MISSION STATEMENT

The mission of Seminole County Public Schools is to ensure that all Early Childhood Program and PreK-Grade 12 students acquire the knowledge, skills, and attitudes to be productive citizens in our great country and in the global economy.

The information provided in this New Employee Handbook is intended to advise contracted employees of Seminole County Public Schools of the various policies, procedures, benefits, and services available to them. In no way does this handbook intend to create any contractual rights between the employee and Seminole County Public Schools.
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Section 1
Opening

The School Board of Seminole County
School Board Meetings
Education Standards Commission
Report Child Abuse, Neglect or Abandonment
Notification to Applicants and Employees
2.63 Educational Equity Complaints
2.80 Reporting Child Abuse
6.06 Employee Nondiscrimination Policy
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6.501 Employee Relations – Civility
6.65 Alcohol and Drug-Free Workplace
6.84 Relationships with Students
6.891 Acceptable Use Policy for Creating Digital Citizens

Seminole County Public Schools
A Drug-Free Workplace—F.S. 440.102
THE SCHOOL BOARD OF SEMINOLE COUNTY

Amy Lockhart, Chairman
407-320-0371
amy_lockhart@scps.k12.fl.us

Dr. Tina Calderone, Vice-Chairman
407-320-0489
tina_calderone@scps.k12.fl.us

Karen Almond, Member
407-320-0488
karen_almond@scps.k12.fl.us

Jeffrey Bauer, Member
407-320-0495
Jeffrey_bauer@scps.k12.fl.us

Abby Sanchez, Member
407-320-0588
abby_sanchez@scps.k12.fl.us

Dr. Walt Griffin, Superintendent
407-320-0006
walt_griffin@scps.k12.fl.us

SCHOOL BOARD MEETINGS

School Board meetings are held on a regular basis in the Seminole County Educational Support Center School Board Room, 400 E. Lake Mary Boulevard, Sanford, FL 32773. Meetings are held year-round, and these scheduled meetings are open to the public. A calendar of meetings is available via the SCPS website at www.scps.us.
The Code Of Ethics Of The Education Profession In Florida And The Principles Of Professional Conduct Of The Education Profession In Florida

Chapter 6B-1 Florida State Board of Education Academic Rules Adopted: June 15, 1982 Amended: November 24, 1998

6B-1.01 Code of Ethics of the Education Profession in Florida

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

2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

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

6B-1.06 Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida and shall apply to any individual holding a valid Florida teacher's certificate.

2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual teacher's certificate or the other penalties as provided by law.

3. Obligation to student requires that the individual:
   a. Shall make reasonable effort to protect the student from conditions harmful to learning or to health 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 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 exclude a student from participation in a program; deny a student benefits; or grant a student advantages and shall make reasonable effort to assure that each student is protected from harassment and discrimination.
   h. Shall not exploit a professional relationship with a student for personal gain or advantage.
   i. Shall keep in confidence personally identifiable information obtained in the course of professional services, 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 designs.
   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 professional qualifications.
   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 intentionally make false or malicious 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 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 arrest/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 with 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) and 943.059(4), Florida Statutes. (The designee identified to receive such reports for Seminole County Public Schools is John Reichert.)

n. Shall report to appropriate authorities any known allegations 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 a violation of Florida School Code or State Board of Education Rules as defined in Section 231.28(1), Florida Statutes.

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 practices.

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

REPORTING CHILD ABUSE, NEGLECT OR ABANDONMENT

Each employee of Seminole County Public Schools who knows, or has reasonable cause to suspect, that a child has been abused, neglected, or abandoned by a parent, custodian, caregiver, or other person responsible for the child’s welfare is required, pursuant to Chapter 39, Florida Statutes, to immediately report that information or suspicion to the Florida Abuse Hotline at 1-800-962-2873. Moreover, SCPS employees that know or have reason to suspect that a student has committed a juvenile sexual offense on another student shall immediately report that information to the Florida Abuse Hotline at 1-800-962-2873. Juvenile sexual offender behavior includes, but is not limited to, noncontact sexual behavior such as making obscene phone calls, exhibitionism, voyeurism, the showing or taking of lewd photographs and varying degrees of direct sexual contact such as frottage, fondling, digital penetration, rape, fellatio, sodomy, and various other sexually aggressive acts.

It is recommended that the employee making a report document the name of the individual taking the report, the child’s name, the date and time of the report. Notifying the building principal of the report is also recommended. Failure to report suspected child abuse will subject each employee having knowledge, but failing to report, to possible criminal prosecution.

Protocol for Interviews of Students at School by Child Protective Investigators of the Seminole County Sheriff’s Department Investigating Possible Child Abuse or Neglect (“Investigator”)

1. The principal of each school will designate a person at the school to be the contact with whom the investigator will communicate regarding interviewing a student during school hours. The investigator will be provided with the name of the school contact.

2. The principal, or his/her designee, will inform the investigator as to whether or not the student is in attendance on the day the investigator inquires.

3. A Child Protective Investigator is permitted to conduct on-site interviews with a victim child that is unannounced and/or without prior notice to the school or school principal or designee.

4. If possible, the principal or his/her designee may coordinate with the Child Protective Investigator to conduct such interviews in a manner that is conducive to the academic welfare of the child such as, during non-academic periods of the school day, during lunch period, specials or electives, or immediately after school.

5. Upon arrival at the school, the investigator will sign in at the front office and present proper identification.

6. The school contact will make available to the investigator a suitable room, such as the guidance office or conference room, in which the investigator may interview the child privately.

7. A school staff member who is known to the child may be present during the interview only if the investigator believes the school staff member will enhance the success of the interview by his or her presence and the child requests or consents to the presence of the school staff member.

8. Neither the principal, the school contact, nor any SCPS employee will notify the child’s parent or legal guardian that a visit by the investigator is scheduled or has occurred unless directed by the Child Protective Investigator or a law enforcement officer.

