

# *Welcome to Leon County Schools*

**“Teaching, Learning, Caring for the Future”**



## **Employee Handbook 2015-16**



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***Pictured on the cover are three LCS employees honored in 2014-15 for their outstanding contributions to the District:***

- Left:*** Giselle Marsh, Raa Middle School, Glenn-Howell  
Distinguished Minority Educator of the Year;
- Center:*** Betsy Penn, Kate Sullivan Elementary School,  
LCS Teacher of the Year;
- Right:*** Tabitha Bradwell, Springwood Elementary School,  
LCS School-Related Employee of the Year.
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# **Employee Handbook**

## **2015-16**

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An **A<sup>+</sup>** District

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

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# Introduction

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

This handbook is neither a contract nor a substitute for the official district policies and procedures. It is a guide to, and a brief explanation of, district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Board policies are located online at <http://www.neola.com/leon-fl/>.

## Welcome!



Dear Friends,

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

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

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

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

Sincerely,  
Jackie Pons  
Superintendent of Schools

<http://www.leonschools.net/site/default.aspx?PageID=1>

## Leon County School Board Members



**Dee Dee Rasmussen**



**Alva Striplin**



**Maggie Lewis-Butler**



**Georgia "Joy" Bowen**



**Dee Crumpler**

## School Board Meetings

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

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

LIVE BROADCAST ON COMCAST CABLE CHANNEL 23

View the Agenda and Actions of the Board on the Web

<http://leonschools.schoolwires.net/domain/25>

Click on BoardDocs



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

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

## LCS Department Phone Numbers

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

List of employee phone numbers and email addresses can be found online at:

<http://leonschools.schoolwires.net/domain/107>

List of District Departments and Phone Numbers can be found online at:

<http://leonschools.schoolwires.net/site/Default.aspx?PageType=1&SiteID=4&ChannelID=16&DirectoryType=6>



## School Attendance Zones

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

<http://leonschools.schoolwires.net/domain/101>.

An **A<sup>+</sup>** District

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## Schools and Their Websites

### Elementary



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

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

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

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

### Middle

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

[Montford](#)  
[Nims](#)  
[Raa](#)  
[Swift Creek](#)  
[Woodville \(charter\)](#)



### High

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

[Lincoln](#)  
[Rickards](#)  
[SAIL](#)

### Special Programs

[Adult & Community Education](#)  
[Gretchen Everhart School](#)  
[Lively Technical Center](#)  
[Pace School](#)  
[Second Chance at Ghazvini Learning Center](#)  
[The Success Academy](#)  
[Leon County Virtual School](#)

Early Childhood Programs:  
\* Early Childhood Professional  
Development Center  
\* Wesson Early Childhood Professional  
Development Center

You may link to any school website by going to <http://www.leonschools.net/domain/30>.



## Mission Statement

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

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

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

The District and its schools will communicate with and involve parents/guardians, business and the community in activities that celebrate and enhance student and school success.

<http://www.leonschools.net/domain/190>.



## Florida's System of School Improvement and Accountability

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

Statutory authority: Section 1001.41, Florida Statutes (F.S.)

Law implemented: Sections 1001.03, 1001.11, 1001.42, 1003.413, 1008.31-1008.345, F.S.,

## State Education Goals

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



The Florida Standards Assessment (FSA) is administered to students in grades 3-8 (math), grades 3-10 (English/Language Arts), and Algebra 1, Geometry and Algebra 2. The FSA measures the Florida Standards in math and English/Language Arts.

In addition, the Florida Comprehensive Assessment Test (FCAT) is administered to students in grades 5 and 8 in science and in Biology 1, U.S. History and Civics. This assessment measures the Sunshine State Standards in specific science and social studies courses.

To learn more about the K-12 assessment program, visit the following link on the state DOE website:

<http://www.fldoe.org/accountability/assessments/k-12-student-assessment>



education or that 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 judgments 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 for 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), F.S.
- 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 1012.795(1), F.S.
- 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 as defined in Section 1012.795(1), F.S.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.



Rulemaking Authority 1001.02, 1012.51, 1012.53 F.S. Law Implemented 1012.32, 1012.34, 1012.51, 1012.53, 1012.795, 1012.796 F.S. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006.

