to submit to a drug screening when s/he reports to the medical facility for treatment. Refusal to submit to the drug screening is considered a positive test. It may result in forfeiting Workers' Compensation Benefits and will be grounds for immediate dismissal.

- F. employees and/or job applicants who lawfully operate a commercial motor vehicle in the course of employment.

These employees and/or applicants will be subject to scheduled and/or unannounced alcohol and/or drug testing as mandated by the Omnibus Transportation Employee Testing Act of 1991, the *Drug-Free Workplace Technical Guide*, and/or any governing State or Federal statute.

Because drug abuse by employees interferes with the educational and work process and compromises the safety and well-being of staff and students, employees are expected to conduct themselves in a manner consistent with the following provisions:

- A. Employees on duty or on Board property will not manufacture, distribute, dispense, possess, or use illegal drugs. Employees are prohibited from working on Board property while under the influence of illegal drugs or under influence from improper use of legal drugs.
- B. Employees on or off duty will not promote student use of illegal drugs or the improper use of legal drugs.
- C. Any employee convicted of any criminal drug statute violation that occurred in the work place shall notify the Board no later than five (5) days after such a conviction.

Alcohol, prescription, and over-the-counter drugs are generally safe and acceptable when used according to proper instruction. Abuse of legal drugs over time or used in combination with another substance can result in chemical dependency or poly-drug addiction.

- A. Employees will be free of alcoholic or drug intoxication when on duty or on Board property. Employees are prohibited from the manufacture or use of alcoholic beverages while on Board property or while on duty with the Board.
- B. Employees on duty will not use or take prescription drugs above the level recommended by the prescribing physician and are prohibited from using prescribed drugs for purposes other than the intended purpose. Employees will not distribute or dispense drugs, except as provided in School Board Policy [5330](#) - Use of Medications.

1. Objectives

By enacting the Drug-Free Workplace Policy, the Board endeavors to:

- a. promote a healthy, safe working environment;
- b. facilitate the rehabilitation of employees with a substance abuse problem;
- c. eliminate substance abuse problems in the workplace;
- d. provide a consistent model of behavior without substance abuse;
- e. provide a clear standard of conduct for the employees; and
- f. hire and retain drug-free employees.

2. Definitions

- a. Accident - An unexpected happening without intention or design resulting in injury, delay, property loss, or damage.
- b. Alcohol - Any liquor intended for use as a beverage or capable of consumption which contains alcohol, either through fermentation or distillation, so as to have the effect of producing intoxication.
- c. Alcohol Testing - Testing for blood alcohol content by a breathalyzer instrument device or drawing or collecting a blood or whole blood sample and laboratory analysis of the sample.
- d. Appeal - The ability of an employee to request a review of any decision regarding the employee's continued employment.
- e. Breathalyzer Test - A test to determine the content of alcohol or other drug via a breath sample analyzed by an intoxilyzer, intoximeter, or similar device.
- f. Breath Specimen - A sample of one's breath used in testing for alcohol content.
- g. Chain of Custody - The methodology of tracking specified materials or substances as defined in the *Drug-Free Workplace Technical Guide*, for the purpose of maintaining control and accountability from initial collection to final disposition for all materials or substances and providing for accountability at each stage of handling, testing, and storing specimens and for reporting test results.
- h. Commercial Motor Vehicle - A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: 1) has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; 2) has a gross vehicle weight rating of 26,001 or more pounds; 3) is designated to transport sixteen (16) or more passengers, including the driver; or 4) is of any size and is used in transportation of hazardous materials requiring placards.
- i. Confirmation Test - A subsequent analytical procedure used to identify presence of a specific drug or metabolite in a specimen. The confirmation test must use gas chromatography/mass spectrometry (GC/MS) methods and procedures or the most current and appropriate technology which is different in scientific principle from that of the initial test procedure.
- j. Controlled Substance - Any substance for which its availability is restricted by Federal or State law.
- k. Driver - Any person who operates a motor vehicle, including a person applying to drive a commercial motor vehicle.
- l. Drug(s) - Any article intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease means alcohol, including distilled spirits, wine, malt beverages and intoxicating liquors, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogen, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics,

- designer drugs, or a metabolite of any of the substances listed herein or any other substances defined in Schedules I through V of the Controlled Substances Act.
- m. Drug Abuse - State of chronic or periodic intoxication detrimental to the individual, the employer, and to society produced by repeated consumption of or exposure to a drug.
 - n. Employee - A person in the service of the School Board of Brevard County under any contract of hire, whether express or implied, oral or written, who works under the direction and control of the employer and receives compensation for said employment.
 - o. Employee Assistance Program - An established program for employee assessment, counseling, and possible referral to an alcohol and/or drug rehabilitation program.
 - p. Employer - The School Board of Brevard County, including those persons acting with supervisory authority from the School Board of Brevard County.
 - q. Evidential Breath Testing Device (EBT) - A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on the NHTSA's conforming products list of evidential breath measurement devices (CPL).
 - r. Follow-Up Testing - Following a determination of the need for proper problem resolving assistance, the employer may require that the employee be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the substance abuse professional (SAP), medical review officer (MRO), or other agent of the Board.
 - s. Follow-Up Testing for Commercial Motor Vehicle Drivers - Commercial motor vehicle drivers shall be subject to a minimum of six (6) follow-up controlled substance and/or alcohol tests in the first twelve (12) months. Alcohol follow-up testing shall be performed only before, during, or after the performance of a safety-sensitive function.
 - t. illegal Drug - An article consumed or integrated into the human body that affects the normal function of the body, where the article is prohibited by State/Federal statute, State/Federal regulation, or employer policy.
 - u. Initial Drug Test - The collection of a urine specimen, blood specimen, or breath specimen by medical or supervisory personnel and a laboratory analysis of that specimen by a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens.
 - v. Intoxication - Condition caused by consumption of intoxicants, including legal and illegal drugs and/or alcohol where an individual does not have the normal use of his/her physical or mental faculties and is thereby impaired and incapable of acting in the manner in which an ordinarily prudent and cautious person, using reasonable care, would act under similar conditions.
 - w. Job Applicant - For the purpose of pre-employment drug screening, a person who has applied for a position with the Board and has been offered employment conditioned upon successful completion of a drug test.
 - x. Medical Review Officer (MRO) - A licensed physician responsible for receiving laboratory results generated by the Board's drug-testing program. The MRO will be knowledgeable in the treatment of substance abuse and the treatment and diagnosis of substance abuse disorders and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, including relevant medical history and other available information.
 - y. Post-Accident Testing - Testing of an employee for a controlled substance, following an incident causing a death, an incident resulting in either physical injury or property damage/loss, or an incident for which the driver of the Board vehicle is cited.
 - z. Pre-Employment Testing - Testing procedures to identify the existence of any drug or controlled substance in the job applicant before hiring by the Board.
 - aa. Random Testing - Implementation of testing methods, in a random, undetermined fashion, to monitor the existence of drug abuse and/or controlled substance abuse, if any, pursuant to applicable State or Federal law(s) or regulation(s).
 - bb. Reasonable Suspicion - The reasonable belief that an employee is using or has used drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience concerning the appearance, behavior, speech, or body odors of the employee. Reasonable-suspicion drug testing shall not be required except upon the recommendation of a supervisor who is at least one (1) level of supervision higher than the immediate supervisor of the employee in question. Among other things, such facts and inferences may be based upon:
 - 1) observable phenomena while at work, including, but not limited to; direct observation of drug use; physical symptoms; or manifestations of being under the influence of a drug;