9. The child’s school records, including confidential records, shall be made available to the investigator for review in a timely manner after a written records request from the investigator has been received.

10. If the child’s parent has filed a written objection with the school refusing permission for a Child Protective Investigator to interview their child at school, the investigator must present a court order granting him/her permission to interview the child before the principal or his/her designee makes the child available for interview. This DOES NOT include law enforcement officers conducting criminal investigations. The principal or his/her designee, upon request from the law enforcement officer, will make the child available for interview.

Investigation of Suspected Child Abuse/Neglect Reports Involving School Board Employees

1. All allegations that a Seminole County Public Schools employee, while acting in an official capacity, has abused or neglected a child shall be immediately reported to the Department of Children and Family Services abuse hotline at 1-800-96-ABUSE.

2. The Department of Children and Family Services investigator will initiate the appropriate investigation. School staff must conduct any internal investigation into the allegations. Instead, after reporting the incident to the abuse hotline, school personnel must report the relevant information to the cost center supervisor or the district Professional Standards Office. The reporting individual must provide sufficient information to identify the school, the name of the alleged victim(s), and the substance of the complaint. Parents/guardians of students involved in the allegations shall not be notified unless otherwise directed by the Department of Children and Families Child Protective Investigator.

3. The district’s Professional Standards Office, with the assistance from the cost center administrator as needed and requested, will immediately initiate an investigation upon receipt of a child abuse/neglect report alleging that a district school board employee, when acting in an official capacity, has allegedly abused or neglected a student. The district personnel and protective investigator may conduct joint investigations, unless independent investigations are more feasible and do not
interfere with the protective investigation. The district's investigator and/or building administrator may be used to assist with investigations as well as providing assistance to the Department of Children and Family Services as requested. Upon completion of the district's investigation, a detailed report of the investigation will be submitted to the Executive Director of Human Resources and Professional Standards.

4. The cost center administrator and the district's Professional Standards Office will determine, upon completion of the investigation, the appropriate administrative action regarding an employee involved in a confirmed incident. Certificated employees shall be reported to the Department of Education, Office of Professional Practices Services when allegations of abuse/neglect are confirmed.

5. Confidentiality of student involvement in matters will be maintained pursuant to the appropriate Florida Statutes.

6. All school personnel are required to report suspected acts, which constitute a delinquent act or a criminal act, in accordance with the provision of Florida Statutes Section 1006.13, and as directed by the agreement between the school board and the Sheriff's Department and each municipal law enforcement agency in Seminole County.

Revised 6/12/06

NOTIFICATION TO APPLICANTS AND EMPLOYEES

Pursuant to applicable federal law, state law, and federal and state regulations, the School Board of Seminole County, Florida collects applicant and employee social security numbers for purposes which include, but are not limited to: (1) background checks and employability; (2) identification and verification; (3) employee benefit processing; (4) payroll processing and federal income tax reporting; (5) unemployment compensation reporting; (6) and state reporting to the Florida Retirement System, Department of Education and Bureau of Teacher Certification.

Social security numbers shall be considered confidential and exempt from public inspection, except as provided for by § 119.071(5)(a)6.a.-h., Fla. Stat., which provides as follows:

Social security numbers held by an agency may be disclosed if any of the following apply:

a. The disclosure of the social security number is expressly required by federal or state law or a court order.
b. The disclosure of the social security number is necessary for the receiving agency or governmental entity to perform its duties and responsibilities.
c. The individual expressly consents in writing to the disclosure of his or her social security number.
d. The disclosure of the social security number is made to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224.
e. The disclosure of the social security number is made to a commercial entity for the permissible uses set forth in the federal Driver's Privacy Protection Act of 1994, 18 U.S.C. ss. 2721 et seq., the Fair Credit Reporting Act, 15 U.S.C. ss. 1681 et seq.; or the Financial Services Modernization Act of 1999, 15 U.S.C. ss. 6801 et seq.; provided that the authorized commercial entity complies with the requirements of this paragraph.
f. The disclosure of the social security number is for the purpose of the administration of health benefits for an agency employee or his or her dependents.
g. The disclosure of the social security number is for the purpose of the administration of a pension fund administered for the agency employee's retirement fund, deferred compensation plan, or defined contribution plan.
h. The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State.
Section 2
Departments

Benefits Department
Community Involvement
Curriculum Services
Elementary Education
Environmental Studies Center
ESOL/Foreign Language
Exceptional Student Support Services
Extended Day Child Care Program
Facilities
Food Services
Human Resources

Information Services
Media Support Services
Printing Department
Safe and Drug Free Schools
Secondary Education
Security Department
Student Museum
Teaching and Learning
Transportation Services

Seminole County Public Schools
A Drug-Free Workplace—F.S. 440.102
BENEFITS DEPARTMENT

Seminole County Public Schools (SCPS) offers eligible employees a variety of benefits tailored to best fit your needs. Our benefits program is an important part of your overall compensation, and we are regularly assessing the quality and cost of the benefits to ensure we offer the most competitive package possible. To help you understand your benefits and make informed decisions, we have designed a benefit booklet as a resource for you when you first join the School District, during the Annual Enrollment Period and throughout the year. It reflects highlights of our benefits program beginning January 1st and also includes important contact information. More detailed information about your benefits is available on the SCPS website: www.scps.k12.fl.us, click on departments, then the link to the Benefits Department. Benefits are subject to change due to legislative changes, and all plans are governed by your plan documents.