## Employment Practices

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



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

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

## Non-Discrimination

### Abstract:

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

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



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

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

**Abstract:** Florida Statute 1000.5

[http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2010&AppMode=Display\\_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search\\_String=Discrimination](http://www.leg.state.fl.us/statutes/index.cfm?StatuteYear=2010&AppMode=Display_Results&Mode=Search%2520Statutes&Submenu=2&Tab=statutes&Search_String=Discrimination)

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

## Prohibition of Bullying and Harassment of Employees

**Abstract:** *Within the Leon County School District, all students and school employees will have an educational setting that is safe, secure and free from harassment and bullying of any kind. The District will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment, as defined herein, is strictly prohibited.*



Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment will be determined in accordance with Anti-Harassment Policies 1362, 3362 and 4362. Also see Policy 1210 – Principles of Conduct and Ethics for District Personnel, as well as the “Employee Discipline” section of the respective collective bargaining agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against an educator’s state-issued certificate. (See State Board of Education Rule 6B-1.006, FAC, The Principles of Professional Conduct of the Education Profession in Florida.)

The District requires that schools sustain healthy, positive and safe learning environments for all students. Further, the District recognizes the importance of changing the social climate and norms regarding bullying. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses and other non-teaching staff members (such as bus drivers, custodians, cafeteria workers, librarians, etc.), along with parents/legal guardians and students.



Students, parents/legal guardians, teachers, school administrators, counseling staff and school volunteers will be given instruction at least annually on the bullying and harassment policy. Instruction will include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

Statutory authority: Section 1001.41, F.S.

**Sexual Harassment/Discrimination**

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

**Code of Ethics**

In an attempt to maintain a highly professional work environment, the Board has adopted a Code of Ethics. (See Policies 1210.01, 3210.01 and 4210.01.)

Principles of Conduct and Ethics for Leon County Schools personnel (LCS Policies 1210, 3210 and 4210) address:

1) **Expectations for Employees**



- The School Board and Superintendent hold the highest expectations for the conduct of all employees of Leon County Schools.
- It is expected that employees will be of good moral character and demonstrate conduct as an employee that is at all times appropriate and consistent with the high standards that the School District and community expect.
- It is expected that employees will be competent and capable in the performance of assigned duties, functions and responsibilities, demonstrating quality and pride in their efforts, and serve as an appropriate role model for students while supporting the School Board Mission and Goals.

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

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



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

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

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

- Maintaining respect, integrity and honesty in all dealings including refraining from the use of profanity or discrimination based upon race, color, religion, gender or sexual orientation, national origin or disability;
- Keeping in confidence personally identifiable student or adult information obtained in the course of District service, unless disclosure is required in carrying out District business or is otherwise required by law;
- Refraining from making malicious or intentionally false statements about another employee or from providing fraudulent information on a document; and
- Providing truthful information on all written documents.



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

- Transport students in personal vehicles, or ride in a personal vehicle with a student, before, during or after school hours without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file; or
- Allow a student into his/her home, or enter the home of a student, at any time without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file.

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

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

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

- Use his/her position to secure special privileges or exemptions for himself/herself or others;
- Hold employment or engage in any business or professional activity that might reasonably require or induce disclosure of confidential information acquired through or as a result of the employee's position;
- Hold employment or a contractual relationship that will create a conflict between the employee's private interests and the performance of District duties, subject to exemptions stated in Section 112.313(12), F.S.;
- Use confidential information gained by reason of his/her position for personal gain or benefit; or
- Engage in any business, employment or contractual relationship that might impair the employee's independence of judgment in performance of public duties, including renting or leasing any realty, goods or services on behalf of the District from any business entity of which the employee or the employee's spouse or child is an officer, partner, director or proprietor or in which the employee, spouse or child has a material interest or, acting in a private capacity, selling any realty, goods or services to the District. These prohibitions are subject to the exemptions stated in Section 112.313(12), F.S.



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

9) **Self-reporting of Arrests or Criminal Charges or Their Disposition.** An employee who has been arrested for or charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance shall notify his/her site administrator within 48 hours of the arrest. In addition, the employee shall self-report to his/her site administrator any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program or entering of a plea of guilty or *nolo contendere* for any criminal offense other than a decriminalized traffic violation within 48 hours after the final judgment. The site administrator must report this information to the Superintendent or designee within a period of 24 hours thereafter. The Superintendent or designee shall notify the School Board within five calendar days of receiving notice that an employee has been arrested or charged with an offense listed above or enumerated in Section 1012.315, F.S., or has been found guilty, has pleaded guilty or *nolo contendere*, has been committed to a pretrial diversion program or had adjudication withheld for such an offense.



The Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension or initiation of discipline of such employee, up to and including dismissal, in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the School District, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff personnel pursuant to Sections 1012.796 and 1012.34, F.S. (See Policies 1210, 3210 and 4210 - Principles of Conduct and Ethics for District Personnel.)

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

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

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

## Confidential Student Records Access

### Student Records

**Abstract:** *The School District of Leon County maintains educational records on each student for the purpose of planning instructional programs, health and guidance of*





students, preparation of local, state and federal reports, and for research. Student records are for the educational benefit of the student and the information recorded and maintained in those records is used to enhance educational, health and safety interests of the student. The principal of each school or appropriate site supervisor is responsible for the control and supervision of student records and for following State Department of Education regulations and School Board policies relating to those records. The Department of Information Services is responsible for assisting schools in their interpretation of the student records policy.

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

## Drug Free Schools / Drug Free Workplace

### Drug Free Schools

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



*Each school shall post "Drug Free School Zone" signs in visible and prominent locations on school property to emphasize the District's drug-free commitment and to warn potential violators (or violators) of the associated mandatory prison sentence.*

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

Statutory authority: 1001.41, F.S.  
Laws implemented: Section 1012.22; 1212.28; and Chapter 893.03, 893.13, 1001.42 and 1006.09, F.S.  
State Board Rule: 6A-1.0956

### Drug-Free Workplace

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

Statutory authority: 1001.41, F.S.  
Law Implemented: 397.305, 440.101, 1012.23

## Clean Air Policy

### Use of Tobacco

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



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

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

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

Statutory authority: 1001.41, F.S.  
Law implemented: 386.203(6) and 1001.42, F.S.

## Bloodborne Pathogens Control Plan - Hazardous Substances

### Occupational Safety and Health

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

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

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

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

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



Statutory authority: 1001.41, F.S.  
Law implemented: 442.115, 381.004(3), 1006.09(5) and 1012.23, F.S.

## Firearms, Weapons or Destructive Devices

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



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

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

(4) The Superintendent of Schools is responsible for investigation of each such violation and taking appropriate action or making appropriate recommendations for Board action.

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

(6) A "weapon" includes, but is not limited to, the following: any deadly weapon, knife (including pocket-knives that are used to threaten or injure another individual), any dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, containing more than one-half ounce of chemical, or any electric weapon or device,

which through the application or use of electrical current, is designed, redesigned, used, or intended to be used for offensive or defensive purposes, the destruction of life or infliction of injury, or any other object that is used to threaten or injure another individual.

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

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

Law Implemented: 1002.33, F.S.



## Additional District References

### ✓ **School or Department Handbook**

Most District departments produce an excellent and informative handbook pertaining to the services and procedures applicable to their department. Department handbooks are generated by individual work sites. Schools produce handbooks/handouts specific to the campus and population of the individual school.

### ✓ **Official Bargaining Unit Agreements**

For a wealth of information specific to your own position, refer to your respective Official Bargaining Unit Agreement. A copy of each agreement is made available for each union member at respective cost centers. Information in these agreements is very detailed and complete regarding the procedures and provisions applicable to your position within the District. Three agreements exist with Leon County Schools:

1. Leon Classroom Teachers Association bargaining agreement
2. Local 1010 bargaining agreement
3. Leon Educational Support Personnel Association bargaining agreement

Go to: <http://www.leonschools.net/domain/43>

## Additional Reference Sources

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

### **AIDS Hotline**

1-800-FLA-AIDS English Language Hotline

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

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

### **Americans with Disabilities Act**

Association for Disabled Americans

<https://www.usagrantsapplications.org/v4/4b-2.php>

[kwimages@bellsouth.net](mailto:kwimages@bellsouth.net)

305-745-8722

### **Division of Workers' Compensation**

(800) 342-1741

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

[http://www.fldoe.org/edstandards/code\\_of\\_ethics.asp](http://www.fldoe.org/edstandards/code_of_ethics.asp)