- 2) abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
 - 3) evidence that an individual has tampered with a drug test during his/her employment with the Board;
 - 4) information that an employee has caused, or contributed to, an accident while at work; or
 - 5) evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working for the Board or while on the Board's premise or while operating the Board's vehicles, machinery, or equipment.
- cc. Rehabilitation - A program, regimen, or system, duly authorized and licensed by a governing authority in the field of practice, designed to assist a person(s) with life-style practices that have a debilitating and/or detrimental affect on one's person.
- dd. Return-to-Duty Testing - After engaging in prohibited conduct regarding the misuse of alcohol, drugs, or other controlled substances, a Board employee or agent shall undergo a return-to-duty alcohol test which indicates a breath alcohol concentration of less than 0.02 or substance abuse test indicating a negative result.

After a commercial motor vehicle driver engages in prohibited conduct regarding controlled substance use or abuse, the commercial motor vehicle driver shall undergo a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substances use. Commercial motor vehicle drivers required to submit to a return-to-duty test must be evaluated by a substance abuse professional (SAP) and participate in the prescribed assistance program.

- ee. Safety-Sensitive Function - Any of those on-duty functions set forth in Section 395.2, Federal Motor Carrier Safety Regulations On-Duty Time, listed in paragraphs 1 through 7:
- 1) all time at a carrier or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
 - 2) all time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR) or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
 - 3) all time spent at the driving controls of a commercial motor vehicle;
 - 4) all time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth);
 - 5) all time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipment loaded or unloaded;
 - 6) all time spent performing the driver requirements associated with an accident; and
 - 7) all time preparing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- ff. Substance Abuse Professional (SAP) - A licensed physician, medical doctor, doctor of osteopathy, certified psychologist, social worker, employee assistance professional, addiction counselor (as certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) or other Board-approved care provider with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

gg. Termination - The cessation, close, and/or conclusion of employment without affecting a person's

3. Pre-Employment Drug Screening

The Board will require pre-employment drug screening of applicants in the manner set forth in this guide. Applicants will be referred to Board-approved, independent, certified laboratories that utilize recognized techniques and procedures as described herein. Specimens collected will not be used to conduct any other analysis or test unless otherwise authorized by law. Applicants will be

informed in advance of the requirement of a negative drug screen as a condition of employment. The drug screen must be conducted within thirty (30) days prior to employment.

Applicants testing positive will not be eligible for employment by the Board for one (1) year from the date of the test. A negative drug screen result is a condition of employment. **Refusal to participate** in drug screen testing will prohibit a job applicant from employment with the Board.

4. Pre-Employment Controlled Substance Testing for Commercial Motor Vehicle Drivers

Before any driver performs a safety-sensitive function as defined in the Federal Motor Carrier Safety Regulations, §395.2, while on-duty time, the driver must submit to testing for controlled substances.

EXCEPTION: The Board is not required to administer a pre-employment controlled substance test if:

- a. the driver has participated in a drug-testing program meeting the requirements of the Federal Motor Carrier Safety Regulations within the previous thirty (30) days; and, during participation in the drug-testing program, the commercial motor vehicle driver must have been tested for controlled substances in the previous six (6) months, or participated in a random drug-testing program for the previous twelve (12) months; and
- b. the Board must ensure that no prior employer of the commercial motor vehicle driver has a record of violations of any DOT controlled substance use rules in the previous six (6) months.

5. Disciplinary Sanctions

Disciplinary action may be instituted against employees who have violated standards of conduct cited in this guide, and who the Board believes will not be assisted by rehabilitation or who the Board believes will have or have had a negative impact on students and/or staff, pursuant to Board policy, applicable Florida statutes, or State Board of Education rules. Disciplinary sanctions, if appropriate, will be implemented as articulated in Board policy, applicable Florida statutes, State Board of Education Rules, and 34 C.F.R. 86.201(b). The Board may not discharge, discipline, refuse to hire, discriminate against, or request or require rehabilitation of a job applicant or employee on the sole basis of a positive drug test, excluding breathalyzer testing, **that is not verified by a confirmation test**. Nothing will preclude the Board from seeking prosecution of the Drug-Free Workplace policy where the Board deems appropriate.

- a. Failure to Pass Drug Screening
- 1) Job Applicants: Any job applicant found to test positive for illegal drug(s) or abuse of legal drug(s) will not be considered for employment by the Board. Job applicants may appeal a positive test for drugs pursuant to the applicable statute or regulation as indicated within the Board Drug-Free Workplace Policy.
 - 2) Board Employees: Any Board employee found to test positive for illegal drug(s) or abuse of legal drug(s) will be immediately subject to disciplinary procedures. Employees who test positive for illegal drugs and/or abuse of legal drugs may be:
 - a) suspended from employment, with or without pay;
 - b) terminated from employment;
 - c) required to submit to further testing; or
 - d) other administrative procedures necessary for the enforcement of the Drug-Free Workplace policy. Any and all actions will be in accord with the controlling, applicable statute.