COMMUNITY INVOLVEMENT

D+VENDS SCHOOL VOLUNTEER PROGRAM
The Dividends School Volunteer Program is a districtwide effort that encourages and promotes community involvement in our schools. Volunteers donate time serving students from kindergarten through high school in all schools. Thousands of students receive individual help and attention that they so vitally need to find success in school. Training is provided. Volunteers can choose the school, grade level, day and time convenient to their schedule. Last year over 25,000 Dividend volunteers donated 490,000 hours to all schools in the district. This represents over $10.2 million worth of services donated to our schools by the community. Special programs utilizing Dividend volunteers include:

- Business and Education: Partners in Excellence
- Reading Mentors
- Mentors
- Reading is Fundamental
- Digala en Espanol
- English as a Second Language
- Classroom Volunteers
- Math Super Stars
- Art-See Program
- Super Scientists
- Tutors

- RAP—Reading Advancement Program

Teachers interested in utilizing the services of a Dividend School Volunteer should contact their in-school coordinator for the Dividends Program or the Dividends/Community Involvement Office at 320-0178.

COMMUNITY RESOURCE PROGRAM (Speaker’s Bureau)
A program that provides speakers to enhance classroom learning, and coordinates the districtwide Career Day, field trip catalogue and field trip chaperones.

THE FOUNDATION FOR SEMINOLE COUNTY PUBLIC SCHOOLS
The Foundation for Seminole County Public Schools recognizes that the quality of life in our community depends on the quality of our schools. The public school system must be ranked at the top of the list of organizations and agencies that deserve community support. The mission of The Foundation is to enhance the quality of education in Seminole County Public Schools by:

- Raising and distributing funds and in-kind contributions;
- Fostering involvement in schools by business and the community;
- Providing recognition and rewards for outstanding contributions to, and performance within, the school system.

Examples of the types of programs supported by The Foundation include:

- High School Academic Tournament
- Recognition of outstanding graduating seniors
- National and state competitions
- School-Related Employee of the Year Program
- Senior Scholarships
- Teacher Mini-Grants
- Teach In
- ELIC Reading Program
- Business Partners Kick-Off
- Take Stock in Children
- Cultural and performing arts for students
- Principal and Assistant Principal of the Year
- Back to School Fair
- Teacher of the Year Program
- Dividends Recognition Program

CURRICULUM SERVICES (Teaching and Learning)

The goal of the curriculum and instruction department is to provide appropriate instructional programs and curriculum to meet the needs of all students. To accomplish this goal, the department assists in the previewing, selection, and development of instructional materials and technology and provides resources to faculties and individual teachers.

We review and revise programs, coordinate the writing and posting to the website of subject area curriculum guides, and provide consultation services in such areas as software selection, technology plan development and facilities design. We provide information and staff development on best practices, teaching strategies, innovative trends and requirement changes for curriculum programs including information from national, state, and local levels. We provide training for the use of technology in instruction and for teacher productivity.

ELEMENTARY EDUCATION

The Seminole County Elementary Education Department is charged with general supervision and oversight of the management of the district’s elementary schools, the Extended Day Child Care Program and the Title 1/Special Projects Department. Other significant responsibilities include: assisting principals and departments in identifying program needs, materials and equipment; monitoring articulation of elementary instructional programs; monitoring grouping procedures, organizational patterns and scheduling; overseeing elementary school improvement including state and national accountability systems; measuring principal and director accountability for job performance; providing input in the process of budget development; coordinating elementary administrators’ meetings and committees; and assisting with the update of district procedures and guidelines.
ENVIRONMENTAL STUDIES

The Environmental Studies Center is located on a 1000-acre natural preserve and provides a living laboratory for students. A joint effort of the School Board and County Commissioners, the Seminole County Environmental Studies Center provides real-world environmental education experiences to Seminole County through its student programs, teacher in-services, and interpretive trail system. The educational program targets primarily first through fifth grade public school students, but also serves private and home school students as well as special needs students for whom program adaptations are provided.

ESOL/FOREIGN LANGUAGE DEPARTMENT

The ESOL/Foreign Language Department is located at the Educational Support Center. Housed within the ESOL/Foreign Language Department are the ESOL, Foreign Language, and Foreign Exchange Student programs. The ESOL (English for Speakers of Other Languages) program assists non-English speaking students and their parents with many aspects of the adjustments to a new language and new culture. All ESOL students, regardless of their nationality, register at the home school. The International Student program assists the area representatives of foreign exchange students with the students’ registration. The representatives must make an appointment with this office prior to registering the students in the school.

EXCEPTIONAL STUDENT SUPPORT SERVICES

Seminole County’s comprehensive Exceptional Student Support Services Department meets the needs of over 13,000 students.

Seminole County maintains an Early Age Home Intervention Program which provides in-home instruction to preschool age children who are severely physically disabled, deaf, blind, or mentally disabled.

All of Seminole County’s exceptional education services implement the latest innovative teaching practices and support an inclusive philosophy. Our 900 exceptional education staff participates in receiving professional development throughout the year to insure continued success for the children and young adults in our exceptional education services. Among the disabilities served: specific learning, speech and language, hearing, emotional, mental, physical, autistic and visual disabilities. The district serves identified gifted students through the ESSS Department.

The Exceptional Student Education Department provides a very intensive PreK service for students with disabilities. Our Supported Work Program has received statewide acclaim, providing transitional services to disabled students to school-to-work. The district now provides for an Independent Living Initiative to assist the disabled student.

The Exceptional Student Support Services Department enhances the instructional service of every school by helping students who are encountering roadblocks to successful learning. Among the services offered are guidance counseling, social work, behavioral services, audiological, attendance, psychological, health services, as well as Medicaid and occupational and physical therapy.

ATEN, an acronym for Assistive Technology Educational Network, offers support and training to district Local Assistive Technology specialists, teachers, parents and student here and throughout the state. ATEN has a loan library and a demonstration lab.

EXTENDED DAY CHILD CARE PROGRAM

The School Board of Seminole County is committed to providing quality school age childcare programs at each elementary school in the district. School personnel work cooperatively with the Extended Day program. The program is a parent pay program with proceeds going into the district budget to purchase resources, including personnel. Each school has a designated site coordinator available from approximately 2:30 PM to 6:00 PM daily. Extended Day staff consists of teachers, assistants, food service personnel, custodians, and college students to name a few.