### **Equal Employment Opportunity Commission**

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

### **Florida Commission of Education Reform and Accountability**

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

### **Florida Retirement System – Division of Retirement**

[http://www.dms.myflorida.com/workforce\\_operations/retiremen](http://www.dms.myflorida.com/workforce_operations/retiremen)

tt 877-377-3675 toll free

### **Internal Revenue Service**

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



## Preventing Retaliatory Action

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

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

Statutory authority 1001.41; F.S. Law Implemented 112.3187

## Districtwide New Employee Orientation

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



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

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

## Human Resources

For more information related to LCS employment; LCS employee benefits; LCS employee-related services; LCS Human Resource Policies, Procedures, Manuals, and Laws; and other related links please go to the Human Resource website.



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

**Personnel Records** - Personnel/employment records are processed and maintained in the Human Resources Department. All personnel files are public records and, as such, are available for public inspection. If you would like to review your personnel file, please feel free to contact the Human Resources Department. It is the



responsibility of the employee to notify the Human Resources Department in writing of any changes in name, address, marital status or number of dependents. Certificated staff personnel may make a name change only when their certificate has been changed. This is necessary for state auditing purposes. All other staff members must have a social security card that reflects the change. Please notify Enrollment Services regarding any change of beneficiary for life insurance purposes and/or changes in the number of dependents, and name, address and phone number changes.

## Instructional Appointments

Degree credit is awarded only after the employee provides an official transcript showing degree awarded.

1. The employee is responsible for obtaining verification of previous teaching experience, using the forms contained in the appointment packet.
  - a. Only regular teaching or education-related experience will be accepted (Credit for substitute teaching on a daily or permanent basis that is not contracted will not be accepted.)
  - b. Definition – Year of Service – one-half year plus one day (99 days) of a contractual year; or, a major portion of the hours (greater than 3.625) per day for 99 days; or, a combination of full-time and fraction of hours to equal a total of 71 hours during a contractual year.
2. Teaching or administrative experience in any state or regionally accredited public school (K-12), junior or community college, university (graduate assistant experience will not be counted) or government-sponsored school will be accepted.
3. Certified teaching experience at private schools or institutions that have SACS, WACS, NWACS, NCACS, NEACS and MSACS accreditation and other approved accrediting agencies gain experience at the rate. For private school credit, please refer to the article 21.07, G., of the current teacher collective bargaining agreement.
4. Maximum service that may be credited in Leon County Public Schools is 28-plus years, or pay level 23.
5. Up to three years of military credit is granted for war-time or three years of instructional experience if related to employee's instructional assignment. An official copy of the Honorable Discharge and "Report of Separation from Active Duty" forms (DD 214) must be furnished.
6. Up to 10 years occupational experience is granted for industrial and technical employee staff.



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

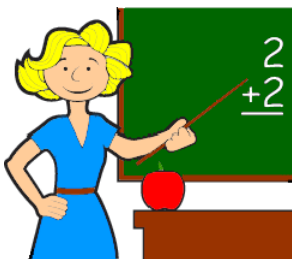
**Resignations** - When an employee leaves a position, proper notice should be given at least two weeks in advance. A letter of resignation should be signed and submitted to your supervisor. The Personnel Action Form will be signed by your administrator and submitted to the Human Resources Department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

**Promotional Job Opportunities** – <https://pats.leon.k12.fl.us/pats/pats.nsf/HAFrameset?OpenFrameset> (paperless application tracking system) allows viewing of job postings, applications, additional forms and provides assistance. Check PATS regularly for promotional and transfer opportunities. To be considered for a position, you must apply online.



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

**Years of Experience Verification** – Forms for verifying experience are contained in your New Employee Paperwork Packet available through the Human Resources Department and on the website. (See link below.) These forms must



be used to verify any prior employment experience. Your staff personnel are responsible for assuring that employment verification forms are completed and returned to the Human Resources Department within the required time period. Experience verification timelines and credit requirements are different for different types of employees (teachers, secretaries, teacher aides, etc.).

Check your current collective bargaining agreement for details.