The Board recognizes that chemical dependency is an illness that may be successfully treated. The Board may choose to direct an employee to a rehabilitation program.

e) Disability

Pursuant to the Americans with Disability Act (ADA), persons found to be currently using illegal drugs are not defined as an "individual with a disability" and are not covered entities under the ADA. Persons who are participating in a supervised rehabilitation program and who no longer use illegal drugs, and/or those erroneously accused of illegal drug use are protected by the ADA. (ADA § 104,510)

6. Cost

The cost of drug screening will be the sole responsibility of the job applicant, unless otherwise provided by statute.

7. Positive Test Results

- a. Job applicants who test positive will be notified by the Medical Review Officer (MRO) and the Office of Human Resource Services.
- b. Job applicants who test positive will not be eligible for employment by the Board for one (1) year from the date of the positive test.
- c. A positive test result may be appealed to the Board within five (5) working days after written notification of a positive test.

8. Refusal and Adulterated Specimen

- a. A refusal to submit to a drug screen shall be considered a positive test result and will preclude any further employment. Employees will be subject to disciplinary action.
- b. An employee or applicant who refuses to submit to an alcohol or controlled substance test does so by:
 - 1) failing to provide adequate breath for testing without a valid medical explanation after being notified of the requirement for breath testing;
 - 2) failing to provide adequate urine for controlled substance testing without a valid medical explanation after being notified of the requirement for breath testing; or
 - 3) engaging in conduct that clearly obstructs the testing process.
- c. An adulterated specimen is considered a refusal to participate in a drug screen, i.e., a positive test.

9. Employees Subject to Department of Transportation Regulations

All eligible drivers defined in 49 C.F.R., Parts 40 and 382, will be required to submit to controlled substance and alcohol testing when an employee is required to operate a commercial motor vehicle in the course of employment. Employees of the SBBC are strictly prohibited from operating any vehicle while under the influence of a controlled substance, drug, and/or alcohol.

- a. Commercial motor vehicle drivers in the employ of the Board are prohibited from operating a commercial motor vehicle while under the influence of alcohol and/or controlled substances under the following conditions:
 - 1) reporting for duty or remaining on duty to perform safety sensitive functions with an alcohol concentration of 0.02 or greater;
 - 2) operating a commercial motor vehicle while the driver possesses alcohol, other than alcohol transported for shipment, including possession of over-the-counter medicines containing alcohol, unless the packaging seal on the medicine is unbroken;
 - 3) using alcohol while performing safety-sensitive functions;
 - 4) using alcohol within eight (8) hours following an accident or prior to undergoing a post-accident alcohol test whenever required to take a post-accident alcohol test;

- 5) refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- 6) reporting for duty and/or remaining on duty when the driver uses any controlled substance, except as prescribed by a licensed physician and in accord with the proper instruction; and
- 7) reporting for duty, having consumed alcohol within four (4) hours prior to performing a safety-sensitive function.

b. Disciplinary Procedures

Drivers in the employ of the Board or its agents, who are known to have participated in prohibited/illegal behavior concerning the use of alcohol or the use/misuse of controlled substances are subject to the following:

- 1) drivers will not be permitted to perform safety-sensitive functions;
- 2) drivers shall be advised by the employer of available resources to the employee for evaluating and assisting with problems related to the use and misuse of alcohol or the use and misuse of controlled substances;
- 3) drivers will be evaluated by a substance abuse professional (SAP) to determine the level of assistance, if any, needed by the employee in resolving any problem associated with alcohol misuse and controlled substance use;
- 4) drivers returning to duty to perform a safety-sensitive function will be required to undergo a return-to-duty alcohol test resulting in a finding of a breath alcohol level less than 0.02, if previous conduct involved alcohol, or a controlled substance test with a verified negative result, if the conduct involved controlled substance use;
- 5) drivers identified as requiring assistance in resolving problems associated with alcohol or controlled substance abuse shall be evaluated by a SAP to evaluate the driver's participation in the prescribed rehabilitation program; and,
- 6) drivers are required to be subject to unannounced follow-up alcohol and controlled substance testing, as directed by the SAP, consisting of at least six (6) tests in the first twelve (12) months.
- 7) Any and all other methods of testing and/or discipline as authorized by the Omnibus Transportation Employee Testing Act of 1991, the Florida Drug-Free Work Place Act, applicable State and Federal statutes.

c. Methods of Testing

The Omnibus Transportation Employee Testing Act of 1991 requires commercial motor vehicle drivers to be tested for use of controlled substances and the misuse of alcohol in the following methods:

- 1) pre-employment testing;
- 2) random testing;
- 3) reasonable suspicion testing;
- 4) post-accident testing;
- 5) return-to-duty testing; and
- 6) follow-up testing.

d. Controlled Substance Testing

A commercial motor vehicle driver whose urine sample has tested positive for a controlled substance, may, within seventy-two (72) hours of notice from the medical review officer (MRO), have the other portion of the split sample tested at another laboratory. A second positive sample test finding mandates that a commercial motor vehicle driver should be disciplined according to the appropriate regulation. If the test of the second portion produces a negative result, or if the second portion of the split sample test is not available, the test will be considered negative and sanctions will not apply.

10. Post Accident Alcohol and Controlled Substance Testing

- a. As soon as practicable following an injury, the Board shall require the injured employee to undergo testing for drug and/or alcohol. Refusal to submit to drug and/or alcohol testing shall result in the loss of worker's compensation benefits as provided by Florida statute.
- b. As soon as practicable following an accident involving a commercial motor vehicle, the Board shall test for alcohol and/or controlled substances for each surviving driver when:
 - 1) the accident involved a fatality;
 - 2) the driver receives a citation under State or local law for a moving traffic violation arriving from the accident;
 - 3) there was an injury that required the injured person to leave the scene of the accident for immediate medical treatment; or
 - 4) there was a vehicle that received damage causing the vehicle to be towed away from the accident by a tow truck or another type of vehicle.