The Before-School Care program operates based on the needs of the community and the school—which usually one hour before school starts. The After-School Care program operates from school dismissal until 6:00 PM each day school is in session. Selected sites are open for full day services on student non-attendance days and during the summer.

School-requested enrichment classes are available for elementary students throughout Seminole County. Fall and Spring sessions are offered. Classes are held once each week for approximately thirteen weeks. Instructors include Seminole County teachers and outside contractors.

FACILITIES

The Facilities Department is responsible for the planning, design, construction, maintenance, and custodial care of all the district physical plants. The Planning Division assigns a project manager to every school to assist in identifying capital improvement needs and developing the scope of work for new construction, renovation, and remodeling projects. The Construction Division provides on-site representation and inspection services for all construction projects. The division also assists in the design phases for constructability and value engineering reviews.

The Director of Facilities Services oversees the maintenance responsibilities of the department. This division is located at the Consolidated Services Complex at 820 East State Road 434 in Winter Springs. The Assistant Director of Facilities Services is in charge of the training, scheduling, and supervision of the district custodial operation. The Custodial Services office is also located at the Consolidated Services Complex.
FOOD SERVICES

The Food Service Department operates food outlets in all district schools. These outlets serve both the students and employees of Seminole County Public Schools. Food Services employees serve between 55,000 and 60,000 meals each attendance day.

The program is funded through federal reimbursement monies, state reimbursement monies, and revenue generated at the local level from student and adult food sales. Reimbursement monies do not supplement adult sales as are student meals, and therefore are by regulation sold at full price.

District-wide menus are planned in accordance with new USDA nutritional guidelines. These menus are then processed through a computerized nutritional assessment program and approved at the state Department of Education.

**FOOD SERVICE INSERVICE OPPORTUNITIES**  
The Food Services Department highly encourages all food service staff members to take advantage of the in-service/staff development programs available to employees. For more information about course offerings, see school’s non-instructional staff development contact and/or check school’s bulletin boards for course notices.

Effective July 1, 1986, employees may earn staff development in-service points towards eligibility for staff development supplement. For information regarding in-service credits and employee supplement, refer to the Official Agreement between Non-Instructional Personnel of Seminole County Public Instruction Association, Inc. and the School Board of Seminole County.

HUMAN RESOURCES

The Human Resources Department is responsible for personnel services, which include, but are not limited to, the following:

- Applications
- Certification
- Vacancies
- Professional Standards
- Sick Leave Bank
- Employee Orientation
- Leaves of Absence
- Experience Verification
- Payroll Services
- Personnel Records
- Substitutes
- Contracts

The Human Resources Department encourages you to remain current with changes in policies or procedures that affect your employment. The staff welcomes your inquiries. Office hours are from 8:00 AM to 4:30 PM daily, year-round.

INFORMATION SERVICES

The Information Services Department is responsible for the design, development, implementation and operation of District information and telecommunications systems. Installation and support services are provided for network and desktop PC hardware/software, as well as a centralized service providing call-in help desk support. The Department also provides support for media production, including training and video production. Finally, consulting services for technology selection and implementation are provided to both administrative and instructional areas.

Information Services provides these services through six major teams: Application Development, Application Support, Network Operations, Media Production, Technology Implementation and Field Support.

The Application Development team provides requirement specification, design and programming services for administrative and student systems. Primary focus is on PeopleSoft ERP for Finance and Human Resources/Payroll, SASI for student administration and WANG for a variety of legacy systems. Included on this team is the Webmaster function providing development and posting services for the District’s web site.

Application Support provides student system (SASI) management services, end-user training on various systems, including SASI, PeopleSoft and Open Mail, and Help Desk services for administrative and student systems. The security function for defining user access to systems and data is also within this team, as is the District Forms management function. The Application Support team also provides data collection in support of the State Reporting requirements.

The Network Operations team designs and operates the District’s telecommunications network and the main data processing center. The network administration and architecture functions, the systems administration/DBA function, and 24x5 computer operations are all within this team.

The Media Production section of the Information Services Department provides audiovisual, video and printing services for the District. (See Printing Department for more details on this section.) Functions include production of instructional, information and training videos; providing an instructional video duplication library; ESC and Board room support; bid specifications for AV & video equipment, audiovisual supplies and television studios; support of school media needs; loan of audio/visual equipment; assistance for special district presentations; training and support in the use of school-based TV studios and closed circuit TV systems. Makes available District-wide licensed, copyright cleared, background music for District and school productions. Provides equipment recommendations for audiovisual and TV studio use.

The Technology Implementation team provides consulting/implementation services primarily for instructional areas. Evaluation of needs and recommendation of equipment is provided through this team. Technical assistance is also provided on school administrative servers, wiring infrastructure design, web strategies and bid specifications for school computing needs.

The Field Support team provides both field and centralized end-user support for school and departmental needs. Installation and repair services are provided for the District’s 16,500 desktop/laptop PC’s, 150+ remote servers, network electronics, wiring and telephone equipment, including a collection of 60 PBX telephone systems.

* Vacancies
* Certification
* Applications
* Professional Standards
* Leaves of Absence
* Experience Verification
* Payroll Services
* Personnel Records
* Substitutes
* Contracts

**INFORMATION SERVICES**

**ESC 3rd Floor**

**Help Desk 50350**

The Help Desk provides services for student, staff, and parent questions regarding school-related matters. The team processes inquiries through the various support lines and directs them as needed. The Help Desk is open from 7:00 AM to 4:00 PM daily.

**Network Operations**

The Network Operations team designs and operates the District’s telecommunications network and the main data processing center. The network administration and architecture functions, the systems administration/DBA function, and 24x5 computer operations are all within this team.