<http://leonschools.schoolwires.net/Page/1157>

# Departments and Services

## School Volunteer Program

<http://leonschools.schoolwires.net/domain/46>



## Leon County Schools Foundation, Inc.

<http://www.foundationforlcs.com//>

## Intervention Services

<http://leonschools.schoolwires.net/Domain/208>

## Staffing Services

<http://leonschools.schoolwires.net/Domain/237>

## Early Childhood Programs

<http://leonschools.schoolwires.net/Domain/266>

## Health Services

<http://www.leonschools.net/site/default.aspx?PageID=2355>

## Exceptional Student Education

<http://leonschools.schoolwires.net/domain/205>

<http://www.fldoe.org/academics/exceptional-student-edu/>



## Nutritional Services

<http://leonschools.schoolwires.net/Domain/194>

## Department of Instructional Development and Professional Learning

<http://leonschools.schoolwires.net/domain/62>

## Teaching and Learning

<http://leonschools.schoolwires.net/Domain/35>

## District Media Center

<http://leonschools.schoolwires.net/Domain/331>



## Technology & Information Services

<http://leonschools.schoolwires.net/Domain/84>

## Facilities and Construction

<http://www.leonschools.net/Domain/32>

## Maintenance

<http://www.leonschools.net/Domain/193>

**Transportation Department**

<http://www.leonschools.net/Domain/39>



**Labor and Employee Relations**

<http://leonschools.schoolwires.net/domain/43>

**Finance Department**

<http://leonschools.schoolwires.net/Domain/33x>

**Direct Deposit of Paychecks**

<http://leonschools.schoolwires.net/Page/1087>

**Purchasing Department**

<http://leonschools.schoolwires.net/Domain/195>



**Risk Management**

<http://leonschools.schoolwires.net/domain/106>

**Safety, Security and Professional Practices**

<http://leonschools.schoolwires.net/Domain/31>

**Student Services**

<http://leonschools.schoolwires.net/Domain/259>



# Policies and Procedures

## District Policies

All District employees are expected to comply with all appropriate policies and procedures. It is your supervisor's responsibility to inform you of policies most applicable to your position. However, you are encouraged to review policies at your site, the District office or online at <http://www.neola.com/leon-fl/>.

## Courier Mail Procedures and Guidelines



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

## Employee Recognition Programs

1. Teacher of the Year
2. School-Related Employee of the Year
3. Glenn-Howell Distinguished Minority Educator
4. District Retirement Luncheon



## Southeastern Community Blood Center - [www.scbcinfo.org](http://www.scbcinfo.org)

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

**Give life. Give love. Give blood.**

## Your Work Schedule

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

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

For support staff breaks and lunch periods, consult the appropriate bargaining agreement -- LESPA or Local 1010.

## Overtime/Compensatory Time

Refer to policy and administrative procedure at <http://www.neola.com/leon-fl/> for information regarding overtime and compensatory time.

## Email and Internet Use

Most employees have access to email through District Internet services. Access and use of Internet services are a privilege and are governed by Board policies and procedures. These procedures include expectations and rules related to content and use. (See below.) Check with your site administrator for additional information. Do not use computer equipment for inappropriate or personal business or in such a manner as to disrupt or put at risk the user or the network.





## Computer Security Awareness

- Introduction
- The Internet can be a hazardous place.
- Many threats are avoidable.
- Protecting LCS networks



### What is Computer Security?

Computer security is the protection of computing systems and the data they store or access.

### Why is Computer Security Important?

Computer security allows the Leon County School District to carry out its mission by:

- Enabling people to carry out their jobs and receive an education.
- Supporting critical business processes.
- Protecting personal and sensitive information.
- Storage of sensitive files – store only in secure areas; not on flash keys that can be lost and when no security/encryption is used on the device.
- Beware of ‘Phishing’ – the activity of defrauding an online account holder of information by posing as a legitimate organization. Because SPAM/phishing emails can take many forms and be written many different ways to get past SPAM blockers, it is always important to remember ... never give your credentials to anyone -- not via email, the Internet or the phone.
- Password protection – Protect your password like your Social Security Number. Do not leave it laying around or give it to anyone.

You should be aware that the **Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student education records – in Leon County and throughout the nation.

Always remember ... Do not leave your workstation unattended. Lock your desktop computer (ctrl+alt+del) or sign off when you need to be away.