The employee operating the commercial motor vehicle must remain available to the Board, or its agents, following the accident for a reasonable time or the Board may consider the commercial motor vehicle driver to have refused to submit to testing.

11. Procedures for Employee Physical Examination, Screening, or Health Services

The Board has established a policy requiring pre-employment drug screening of applicants, drug screening of commercial driver's license holders, and drug/alcohol screening of existing employees under specific conditions. The possible impact of a positive test result on an individual's livelihood or rights sets this type of test apart from most clinical laboratory testing. The Board recognizes the need to assure the protection of individual rights within the context of a drug-screening program. These guidelines are consistent with standards developed for use by Federal, civilian, and Department of Defense drug-testing programs, and standards established by the National Institute on Drug Abuse.

a. Laboratory Certification

A laboratory that conducts drug testing for the Board must provide documentation of certification by the National Institute on Drug Abuse (NIDA). NIDA has established comprehensive standards for laboratory policies, procedures, and personnel that provide quality assurance and performance testing specific to urine drug testing. To be certified, a laboratory must be capable of testing for at least the following classes of drugs:

- Marijuana - Phencyclidine
- Cocaine - Barbiturates
- Opiates - Benzodiazepines
- Amphetamines - Methaqualone

Certified laboratories shall have the capability, at the same laboratory site, of performing both initial immunoassays and quantitative confirmatory GC/MS tests.

b. Collection Site Procedures

The collection site is a place where individuals present themselves for the purpose of providing urine or blood specimens to be analyzed for the presence of drugs or alcohol or to participate in a breathalyzer test.

c. Designation of Collection Site

The collection site shall have all necessary personnel, materials, equipment, facilities, and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine, breath, and/or blood specimens to a certified drug-testing laboratory.

d. Security

The collection site shall be secure at all times. In cases where the facility cannot be dedicated solely to drug testing, the portion used for testing shall be secured during drug testing.

e. Chain of Custody

Upon receipt of specimens, authorized collection site personnel shall properly execute standardized chain of custody forms. Handling and transportation of urine and blood specimens from one (1) authorized individual or place to another shall always be accomplished through chain of custody procedures. The number of persons handling specimens shall be minimized.

f. Access to Authorized Personnel Only

No unauthorized personnel shall be permitted in any part of the collection site when urine, breath, or blood specimens are collected or stored.

g. Privacy

Procedures for collecting urine specimens shall allow individual privacy unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided.

h. Integrity and Identity of Specimens

The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

- 1) Upon arrival at the collection site, the individual will be requested to present photo identification, e.g., driver license or employee identification badge. If the individual does not have proper identification, the collection site person shall contact a designated source who can positively identify the individual. If the identity of the individual cannot be established, the testing shall not proceed.
- 2) The individual shall be asked by the collection site person to remove any coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the individual's specimen. All personal belongings such as a purse or briefcase shall remain with the removed garments.
- 3) The individual shall be instructed to wash and dry his/her hands prior to testing and shall remain in the presence of the collection site person. The individual shall not have access to any water fountain, faucet, soap dispenser, cleaning agent, or any other materials that could be used to adulterate the specimen.
- 4) The individual shall be given a wrapped clear plastic container for the collection of all urine to be tested. The individual may provide her/his specimen in the privacy of a restroom, stall, or otherwise partitioned area that allows for individual privacy.
- 5) At the collection site, a toilet-bluening agent shall be placed in toilet tanks when possible, so the reservoir of water always remains blue. There shall not be any other source of water, e.g., no shower or sink, in the enclosure where urination occurs.
- 6) The collection site person shall note in the permanent logbook any unusual behavior, delays, or lack of cooperation by the individual.

- 7) Upon receiving the specimen from the individual, the collection site person will verify collection of a minimum sample for drug screening. If there is not a sufficient sample in the container, additional samples should be collected. If an individual fails, for any reason, to provide the necessary specimen, the collection site person shall contact the designee at the District for guidance on action to be taken.
- 8) Immediately after collection, the collection site person shall conduct, in the presence of the individual, a close inspection of the specimen in its container to determine the specimen's validity and/or signs of contaminants. In no case shall the time from urination to temperature measurement exceed four (4) minutes. If the temperature of a specimen is outside the range of 32.5-37.7 C/90.5-98.5 F, that is a reason to believe that the individual may have altered or substituted the specimen, and another specimen shall be collected under direct observation of a same gender collection site person and both specimens shall be forwarded to the laboratory for testing.
- 9) A higher-level supervisor shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based on a reason to believe that the individual may alter or substitute the specimen to be provided.
- 10) Any unusual findings related to the color of the specimen or signs of contaminants shall be noted in the permanent logbook.
- 11) The specimen shall then be split by pouring into two (2) containers designed for urine specimens. The collection site person shall request the individual to observe the transfer of the specimen to the two (2) containers and the capping of both containers.
- 12) The collection site person shall securely place identification labels on the two (2) specimen containers. The labels shall indicate the date, the individual's specimen number, and any other identifying information required by the Board. The individual shall verify that the information contained on both labels is correct, and shall initial the identification labels for the purpose of certifying that it is the specimen collected from him/her. Then the collection site person will, in the individual's presence, seal both containers with approved tamper-proof security tape placed over the bottle caps and down the sides of the bottles or seal in tamper-proof sealed bags. The individual must then initial both tapes or the sealed bags.
- 13) The purpose of two (2) specimens is to retain one (1) for further testing as a control for contested results of a positive and confirmed test. Under controlled conditions, agreed to in advance by representatives of the Board and the tested individual, the second specimen will be used for further testing.
- 14) The collection site person shall enter in the permanent logbook all information identifying the specimen, and sign next to the identifying information. The individual shall read and sign the permanent logbook certifying that the specimen identified is in fact that specimen provided by the individual.
- 15) The collection site person shall complete the chain of custody form.
- 16) Specimens and custody documents shall be under the control of the collection site person when performing the chain of custody procedures. The collection site person must not leave the site collection area until the specimens are properly secured.
- 17) Breath and blood samples will be taken by qualified personnel only.

i. Collection Control

Collection site personnel shall **always** have the specimen containers in custody before and after the individual has turned over the sample to the agent. All containers shall be tightly capped, properly sealed, and labeled. Chain of custody forms shall be utilized for maintaining control and accountability from point of collection to final disposition of specimens. With each transfer of possession, the chain of custody form shall be dated, signed by the individual releasing the specimen, signed by the individual accepting the specimen, and the purpose for transferring possession noted. Every effort should be made to minimize the number of persons handling specimens.

j. Transportation to Laboratory

After collection of the appropriate specimens, the collection site personnel shall arrange to ship the specimens and accompanying medical histories to the drug-testing laboratory in an expeditious manner. The specimens shall be placed in appropriate containers (specimen boxes or padded mailers) that are securely sealed to eliminate the possibility of tampering. Collection site personnel shall sign and date the tape sealing the container and ensure that the chain of custody documentation is attached to each sealed container.