**Media Production**

The Media Production section of the Information Services Department provides audiovisual, video and printing services for the District. (See Printing Department for more details on this section.) Functions include production of instructional, information and training videos; providing an instructional video duplication library; ESC and Board room support; bid specifications for AV & video equipment, audiovisual supplies and television studios; support of school media needs; loan of audio/visual equipment; assistance for special district presentations; training and support in the use of school-based TV studios and closed circuit TV systems. Makes available District-wide licensed, copyright cleared, background music for District and school productions. Provides equipment recommendations for audiovisual and TV studio use.

**Technology Implementation**

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**Field Support**

The Field Support team provides both field and centralized end-user support for school and departmental needs. Installation and repair services are provided for the District’s 16,500 desktop/laptop PC’s, 150+ remote servers, network electronics, wiring and telephone equipment, including a collection of 60 PBX telephone systems.
MEDIA SUPPORT SERVICES

ESC 2nd Floor

The Instructional Resources Department provides textbook ordering and distribution. This department also provides direct support services for the library media programs in the schools including the loan of reference tools used by media specialists.

PRINTING DEPARTMENT

ESC Annex

The Printing Department, a section of the Information Services Department, supports all schools and staff, providing offset print and copy services. Services provide a range from simple black and white copying (Internet request capable) to large volume offset printing in multiple colors. Although basically a “Quick Printer,” the department produces almost every printed product the District can use. Color copying, rubber stamps and limited Desktop Publishing are also available.

The Consolidated Copy Center Program provides copy support to member schools and charter schools. Member schools send their copying to the Copy Center where copying is done overnight and sent back to the school the next day. Schools participate in this program through voluntary membership.

SAFE AND DRUG FREE SCHOOLS

ESC 2nd Floor

Seminole County Public Schools is committed to the health and well-being of our students. SCPS is based upon the premise that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

The Safe and Drug-Free Schools Program is funded through a federal grant. The purpose of the Safe and Drug-Free Schools Grant is to reduce alcohol, tobacco, other drug use and violence in schools and communities. The efforts of Safe and Drug-Free Schools are guided by a Safe and Drug-Free Schools Advisory Committee that meets four times during the year to review and evaluate Safe and Drug-Free Schools strategies.

The mission of the Safe and Drug-Free Schools Program is to develop alcohol, tobacco, other drugs and violence prevention programs by providing age-appropriate, developmentally based tobacco, drug and alcohol education and prevention strategies for all Seminole County students. The department also works in cooperation with Human Resources to maintain a drug-free workplace. Additional information can be found in the Drug-Free Workplace Policy and Information brochure.

SECONDARY EDUCATION

ESC 4th Floor

During the middle school years, emphasis is on the student’s social and personal growth, emotional and mental preparation for future challenges, and a core curriculum of academic discipline. Students may also elect courses in a variety of subjects of personal interest. Students are encouraged to participate in school-based clubs, projects, and leadership organizations.

Seminole County’s high school curriculum provides a broad range of courses in order to meet the individualized needs of each student. College preparatory courses, including advanced placement, pre-International Baccalaureate, International Baccalaureate, honors, and dual enrollment college courses are available. Also available are magnet programs in health careers, engineering and information technology. A wide variety of applied technology education courses and apprenticeship opportunities are available as well. A wide array of extracurricular activities allows students to develop special talents to increase their leadership, artistic, and athletic skills.

SECURITY DEPARTMENT

ESC 3rd Floor

The Security Department’s function is to provide for and ensure the security and protection for all students, staff and property. Security provides/coordinates in-service activities for student groups and faculty on various aspects of school security. The department also serves as the District’s liaison between law enforcement agencies and conducts investigations of incidents reported and reports results for appropriate action. Security maintains alarm and camera systems in school facilities throughout the district and receives information from the ‘SPEAK OUT HOTLINE’ (1-800-226-7733) relative to any safety or security concerns. The Department maintains the District’s Emergency Response Plan, which provides detailed information as to the steps to take in the event of a natural or man-made emergency.

STUDENT MUSEUM

301 West 7th Street, Sanford

The Student Museum is an interpretive center and teaching museum for the social studies. The instructional program offers specific hands-on activities in an historic setting - a 1902 school listed in the National Register of Historic Places. It is the oldest school in continuous use in Seminole County, as well as the oldest school in Florida still teaching on its original site and building. Activities include Native American Room, Pioneer Room, Turn of the Century Classroom, Pictorial Essay Lobby, Grandma’s Attic, Geography Lab and Demonstration Gardens. The student museum is open to the public after student hours and hosts numerous workshops for the educational community.

TEACHING AND LEARNING

ESC 2nd Floor

The Teaching and Learning Department of Seminole County Public Schools (SCPS) serves to assist all School Board employees in attaining and maintaining skills, knowledge and attitudes which enable them to perform more effectively in their professional roles.

The Teaching and Learning Department offers training opportunities for all SCPS employees throughout the year. Trainings are available in the following areas: instructional improvement, management skills, data analysis, technology, diversity and a variety of other educational subjects.

The Teaching and Learning Department is located on the second floor of the Educational Support Center. To request information regarding a specific professional development activity, contact the appropriate staff member listed on the Professional Development website at http://www.scps.k12.fl.us/staff_development.
TRANSPORTATION SERVICES

822 East SR 434, Winter Springs

The Transportation Department transports approximately 32,000 students to and from school daily on 385 established routes. School bus service is provided to approximately 47% of the students that attend Seminole County Public Schools. The Transportation Department provided approximately 7000 field trips to our school system last year. School buses traveled approximately eight million miles to provide the above services. Transportation provides service to our district seven days a week, twenty-four hours each day.

To provide the above services, Transportation employees total approximately 604. The divisions in the Transportation Department include Routes and Scheduling, Garage Operations, School Bus Operations and Transportation Support.

The Routes and Scheduling section in Transportation provides routing by utilizing Edulog, an automated routing system. Prior to Edulog, school bus route development required months, now the route preparation time is weeks. Utilizing the Edulog system, Routes and Scheduling provides maps and student information to support district administration.