### Why do I need to learn about Computer Security? Isn't this just an IT problem?

No. Actual experience shows that good security standards follow the “90 / 10” rule:

- 10 percent of security safeguards are technical.
- 90 percent of security safeguards rely on the computer user (**You**) to adhere to good computing practices.
  - *Example:* The lock on the door represents the 10 percent. But ... remembering to lock the lock, checking to see if the door is closed, ensuring others do not prop the door open, keeping control of the keys, etc., represents the 90 percent. *You need **both parts** for effective security.*

### What Does This Mean for Me?

- This means that everyone who uses a computer or mobile device needs to understand how to keep their computer, device and data secure.
- Information technology security is **everyone’s** responsibility!
- Employees/volunteers given access to LCS computer systems are responsible for familiarizing themselves and complying with all District policies and procedures relating to information security. See the following link for information on the Computer Use Manual and LCS Security Policies & Procedures: <http://www2.leon.k12.fl.us/sites/techcentral/default.aspx>.

### Security Objectives

- Learn *good computing security practices*.
- Incorporate these practices into your everyday routine.
- Report anything unusual.

### The Internet can be a hazardous place:

- An unprotected computer can become infected or compromised within a few seconds after it is connected to the network.
- A compromised computer is a hazard to everyone else, too – not just to you.



**Many cyber security threats are largely avoidable. Some key steps that everyone can take include:**

- Use good, cryptic passwords that can't be easily guessed – and keep your passwords secret.
- Don't click on unknown or unsolicited links or attachments, and don't download unknown files or programs onto your computer.
- To help reduce the risk, look for "https" in the URL before you enter any sensitive information or a password. (The "s" stands for "secure.")

## Leaves of Absence



**Sick Leave:** Pursuant to Florida Statute 231.40, each instructional employee will be credited with sick leave hours equivalent to four days of sick leave as of the first day of employment, with one day of sick leave a month credited at the end of each month, not to exceed 10 days per year. Full-time support employees will be credited with sick leave hours equivalent to four days of sick leave at the end of the first full month of employment and one day of sick leave a month credited at the end of each month thereafter. The rate at which sick leave is accrued does not increase with years of service. No employee will earn more than the equivalent of one day per month for the total months contracted in a fiscal year.

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

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

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

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



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

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

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

**Annual Leave:** To determine if you accrue annual leave, please refer to Policy and Procedures and bargaining agreements.

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



**Military Leave:** Regular employees who are members of the U.S. Armed Forces Reserves or members of the National Guard of the U.S. Military or Naval Services will receive up to a maximum of 17 days paid military leave during any work year if they are ordered by the Armed Services or National Guard to report to temporary duty. As a condition of granting military leave, the employee must provide a copy of his/her orders and must provide certification from the military unit that equivalent training could not be performed during the employee's non-work time. Board policy and all collective

bargaining agreements, provide for situations where the Board, at its sole discretion, may grant an additional 13 days paid military leave up to a maximum of 30 days. These situations are intended for occasions when the President calls employees to active military duty.



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

Unpaid leave must receive prior approval. When on approved unpaid leave, LCS benefits may be continued by paying the entire premium (employee portion plus the Board contribution). Contact Enrollment Services to assure the necessary steps have been taken to continue receiving benefits. If premiums are not paid during the term of the leave, benefits will be terminated for non-payment. Further information regarding payment of benefits when on leave may also be obtained at: <http://leonschools.schoolwires.net/Page/932>. (Under Enrollment Plan Information, click on Benefits Plan Notification.)

An employee who is on unpaid leave will be paid any balance due on his/her contract through the last working day prior to the beginning of the unpaid leave. Upon returning from leave, the employee's pay will be calculated from the day he/she returns from leave through the end of the fiscal year or termination date and divided equally over the number of remaining days. This may result in lower paychecks for the remainder of the school year, depending on the employee's pay type.