12 Laboratory Analysis Procedures

a. Security and Chain of Custody

Drug-testing laboratories shall be secure at all times and shall ensure that only specifically authorized individuals handle specimens or gain access to the laboratory processes or areas where records are stored. Chain of custody procedures shall be used to maintain control and accountability of specimens from receipt through completion of testing, reporting of results, storing of specimens, and continuing until final disposition of specimens.

b. Receiving/Accession

Upon receipt of specimens, receiving personnel shall inspect packages for evidence of possible tampering and compare information on specimen containers and on chain of custody forms. Any direct evidence of tampering or discrepancies in the information on specimen containers and the chain of custody forms attached to the shipment shall be immediately reported and noted on the chain of custody form.

Specimen containers and original chain of custody forms will normally be retained within the receiving area until all analyses have been completed. Laboratory personnel shall use chain of custody forms when conducting the initial and confirmatory tests.

c. Short-Term Refrigerated Storage

Specimens that do not receive an initial testing the day of arrival at the laboratory shall be placed in secure refrigeration units. Temperatures shall not exceed 6 C. Emergency power equipment should be available in case of prolonged power failure.

d. Specimen Processing

Drug-testing laboratories will normally process specimens by grouping them into batches. The number of specimens in each batch may vary significantly depending on the size of the laboratory and its workload. When conducting either initial or confirmatory testing, every batch shall contain an appropriate number of standards for calibrating the instrumentation and a minimum of ten percent (10%) controls. Both quality control and blind performance test samples shall appear as ordinary samples to the laboratory analyst.

e. Initial Test

Initial drug testing shall use a chemical immunoassay procedure. Testing shall determine whether specimens are negative for the following five (5) classes of drugs:

Initial Test Level	(ng/ml)
Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	2000
Phencyclidine	25

Amphetamines 1000

For applicants/employees who are sworn officers of the Special Investigative Unit, the laboratory must also be capable of testing for:

Barbiturates 300
Benzodiazepines 150
Methaqualone 750

Test levels are subject to change as technological advances or other considerations warrant identification of these substances at other concentrations.

f. Confirmatory Test

All specimens identified as positive by the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff values listed below:

Confirmatory Test Level (ng/ml)

Marijuana metabolite 15
Cocaine metabolite 150
Opiates (Morphine-Codeine) 2000
Phencyclidine 25
Amphetamines 500
Barbiturates Confirmation
Benzodiazepines Confirmation
Methaqualons Confirmation

Test levels are subject to change as technological advances or other considerations warrant identification of these substances at other concentrations.

g. Sworn Officers of the Special Investigative Unit

All specimens identified as positive by the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques. This confirmative test only needs to confirm the initial test regardless of the test level required by the Department of Law Enforcement, Criminal Justice Standards and Training Commission.

h. Retesting Specimens

Because some analyses deteriorate or are lost during freezing and/or storage, the quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.

i. Breathalyzer/Blood-Alcohol Screening

Breathalyzer, blood-alcohol screening shall be required only in "fitness-for-duty" circumstances. Two (2) blood specimens shall be collected. Testing of blood specimens shall be performed by gas chromatography/mass spectrometry (GC/MS) or enzymatic methods of quantitative alcohol measurement.

All blood alcohol results shall be reported as grams/percent. For fitness for duty screening, any amount of alcohol shall be reported as positive.

Identification, labeling, toxicology submission form entries, and signature requirements (i.e., chain of custody procedures) will be observed as for urine specimens.

j. Reporting Requirements

The laboratory shall provide to the designated District official the monthly statistical summary of blood and urinalysis testing of employees and applicants. No personal identifying information shall be included. The summary shall contain the following information:

- 1) Initial Testing – Urine/Blood
 - a) number of specimens received
 - b) number of specimens screened positive for:

Marijuana Metabolites	Amphetamines
Cocaine Metabolites	Barbiturates
Opiates (Morphine-Codeine)	Benzodiazepines
Phencyclidine	Methaqualone

- 2) Confirmatory Testing – Urine/Blood

- a) number of specimens received for confirmation
- b) number of specimens confirmed positive for each drug tested

k. Reporting Results

The laboratory shall report employee test results to the designated Board authority or medical review officer within three (3) working days of receipt of the specimens (or other amount of time to be negotiated) unless there is notification of problems mandating an extension to this time allotment.

The report shall identify the drugs/metabolites tested for, whether positive or negative, the cutoff for each, the specimen number assigned by the collection site, and the testing laboratory reference number.

The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only specimens confirmed positive shall be reported for a specific drug. Quantitation of test results may be requested of the laboratory by the designated Board authority or medical review officer. However, this information may not be disclosed by that individual. Disclosure is confined to whether the test was positive or negative.

The laboratory may transmit results by various electronic means in a manner designed to ensure confidentiality of the information. Results may not be provided verbally by telephone. The laboratory shall send a certified copy of the original chain of custody form signed by the laboratory director or certifying official to the designated Board authority or medical review officer. All records pertaining to a given specimen shall be retained by the drug-testing laboratory for a minimum of two (2) years.

l. Long-Term Storage

Specimens confirmed positive shall be retained and placed in properly secured long-term frozen storage for at least 365 days.