The Garage Operation is responsible for the maintenance of 472 school buses and approximately 350 district vehicles. School buses are inspected every 30 school days and district vehicles receive scheduled preventive maintenance as well. The garage facility consists of 20 working bays, a tire room, and an upholstery shop.

School Bus Operations is responsible for the training of and daily services provided by 424 school bus drivers and 105 monitors. Six area managers supervise 529 school bus drivers and monitors that are located at four different compounds. This department is active with the school administration, participating in student behavior concerns, student IEP meetings, parent conferences and school PTA meetings and responsible for safety training.

The Transportation Support area is responsible for all business functions including payroll and billing and for all hiring and in-service training of the Transportation Team. State regulations require that our school bus drivers receive at least eight hours of training each year. This area is also responsible for equity and the grievance procedure.

Each year, Seminole County Public Schools’ bus drivers participate in the school bus safety skills competition at the local, state, and national levels. James Roark, Seminole County school bus driver, was the winner of the 2000 International Safety Skills Competition. Seminole County Public Schools’ bus drivers have been awarded the state championship six times for their driving skills, placed second five times, and placed third twice for their driving skills. In the last sixteen years, Seminole County Public Schools’ bus drivers have participated in more international competitions than any other school bus drivers in the state.
The School Board of Seminole County, Florida provides the required workers’ compensation coverage through a self-insurance program. The School Board contracts with Florida School Boards Insurance Trust (FSBIT) to manage the plan. If you are injured while on duty or think that your injury is due to a work related accident, even though you may be away from your normal place of duty, you must report your injury to your cost center’s workers’ compensation contact, unless your injury requires immediate emergency medical treatment. In the case of an injury that requires immediate emergency medical treatment, you or someone on your behalf should direct that the emergency room personnel contact FSBIT at 800-790-2118 X 0, your department workers’ compensation contact, or Dawn Lobkovich at 407-320-0242.

Except in the case of a true emergency, failure to file a First Report of Injury or Illness through your school or cost center or directly to FSBIT may result in denial of benefits.

CERTIFICATION

The Certification Office operates through the Human Resources Department. A valid Florida Educator's Certificate is required under Florida law by all teachers. The staff 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/addition to your certification status must be submitted for processing through the Seminole County Public Schools Certification Office.

For first year teachers it is extremely important that you follow the requirements listed in your Official Statement of Eligibility. The Statement of Eligibility is 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. Florida law states that, if required, the general knowledge test must be passed in the first year of employment. New Federal legislation, “No Child Left Behind,” requires teachers to pass the subject area test in order to be considered highly qualified. If you are not sure of your status, please ask District certification staff for assistance. 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. There is a fee. If you wish, you can 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 the Human Resources Department with this information, all records, including payroll records, will be changed accordingly.

If you have earned a higher degree from an accredited institution, you must submit to the Certification Office an official transcript with higher degree conferred and a Pay Upgrade Form. Please do not send these documents separately.

Teachers and administrative staff must now provide the District Certification Office with a copy of their certificate. The Florida Department of Education no longer provides the District with a copy of your certificate. New teachers must also provide the District with a copy of their Statement of Eligibility.

CHANGE OF ADDRESS

All changes regarding employee demographic information (excluding name changes) should be done on-line through our Employee Self Service System (ESS). The form is available from your school personnel contact or through the Human Resources Department. A change in phone number can also be noted through this form.

COPYRIGHTED MATERIALS

The School Board has adopted a policy clearly indicating that all employees are to comply with the Copyright Law of the United States. The policy addresses under what circumstances employees may gain title to their works and under what circumstances the District may gain title. This policy, along with all other School Board policies, may be accessed at the District web site.

COURIER MAIL PROCEDURES AND GUIDELINES

1. Secure courier envelopes from your cost center.
2. Cross out the prior "TO" and "FROM" location before writing your new "TO" destination.
3. The "TO" destination should include the cost center name, department, and individual's name.
4. The "FROM" information should include the cost center name and department.
5. Envelopes should be placed in a plastic courier bin and left in an area where the couriers may have easy access to them. (See your cost center secretary for exact courier pick-up location.)
6. When returning empty gray cases to Information Services, please label: "TO: Information Services" or "Empty".
7. Please return extra envelopes to the District on a regular basis, packaged separately (may be rubber-banded.)
8. Please REACH all the way into envelopes and visually check to see that they are empty before using or returning.
9. Organizations permitted by School Board policy to use a school site as a drop-off, or District offices housed in schools, should follow that facility’s courier procedure.
10. If you require a shipment of books or textbooks, please contact the Instructional Media Services Department to schedule a pick up.

MATERIALS NOT QUALIFYING FOR COURIER DELIVERY

Due to space limitations, handling problems, or security, the following materials are not transported via the courier system: articles of clothing, personal articles, cartons of materials other than media materials, sports equipment, musical instruments, instructional equipment or supplies, and money (checks or cash).
The Seminole Schools Federal Credit Union has over seventy years of continuous service to its members. New services that have been made available to credit union members include a low interest and no annual fee VISA charge card, fixed rate home mortgages, and variable rate home mortgages. Existing services have been improved. Suggestion boxes are located in each lobby for your input. Each credit union member’s share account is insured to $100,000.00 by NCUA.

SERVICES

- Automated Teller Machine
- Free Notary Services
- Checking Accounts
- Direct Deposit
- New and Used Car Loans
- Signature Loans
- Home Equity Loans
- IRA Accounts
- VISA cards
- C/D Accounts
- Share Loans
- Travelers Checks
- Money Orders
- Christmas Clubs
- Touch-Tone Tellers
- Mortgage Loans

LOCATIONS

Main Office
2450 S. Laurel Avenue
Sanford, Florida 32771-4445
(407) 322-4305

Branch Office
705 West State Road 434, Suite A
Longwood, Florida 32750
(407) 834-8883

Branch Office
187 East Mitchell Hammock Road
Oviedo, FL 32784
(407) 365-9979

DRESS CODE

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. This philosophy should be reflected in all employee dress.

