

LEON COUNTY SCHOOLS SUPPLEMENT ONLY - NEW HIRE GUIDELINES

Supplement only staff fill a very important role within our schools. Human Resources will work with the sites to ensure that you are able to **hire** these important supplemental employees in a timely basis but we need your help to do so. The following guidelines were created to help you navigate the process. This process from start to finish will depend on volume of new hire processing in HR, if all documentation has been completed and the work load at DOE. If the individual will not be a paid employee, utilize the mentor/coach process and ensure the volunteer mentor form has been signed.

- **The Collective Bargaining Contract requires payment to supplement only employees at the end of their season or work period however DO NOT hold PAF's until the end of season. They MUST BE CLEARED prior to their season starting so submit all documentation.**
- **If this assignment is a coaching activity, the prospective employee MUST have a teaching certificate or coaching certificate. If the individual is not properly credentialed, they MUST apply with DOE <http://www.fldoe.org/teaching/certification/administrative-rules/6a-4-004.stml>**
- **DO NOT PERMIT someone to work as a paid employee without clearance from Human Resources.**

Processing steps:

1. First things, first – make sure the prospective employee has completed a PATS application.
2. The Hiring Authority (HA) identifies the prospective employee who will be hired as supplement only and provides *tentative* “offer.” **Ensure there is a conversation regarding compensation at the completion of season or activity.**
3. Prospective employee comes to complete fingerprinting at the Safety & Security Office.
4. Prospective employee comes to Human Resources to complete New Hire paperwork. They should bring documents to confirm their identity for the I-9 form. Normally this is their social security card **and** driver's license because they are readily carried but they can also bring other documents such as birth certificate or passport. The prospective employee can research this via <https://www.uscis.gov/i-9>.
5. When initial paperwork is completed, Human Resources will scan a copy of the checklist to the HA to let them know what is still missing so they can assist in making sure all documents required are in which can dramatically impact processing times.
6. HA completes the Pre-Employment Clearance form via Liquid Office and submits it to the NEW HIRE QUEUE.
7. The HA completes the PAF (Personnel Action Form) via Liquid Office and sends to the appropriate work queue:
 1. **Submit supplement PAFs for Coaches and Academics to Scott Hansen's work queue**
 2. **Submit all other supplement PAFs to the Supplement work queue**

The effective date on the new hire PAF cannot be earlier than five (5) working days from the date the PAF is created. **THIS DOES NOT MEAN THE INDIVIDUAL CAN BEGIN WORK ON THAT DATE.** You must receive clearance from Human Resources BEFORE the individual can begin working.

LEON COUNTY SCHOOLS SUPPLEMENT ONLY - NEW HIRE GUIDELINES

You will need the NAME KEY of the candidate for the PAF, Pre-Employment Clearance and Reference Review Form(s). The NAME KEY can be located in Skyward or on the checklist emailed to the site.

NOTE: Not all name keys end in '000'. Using the wrong NAMEKEY could potentially cause the wrong person to be processed and/or compensated and will definitely delay processing.

The PAF must include the beginning date and the end date, the end of the season or activity. **An employee badge will not be released until full clearance by Human Resources and no employee should be employed at our sites without the name badge.**

In the comment field please include the sport or activity and the final month of payment (Example: Fall sport football, to be paid in November.).

NOTE: Liquid Office automatically defaults to "approve." The person initiating the PAF must change the action from "APPROVE" to "SUBMITS" and send it to the site administrator. The site administrator approves and submits according to #6 above. **DO NOT submit directly to a staff member in Human Resources.**

8. Human Resources will review all documentation to confirm the candidate meets all certification and/or minimum qualifications for the position and has completed all new employee paperwork.
9. Human Resources reviews DOE Professional Practices Discipline and Staff Termination Databases for instructional personnel.
10. Mr. Hansen reviews the PAF and when approved, submits the PAF to the Supplement work queue. HR will review and send it on to the New Hire Work Queue.
11. Human Resources will notify the site that candidate has met hiring requirements and is cleared to work.
12. Employee can come to Safety & Security to pick up name badge.
13. New hire must attend New Employee Orientation within first 30 days of employment, no exceptions. They can register via <https://www.signupmaster.com/lcs/>

REMEMBER: DO NOT allow the employee to begin prior to receiving this clearance as this could cause the district potential liability. If the PAF date needs to be changed due to hiring delay, contact the appropriate HR hiring unit.

WE ARE HERE TO HELP!

PATS Administration:

TBA	487-7203
Vicki Morrison	487-7127

Qualification Questions - INSTRUCTIONAL and Non-Instructional:

Sue Christie	487-7208
Barbara Cutchins	487-7202
Pam Foister	487-7215

New Employee Paperwork:

Linda Melvin	487-7199
--------------	----------