Within this 365 day period, the submitting authority may request the laboratory to retain the specimen for an additional period of time or arrange to have the specimen transferred to another site for longer term or permanent storage. This ensures that the urine specimen will be available for a possible re-test during any administrative or disciplinary proceeding. If the laboratory does not receive a request to retain the specimen by the end of the initial 365 day period, the specimen may be discarded.

Long-term storage facilities shall be equipped with secure locks. Emergency power equipment should be available in case of prolonged power failure. Access to the long-term storage facility shall be limited to authorized personnel only.

- m. **Breathalyzer**
- 1) number of specimens received shall be at least one (1) of sufficient level; and
 - 2) number of specimens obtained via a breathalyzer with detectable blood alcohol reported by range:

Less than .02	Negative test
At least .02 but less than .039	Off-duty for twenty-four (24) hours with repeat test upon return to work
At least .04 and greater employment	Positive test precluding
	An employee must be referred to a Substance Abuse Professional (SAP).

n. **Subcontracting**

The drug-testing laboratory shall perform all work with its own personnel and equipment. The laboratory shall not subcontract.

o. **Laboratory Personnel**

The scientific director of the drug-testing laboratory shall be qualified to assume professional, organizational, educational, and administrative responsibility for the laboratory. The director shall be an individual with documented scientific qualifications comparable to those of a person certified by the American Board of Forensic Toxicology or the American Board of Clinical Chemistry in Toxicological Chemistry. The director is responsible for ensuring that qualified personnel with appropriate training, experience, and licenses supervise and conduct the work of the drug-testing laboratory.

The laboratory shall have qualified personnel available to testify in an administrative or disciplinary proceeding when that proceeding is based on positive test results reported by the laboratory.

p. **Quality Assurance and Control**

Laboratories performing urine or blood alcohol testing shall have a quality assurance program that encompasses all aspects of the testing process. The laboratory will participate in the NIDA-recognized proficiency testing program for drugs of abuse.

q. **Documentation**

Documentation of all aspects of the testing process must be available. This documentation will be maintained for at least two (2) years and will include: personnel files on analysts, supervisors, directors, and all individuals authorized to have access to specimens; chain of custody documents; quality assurance/quality control records; all test data; reports; performance records on proficiency testing; performance on accreditation inspections once available; and hard copies of computer-generated data.

13. **Reporting and Review of Results**

An essential part of the alcohol and drug-testing program is the final review of results. A positive test result does not automatically identify an employee/applicant as a drug abuser or an illegal drug user. An individual with a detailed knowledge of possible alternative medical explanations is essential to the review of the results.

In all disputed cases where there is a positive, confirmed drug test, the confidential results will be provided to a medical review officer. The medical review officer shall be a licensed physician with knowledge of substance abuse disorders.

The medical review officer is responsible for contacting the tested individual in order to determine if the positive and confirmed results are potentially the result of the taking of prescription drugs or other circumstances that may have led to the positive and confirmed results. The medical review officer may request to examine prescription containers, contact the prescribing physician, or any action deemed professionally necessary to validate the appropriate use of drugs. The medical review officer's determination shall be provided to the appropriate Board authority.

14. Right to Report Use of Drugs to MRO

A job applicant or Board employee has the right to confidentially report the use of prescription medication, non-prescription medication, and/or illegal drugs to the medical review officer both before and after being tested.

15. Protection of Employee and Job Applicant Records

Any laboratory contract shall provide that the contractor's records are to be kept confidential under provisions of Florida laws. The Board shall establish a system of maintaining records to include both the District's and the contractor's records of applicant and employee urinalysis and blood alcohol results. The contract and the record maintenance system must have specific provisions that require that employee records are maintained and used with the highest regard for employee privacy consistent with Florida's Public Records Act and the purpose of achieving and maintaining a drug-free work place.

16. Savings Clause

The *Drug-Free Workplace Technical Guide* is intended to be a lawful statement concerning the rights, duties, and liabilities of the Board, its agents, and employees regarding the use of drugs and/or alcohol in the work place. Any part of this guide which is determined to be unlawful is not intended, and the remainder of this guide is to be interpreted so as to comply with all State, Federal laws, and administrative regulations.

The School Board of Brevard County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment and strives to provide equal opportunity for all as required by:

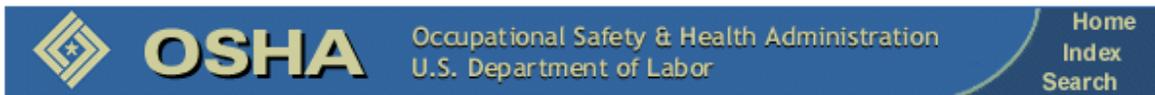
- A. Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the base of race, color, religion, or national origin
- B. Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination in employment on the basis of race, color, sex, or national origin
- C. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex
- D. Age Discrimination in Employment Act of 1967 (ADEA), as amended, which prohibits discrimination on the basis of age with respect to individuals who are at least forty (40)
- E. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against the handicapped
- F. Florida Educational Equity Act - 1000.05, F.S, which prohibits discrimination on the basis of race, national origin, marital status, or handicap against students or employees
- G. American with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications
- H. Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal) and F.S. 295.07, which also defines categorical preferences for employment

41 U.S.C. 701-706
34 C.F.R. 86.201
49 C.F.R.
F.S. 440.101,440.102
U.S.C. Omnibus Transportation Testing Act of 1991
U.S.C. 701-706 Rehabilitative Act 1973
U.S.C. 86-201
C.F.R. 34-86.201

Revised 2/03

APPENDIX D

Job Safety & Health Protection



You Have a Right to a Safe and Healthful Workplace.

IT'S THE LAW!

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

The Occupational Safety and Health Act of 1970 (OSH Act), P.L. 91-596, assures safe and healthful working conditions for working men and women throughout the Nation. The Occupational Safety and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSH Act. The rights listed here may vary depending on the particular circumstances. To file a complaint, report an emergency, or seek OSHA advice, assistance, or products, call 1-800-321-OSHA or your nearest OSHA office: • Atlanta (404) 562-2300 • Boston (617) 565-9860 • Chicago (312) 353-2220 • Dallas (214) 767-4731 • Denver (303) 844-1600 • Kansas City (816) 426-5861 • New York (212) 337-2378 • Philadelphia (215) 861-4900 • San Francisco (415) 975-4310 • Seattle (206) 553-5930. Teletypewriter (TTY) number is 1-877-889-5627. To file a complaint online or obtain more information on OSHA federal and state programs, visit OSHA's website at www.osha.gov. If your workplace is in a state operating under an OSHA-approved plan, your employer must post the required state equivalent of this poster.