ELECTRONIC MAIL

Electronic mail, better known as e-mail, allows district employees to send and receive messages within the school system (Wide Area Network) and the world (Internet). The district’s mail product provides the official means for communication within the district and all employees have access to this service.

EMPLOYEE RECOGNITION PROGRAMS

The Foundation for Seminole County Public Schools recognizes outstanding performance by teachers and support personnel by presenting individuals who have been nominated with certificates and cash awards.

RETIREMENT RECOGNITION

The Foundation for Seminole County Public Schools honors employees who are retiring from Seminole County Public Schools at a program recognizing their years of dedicated service to the students of Seminole County.

GRANTS FOR GREAT IDEAS PROGRAM

The Foundation for Seminole County Public Schools allocates grants up to $1,500.00 for new, creative, and innovative classroom or school-wide projects, which enhance education and are designed to meet District and school goals. Every teacher and administrator in the school district is eligible to apply.

TEACHER OF THE YEAR PROGRAM

As a sponsor of the annual Seminole County Teacher of the Year Program, the Foundation takes great pride in honoring our schools’ entire outstanding Teacher of the Year nominees by securing and awarding both cash and in-kind services for each individual school winner and the District’s outstanding teachers.

SCHOOL-RELATED EMPLOYEE OF THE YEAR

Saluting all support personnel for their dedication to education, The Foundation sponsors the Seminole County Non-Instructional Employee of the Year Program on an annual basis.

ELEMENTARY, MIDDLE AND HIGH SCHOOL PRINCIPALS AND ASSISTANT PRINCIPALS OF THE YEAR

The Foundation recognizes one outstanding principal and one assistant principal of the year at the elementary, middle and high school levels as selected by their peers.

THE CHALKBOARD - “BRAGGING RIGHTS”

“The Chalkboard” is an annual publication written by the Community Involvement Department and mailed annually to every household in Seminole County. The “Bragging Rights” segment recognizes school-related achievements of teachers, support staff, and students.

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, 50089, for an appointment.

The Human Resources Department should be notified in writing of any changes in personal status such as changes in name, address, marital status, or changes in number of dependents. Please notify the Employee Benefits Department regarding any changes in beneficiary for life insurance purposes and/or changes in number of dependents.

REASSIGNMENTS

Refer to your respective Bargaining Unit Agreement

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.
When an employee leaves a position, proper notice should be given. A letter of resignation should be signed and submitted to the employing supervisor. The Personnel Action Form should be signed and submitted with the letter of resignation attached. A minimum of two weeks notice is requested unless there are extenuating circumstances. For more information, contact your assigned personnel specialist.

RETIREMENT

FOR YOUR INFORMATION
The Florida Retirement System offers two retirement plans, the FRS Pension Plan and the FRS Investment Plan. On the date of hire, a new employee is automatically enrolled in the FRS Pension Plan. New employees have up to five months from date of hire to choose whether to stay in the Pension Plan or change to the FRS Investment Plan. After that period, an employee will have one other opportunity to change plans (a second election) anytime during their FRS career.

Your employer contributes the majority of your FRS retirement plan savings. In addition, a mandatory 3% pre-tax contribution is directed from your paycheck into your retirement account regardless of the plan you choose.

You are vested in the FRS Investment Plan after one (1) year of service. Your benefit is based on how much money is contributed to your account and how well that money grows over time when invested. You decide how much risk to take by allocating your account balance among professionally managed investment funds. You can be conservative or aggressive. You can take your benefit in a single payment, in multiple payments over time, in guaranteed monthly payments for life, or any combination. DROP is not available.

Employees hired July 1, 2011, or after are vested under the FRS Pension Plan after you have COMPLETED eight (8) years of CREDITABLE service. Vesting refers to your earned right to receive a retirement benefit when you reach normal or early retirement age, even though you may have terminated employment before that age. Normal retirement is 65 years of age OR 33 years of service regardless of age. If you have at least eight years of creditable service but have not reached your normal retirement age, as described above, you can take early retirement. Your benefit will be reduced 5% for each year you are under normal retirement age. If you are a rehired employee who has Pension Plan service prior to July 1, 2011, you will vest in your benefit after six years of FRS service and your normal retirement age is 62.

If you are preparing to retire, certain steps should be taken to ensure that there would be no loss of benefits to you. The following is a description of steps you may wish to follow:

REQUEST AN ESTIMATE
Within two years of your proposed termination date, you are encouraged to submit a FR-9 (available on-line at www.frs.state.fl.us or from Human Resources) requesting an audit of your years of service.

APPLY FOR RETIREMENT BENEFITS
Three-to-six months before your termination date, make an appointment with the District Retirement Specialist in the Human Resources Department to complete an application for retirement (Form FR11) and to be briefed on benefit options.

Questions regarding retirement options should be forwarded to the Human Resources Department. For more information on FRS, refer to your copy of the FRS Pension Plan Retirement Guide for Members of Regular Class service.

HEALTH INSURANCE AND OTHER BENEFITS
You may elect to retain the benefits that you are enrolled in at the time of retirement. You may decrease benefits at retirement, but you may not increase them. If you carry the earned right to receive a retirement benefit when you reach normal or early retirement age, even though you may have terminated employment before that age. Normal retirement is 65 years of age OR 33 years of service regardless of age. If you have at least eight years of creditable service but have not reached your normal retirement age, as described above, you can take early retirement. Your benefit will be reduced 5% for each year you are under normal retirement age. If you are a rehired employee who has Pension Plan service prior to July 1, 2011, you will vest in your benefit after six years of FRS service and your normal retirement age is 62.