**Completion of Leave Request Form:**

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

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

LCS LEON COUNTY SCHOOLS		LEON COUNTY SCHOOLS LEAVE REQUEST		(016400) LCS-9843-004	
Facility No. _____			Date _____		
Social Security Number	Position Number	Last Name	First Name	Initial	
CODE	TYPE OF LEAVE	DATE & BEGIN. HR.	DATE & ENDING HR.	# OF HRS.	SUBSTITUTE
Reason for Request: _____ Destination: _____					
Expenses Requested: Registration _____ Per Diem _____ Travel _____ Other _____ (Specify) None _____					
Fund Source: General _____ Federal _____ Internal _____ Other _____ Substitute needed: ( )Yes ( )No					
SIGNATURE OF REQUESTOR _____			DATE _____		
AUTHORIZED SUPERVISOR _____			DATE _____		APPROVED NOT APPROVED
SIGNATURE OF SUPERINTENDENT _____			DATE _____		APPROVED NOT APPROVED
APPROVED BY THE BOARD _____			DATE _____		INSTRUCTIONS ON REVERSE SIDE

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

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

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



**Terminal Pay for Sick Leave:** During and after the 13<sup>th</sup> year of LCS service, the Board, through policy and applicable negotiated contracts, will pay you for 100 percent of your unused sick leave **when you retire**. Should you die while still employed, your beneficiary would receive this benefit. Prior to the 13<sup>th</sup> year of LCS service, the percentage of terminal pay for sick leave that you receive is based upon your years of LCS service. You may refer to your negotiated; contract, to School Board policy, or call Enrollment Services for more current specific information.

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

Each site is responsible for maintaining leave balances monthly. The Enrollment Services section of Human Resources is responsible for maintaining leave records Districtwide.

## Retirement

[www.myfrs.com](http://www.myfrs.com)

As an employee of Leon County Schools, you have a choice of membership in one of the two retirement plans offered by the Florida Retirement System (FRS). The two plans are the FRS Pension Plan and the FRS Investment



Plan. New employees must choose one of the plans before the end of the fifth month following employment. You are automatically placed in the Pension Plan, and if you fail to file an election during the five-month period, you will remain in the Pension Plan. After that period, new employees and employees who already have chosen a plan will have another opportunity to change plans (your second election) anytime during your FRS career. Once this second election is made, you may not again change retirement plans.

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

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

Effective July 2011, normal retirement is 65 years of age with eight or more years of service or 33 years of service. Under the Pension Plan, if you retire prior to age 65 and have less than 33 years of service, FRS decreases your benefit by 5 percent for each year you are short of age 65. If you are preparing to retire, certain steps should be taken to ensure that you will have no loss of benefits.

You are responsible for paying 3 percent into FRS as your portion of the required contribution.

### Applying for Retirement Benefits

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

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



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

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

## Retiree Benefits Information

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

## Sick Leave Bank

An employee may join the sick leave bank if he/she has accrued 10 sick days and have been employed for one year. If you are eligible to be a member of the Sick Leave Bank and wish to join during the open enrollment period, contact the benefits person at your work location. An employee contributes one sick day for initial membership. The bank may be accessed by its members for a personal illness, pending approval by the Sick Leave Bank Committee.

## Bargaining Unit Agreement Coverage

You will find more information in your respective bargaining unit agreement on the following subjects:



1. Extended school year (ESY)
2. Suspensions and dismissals
3. Transfers
4. Years of experience verification
5. Compensation
6. Overtime/Comp time
7. Work schedules, lunch, breaks

## Travel Reimbursement Procedure

Travel reimbursement forms are available at your work site and online in Liquid Office. An employee who has prior authorization to use his/her vehicle for assigned work duties will be reimbursed at the rate allotted state employees in accordance with F.S. 112.61. Check with your supervisor for the current reimbursement rate-per-mile.



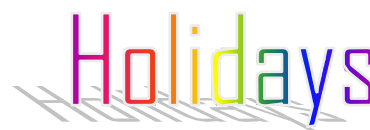
## Workers' Compensation

Florida Statutes, Chapter 440 (<http://www.flsenate.gov/Laws/Statutes/2010/Chapter440>), requires Leon County Schools to provide workers' compensation to all employees who suffer work-related injuries or illnesses. An employee who is injured on the job shall report to his/her immediate supervisor as soon as possible following the accident. The supervisor or Workers' Compensation contact person must notify the Risk Management Department as soon as possible after the injury. All injuries must be reported to your supervisor no later than the next working day. In case of a life-threatening or major emergency, call 911 or go to the nearest hospital. Contact Risk Management and your supervisor as soon as possible. For other injuries, report them to your supervisor and the Risk Management Department prior to seeking medical treatment. If medical treatment is needed immediately, go to Patients First, 505 Appleyard Drive. In such situations, you should not go to your own doctor. Contact Risk Management at 487-7113 or 487-7216 for prior authorization if medical treatment is needed.