1-800-321-OSHA

www.osha.gov

• Occupational Safety and Health Administration • OSHA 3165 U.S. Department of Labor

APPENDIX E

FAMILY AND MEDICAL LEAVE ACT OF 1993 NOTICE

Your Rights Under The Family and Medical Leave Act of 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

Reasons For Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of *paid* leave may be substituted for unpaid leave.

Advance Notice and Medical Certification:

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from FMLA leave, most employees must be

restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts By Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

Contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.



U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division
Washington, D.C. 20210

WH Publication 1420
June 1993

APPENDIX F

SEXUAL HARASSMENT POLICY

The School Board of Brevard County is committed to having a positive learning and working environment that is free of discrimination on the basis of race, religion, color, sex, national or ethnic origin, marital status, disability, or handicap. Sexual harassment is demeaning and degrading. Under certain circumstances, sexual harassment may constitute sexual abuse under federal law (Title VII and Title IX) and Florida statute (Equity Act). In all such cases, school personnel will comply with statute and take immediate action to protect the victim of alleged abuse.

(1) SEXUAL HARASSMENT INCLUDES:

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

(b) The denial of or provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.

(c) Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational career;

2. Submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or,

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

(2) COMPLAINTS AND GRIEVANCES

(a) Any employee or applicant for employment who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Adult Sexual Harassment Complaints and Grievances Procedures that are incorporated by reference and are part of this rule.

(b) Any student or parent of a student who believes that he/she has been the subject of harassment may file a grievance according to the procedures established in Student Sexual Harassment Complaints and Grievances Procedures that are incorporated by reference and are part of this rule.

(c) In any cases that involve alleged sexual harassment, nothing in this policy or in any other policy or procedure shall require the individual alleging sexual harassment to present the matter to the person who is the subject of the complaint.

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

(e) Any employee or student who is found to have knowingly filed a false sexual harassment complaint will be subject to discipline by the school district. He/She may also be held personally

liable for his/her misconduct through civil suit by the injured employee and may also be criminally prosecuted under Section 837.06, Florida Statutes.

(3) INVESTIGATIONS

(a) In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

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

(4) NOTIFICATION

(a) It shall be the responsibility of the Superintendent to ensure that all employees receive appropriate training related to the implementation of this policy.

(b) Students, employees, volunteers, and vendors shall receive appropriate information related to this policy, including the name of designated person to contact to file a complaint and/or receive information related to this policy.

This policy shall pertain to all employees and applicants, school volunteers, and students while on School Board property and engaged in school-sponsored activities. Harassment of students and employees by vendors is also prohibited.

APPENDIX G

SUSPECTED ABUSE, NEGLECT OR ABANDONMENT

"Child abuse or neglect" means harm or threatened harm to a child's physical or mental health or welfare by the acts or omissions of a parent, adult household member, or other person responsible for the child's welfare, or for purposes of reporting requirements, by any person. "Harm" to a child's health or welfare can occur when the parent or other person responsible for the child's welfare:

1. Inflicts, or allows to be inflicted, upon the child physical or mental injury. Such injury includes but is not limited to:
 - (a) injury sustained as a result of excessive corporal punishment;
 - (b) physical dependency of a newborn infant upon any drug controlled in Schedule I and Schedule II of s.893.03, with the exception of drugs administered in conjunction with a detoxification program as defined in s.397.021, or upon drugs administered in conjunction with medically approved treatment procedures; provided that no parent of such a newborn infant shall be subject to criminal investigation solely on the basis of such infant's drug dependency.
2. Commits, or allows to be committed sexual battery against a child or allows to be committed, sexual abuse of a child.
3. Exploits a child, or allows a child to be exploited, as provided in s.450.51;
4. Abandons a child;
5. Fails to provide the child supervision or guardianship by specific acts or omissions of a serious nature requiring the intervention of the department or the court;
6. Fails to supply the child with adequate food, clothing, shelter, or health care, although financially able to do so or although offered financial or other means to do so; however, a parent or other person responsible for the child's welfare legitimately practicing their religious beliefs, who by reason thereof does not provide specified medical treatment for a child, may not be considered abusive or neglectful for that reason alone, but such an exception does not:
 - (a) eliminate the requirement that such case be reported to the department;
 - (b) prevent the department from investigating such a case; or
 - (c) preclude a court from ordering, when the health of the child requires it, the provision of medical services by a physician, or treatment by a duly accredited practitioner who relies solely on spiritual means for healing in accordance with the tenets and practices of a well-recognized church or religious organization; or
7. Exposes a child from birth to 5 years of age to drugs. Exposure to drugs is established by preponderance of evidence that the mother used a controlled substance during pregnancy or that the parent or parents demonstrate continued chronic and severe use of a controlled substance and as a result of such exposure the child exhibits any of the following:
 - (a) abnormal growth
 - (b) abnormal neurological patterns
 - (c) abnormal behavior problems
 - (d) abnormal cognitive development.

"Department" means the Florida Department of Children and Families. For the purposes of this paragraph, "controlled substance" means any drug controlled in Schedule I or Schedule II of s.893.03.

REPORTING SUSPECTED CASES

Any person, including teachers, administrators, support personnel and other district and school personnel who knows, or has reasonable cause to suspect that a child or a student has been abused, abandoned, or neglected shall report such knowledge or suspicion to the Department of Children and Families in a manner prescribed by law. The proper procedure for reporting known or suspected cases of child abuse, abandonment and neglect is:

1. Report immediately by telephone to the Department of Children and Families central abuse hotline, using the single statewide toll-free telephone number: **1-800-96-ABUSE (1-800-962-2873)**. School personnel reporting such cases are required to provide their

names to the hotline staff. The names of reporters shall be entered into the record of the report, but shall be held confidential as provided by law.

2. School personnel shall report their knowledge or suspicions to the principal.

School personnel are advised that reporting their knowledge or suspicions of suspected abuse to a principal, or supervisor or other school or district personnel does not comply with the mandatory reporting requirements of the law. The principal, supervisor and other school or district personnel who are informed of suspected abuse, abandonment, and neglect likewise have an obligation to report to the central abuse hotline as required by law.

No employee of the District shall be subject to reprisal or discharge because of his actions in reporting abuse or neglect pursuant to the requirements of Section 415.504, F.S.

No school board employee may agree, as a condition of receiving information about child abuse, neglect, or abandonment, from a victim, a perpetrator, witness, or other person, that the school board employee will not report this information as required by law and this school board rule.

If the person accused of the abuse or neglect is an employee of the School Board of Brevard County and acting in their official capacity:

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

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

REFERRAL TO LAW ENFORCEMENT

Reports on the central abuse hotline (1-800-96-ABUSE) alleging that a public school employee acting in official capacity has abused a child, or student may also be referred to the Sheriff's Department or local law enforcement by the Department of Children and Families. The Sheriff's Department or local law enforcement agency may contact the school to initiate a criminal investigation.

COUNSELING NEEDS

The Board recognizes that a positive school environment contributes to a quality educational program at the school. The District is sensitive to the counseling needs of students, teachers, and staffs and will provide assistance through the Child Study Team and various community agencies in maintaining a positive school environment.



UNEMPLOYMENT NOTICE

To Employees-

❖ **YOUR EMPLOYER**

is registered with the Department of Revenue as a liable employer under the Florida Unemployment Compensation Law and you, as employees, are covered by unemployment insurance. **Unemployment taxes are paid by the employer and, by law cannot be deducted from the employee's wages.**

- ❖ You may be eligible to receive unemployment compensation benefits if you meet the following requirements:
 - You must be totally or partially unemployed through no fault of your own.
 - You must register for work and file a claim.
 - You must have sufficient employment and wages.
 - You must be ABLE to work and AVAILABLE for work.
- ❖ You may file a claim for partial unemployment for any week you work less than full time due to lack of work if your wages during that week are less than your weekly benefit amount.
- ❖ You must report all earnings while claiming benefits. Failure to do so is a third degree felony with a maximum penalty of 5 years imprisonment and a \$5,000 fine.
- ❖ Any claimant who was discharged for misconduct connected with work may be disqualified from 1 to 52 weeks and until the claimant becomes re-employed and has earned at least 17 times the weekly benefit amount.
- ❖ Any claimant who voluntarily quits a job without good cause attributable to the employer may be disqualified until the claimant becomes re-employed and has earned at least 17 times the weekly benefit amount.
- ❖ If you have any questions regarding unemployment compensation benefits, call the Agency for Workforce Innovation at 866-778-7356 or visit the Web site www.floridajob.org.

Agency for Workforce Innovation
Office of Workforce Services
Unemployment Compensation Claims and Benefits
MSC 300
107 East Madison Street
Tallahassee, Florida 32399-4141

This notice must be posted in accordance with Section 443.151(1) of the Florida Unemployment Compensation Law.

<http://www.myflorida.com/dor>

APPENDIX I

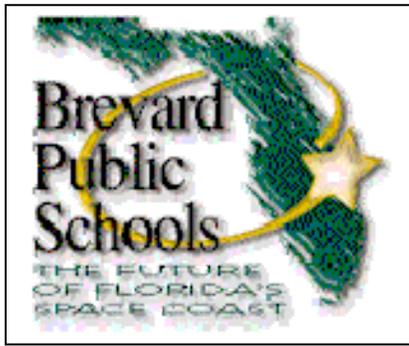
Checklist for Updating Personal Information

Change of Address:

- If employed, complete a School Board Change of Address form; forward it to Human Resources Services at ESF.
- If a retiree, complete Retiree Change of Address form if you receive a deceased member's benefit from Florida Retirement System. If your spouse receives a retirement benefit from Florida Retirement System he/she should complete a form; forward to Retirement Benefits at ESF.
- Contact portable whole life insurance company or cancer insurance company (Provident Life and Accident Insurance Company or American Heritage Cancer Insurance Company and Aflac) to change name, address, or beneficiary; retain a copy for your own records.

Marriage, Divorce, or Death of Spouse:

- Contact the Social Security Administration office to obtain a new social security card if name is changed.
- Complete FRS Personal History Record (FRS-M10) to change name or to update beneficiary information; attach a copy of your new social security card; give to school secretary to forward to Human Resources Services.
- Complete IRS Withholding Certificate (W-4) indicating new name or any changes in deductions or marital status; forward to Payroll at ESF.
- Complete School Board FlexPlan Coverage Application Change Form to change insurance selections; forward to Compensation and Benefits at ESF.
- Complete Employer's Life Insurance Form to change beneficiary or dependent coverage; forward to Compensation and Benefits at ESF.
- Contact tax sheltered annuity agent (403b) to change name, address, or beneficiary; forward revisions to Payroll at ESF.
- Complete savings bond card to change name or beneficiary; forward to Payroll at ESF.
- Contact portable whole life insurance company or cancer insurance company (Provident Life and Accident Insurance Company or American Heritage Cancer Insurance Company and Aflac) to change name, address, or beneficiary; retain a copy for your own records.



APPENDIX J

SCHOOL BOARD OF BREVARD COUNTY

**NAME CHANGE
or
ADDRESS CHANGE**

PLEASE PRINT ALL INFORMATION IN BLUE INK

NEW NAME * _____ **SS#** _____

PREVIOUS NAME _____

POSITION _____

SCHOOL/DEPT. _____

PRESENT ADDRESS _____

NEW ADDRESS _____

NEW TELEPHONE # () _____ **EFFECTIVE DATE** _____

SIGNATURE _____

* Attach a signed copy of new Social Security card for name change. New card can be obtained from local Social Security Office.

Send to: Employment Specialist in HR who works with your school/dept or
School Board of Brevard County
Human Resources Services
2700 Judge Fran Jamieson Way
Viera, FL 32940-6699
(321) 631-1911

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