## Holidays

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



## Liability Insurance

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

## Unemployment Compensation

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

## Social Security

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



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

## Emergency Closing of Schools

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



## Safety and Evacuation Procedures



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

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

# Employee Benefits

## General Information

<http://leonschools.schoolwires.net/domain/201>

To be eligible for participation in LCS benefits you must be:

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



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

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

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

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



**New Employees** – Coverage you select during your new employee enrollment period will take effect on the first day of the month following your first payroll deduction. As a new employee, you will not have to prove your good health (insurability) before your medical benefit becomes effective, provided you make your selections within 30 calendar days of your hire date. Failure to make elections within your first 30 days of employment will forfeit your opportunity to enroll for the current plan year. Weekends and holidays are included in the 30 calendar days.

## COBRA

COBRA, a federal law with the unwieldy name Consolidated Omnibus Budget Reconciliation Act, allows insured employees and their dependents to continue receiving health coverage under several circumstances when it would normally be lost. Continued coverage under COBRA is possible based on the following criteria:

1) If an employee terminates School District employment, the employee and /or insured dependents may continue health coverage for up to 18 months.



2) If an employee's hours of employment are reduced so that he/she is no longer entitled to benefits, the employee and insured dependents may continue health coverage for up to 18 months.

3) If an employee with dependent coverage should die, covered dependents may continue their health coverage for up to 36 months.

4) Health coverage may be continued for a child who was covered by dependent coverage and has reached the age limitation for normal coverage, for up to 36 months.

5) If an employee and spouse are divorced, and the spouse and/or other dependents were covered on the employee's health insurance, the divorced spouse and /or dependents may continue health coverage for up to 36 months.

6) If a person totally disabled for Social Security purposes at the time that one of the reasons listed above in (1) or (2) occurs, that person is entitled to up to 29 months of continued health coverage.

Premiums for the above coverages are paid by the person choosing to continue benefits under COBRA.

If you desire to exercise one of the options listed above, it is your obligation to notify Enrollment Services of the circumstances and of your desire to exercise your COBRA rights.

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

## HIPAA

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



## Employee Assistance Program - <http://leonschools.schoolwires.net/Page/2249>



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

The Employee Assistance Program is intended to help employees and their families who are suffering from such persistent problems that jeopardize an employee's health and continued employment. The problems may include alcoholism, drug abuse, emotional or other concerns, such as health, family, financial, legal or vocational difficulties. Leon County Schools recognize behavioral disorders and mental health problems as illnesses that can be successfully treated. Employees who need help in those areas of concern will be given the same considerations as employees with other illnesses. The goal of this program is to help individuals who develop such problems by providing consultation, treatment and rehabilitation to prevent their condition from progressing to a degree at which they cannot work effectively.

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

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

## Employee Wellness

### Working on Wellness (WOW) to Maximize our Effectiveness

The mission of Leon County Schools emphasizes the benefits of good physical, psychological and financial health for its employees and creates a workplace culture that recognizes and rewards medical, mental and fiscal wellness.



LCS encourages employees to engage in programs and activities that promote a health body and a positive attitude. Wellness Champions are located at every school and District site in the county with information about current programs and activities, including weight loss, stress management, smoking cessation and more. A state-of-the-art Wellness Center is available free of charge to all LCS employees. In addition, Capital Health Plan provides a \$150 rebate on gym memberships.

For the most up-to-date information, visit the LCS website -> LCS Employees -> Health & Wellness:

<http://leonschools.schoolwires.net/domain/58>







### **Nondiscrimination Notification and Contact Information**

"No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

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

Dr. Kathleen L. Rodgers,  
Equity Coordinator and Title IX Compliance Officer,  
Leon County School District, 2757 West Pensacola St., Tallahassee, FL 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

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

Susan Bentley, 504 Specialist,  
Leon County School District, 2757 West Pensacola St., Tallahassee, FL 32304  
(850) 487-7320  
[bentleys@leonschools.net](mailto:bentleys@leonschools.net)

**Superintendent**  
Jackie Pons

**School Board Members**  
Georgia "Joy" Bowen  
Maggie Lewis Butler  
Dee Crumpler  
Dee Dee Rasmussen  
Alva Striplin

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

*Document published by  
Human Resources Department*

Revised: 8/1/2015