If you are preparing to retire, certain steps should be taken to ensure that there would be no loss of benefits to you. The following is a description of steps you may wish to follow:

DEFERRED RETIREMENT OPTION PROGRAM (DROP)
The Deferred Retirement Option Program (DROP) allows you to retire under the FRS Pension Plan and begin accumulating retirement benefits, without terminating employment, for up to 60 months from the date you first reach normal retirement (age 65 or 33 years of service if hired 7/1/11 or after) or (age 62 or 30 years of service if hired prior to 7/1/11). While 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. Except as described in the next paragraph, when your DROP period ends, you must terminate all employment with FRS employers or forfeit your DROP benefits. When your DROP period ends, you will receive payment of your accumulated DROP benefits, and begin receiving your monthly retirement benefit, in the same amount as determined at retirement, plus annual cost-of-living increases.

SICK LEAVE BANK
Any full time employee, having been employed by the SCPS at least one (1) year and having at least eleven (11) days accrued sick leave, may enroll in the Sick Leave Bank by contributing one (1) sick leave day to the sick leave bank during the month of September of any school year. A full-time employee is a person employed for five days a week in an established position.

An employee contributes one sick day one time for initial membership. If an employee uses the Sick Leave Bank, he/she will need to renew membership by having eleven (11) days accrued sick leave and contributing an additional sick day. Rehired retirees must re-enroll in the Bank after meeting membership requirements. If the bank balance falls below 300 days, all participating members will be asked to donate one additional day to maintain their membership.

SICK LEAVE DONATION
Any employee of the school district may donate accrued, earned sick leave to the employee’s spouse (person to whom the donor employee is legally married at the time of the donation), child (natural or adopted, but not step-child), parent (mother or father of the donor employee), or
sibling (brother or sister, but not step-brother or step-sister), who is also a regular part-time or full-time employee of the school district (not a temporary employee, substitute, or OPS) at the time of the donation.

SUMMER SCHOOL HIRING

Refer to your respective Bargaining Unit Agreement

Pursuant to Chapter 447, Florida Statutes, the School Board will determine the school sites for its operation of the Summer School Program. Please refer to your respective Bargaining Unit Agreement for detailed information on summer employment.

SUSPENSIONS / DISMISSALS

Refer to your respective Bargaining Unit Agreement

Under certain conditions, a supervisor may recommend to the Superintendent the suspension or dismissal of an employee. The grounds for immediate suspension or dismissal are outlined in detail in your respective Bargaining Unit Agreement and/or applicable Florida Statutes.

TELEPHONE NETWORK

Information Services Help Desk, 50350

As part of a countywide plan to improve communication, the District has developed its own telephone network. Every classroom has its own phone for internal intercom and for outside dialing. Each phone has its own number and can be accessed directly or through the main school number. Callers can be transferred anywhere throughout the district and conference calls are easily arranged. Each employee will also have a voice mail box. The voice mailbox can be a valuable communication tool if greetings are changed regularly and messages are pulled and returned promptly.

In order to provide district-wide consistency, the following number scheme will be used at all schools:

- Main Office xxx-xxx-xx50
- Attendance Office xxx-xxx-xx53
- Media Center xxx-xxx-xx51
- Guidance Office xxx-xxx-xx54
- Food Service xxx-xxx-xx52
- Administration xxx-xxx-xx55
- Information Line xxx-xxx-xx56
- Athletic Office xxx-xxx-xx57

Parents, vendors, and employees dialing from home or other locations need to use the ten-digit dialing that has been instituted within Seminole County. The ten digits consist of the area code 407 and the phone number. Dialing from school to school using an outside line requires 10-digit dialing. Five-digit dialing is only available within the SCPS telephone network.

Each employee should distribute his/her full number including area code to parents, vendors, etc. so that fewer calls are routed through the main attendant. All incoming classroom calls will be routed directly to voice mail, so that instruction is not interrupted. Long distance access will be controlled and monitored.

TELEPHONE USAGE

All staff members including teachers are assigned a phone number that in most cases is also their phone mailbox. At the Middle and High School level all incoming phone calls go directly into their mailbox. This way teachers that are assigned to different classrooms during the school year can be contacted at one number. Since at the Elementary School level each teacher is assigned a classroom, each classroom phone has a DO NOT DISTURB button on the telephone. This function is utilized during class time, allowing the teacher uninterrupted teaching time, with any incoming calls going directly to the teacher’s phone mail. In case of an emergency, the front desk can contact all teachers, using a combination of intercom via phone.

While occasional personal telephone calls may be made during work hours, such calls should not interfere with performance of job responsibilities, emergencies excepted. Preferably, such calls should be made during planning time, break time, before and after the official workday, or during lunch. Employees should remember that the district telephone system, including the long distance telephone calls, and the various school telephone systems are not to be used for personal long distance telephone calls, unless the calls are billed to a personal credit card or a personal telephone number. [Note: Employees residing in the DeBary/Deltona/Orange City area may call into the Orange City exchange on the District’s local line without cost to the employee]. Employees are reminded that all long distance calls are logged.

TOXIC SUBSTANCES AT WORK

Employees have a right to know about exposures to toxic substances in the workplace. Under the Florida Right to Know Law, Chapter 442, Florida Statutes, employers must provide employees with information about the toxic substances with which they work and train employees in safe handling practices and emergency procedures. A list of toxic substances is listed at each cost center location. For more information about toxic substances in the work place, contact the Safety Coordinator’s Office 50589.

TRANSFERs

Refer to your respective Bargaining Unit Agreement

Employees may request transfers based on advertised vacancies. Employees who wish to transfer to a different work site during the school session shall submit a resume to the Human Resources Department for the specific vacancy being advertised. For bargaining unit vacancies, access the SCPS web site. For additional information regarding employee transfers, please refer to your Bargaining Unit Agreement.

TEACHER REQUEST FOR INTERVIEW

Teachers may initiate a request in writing for transfer to any instructional vacancy in the District. If you wish to transfer to a vacant, instructional position, please complete Form SCS Form 969, Teacher Request for Interview and submit, along with your resume, to Human Resources by the vacancy deadline. The current principal’s signature is required if request occurs 30 calendar days prior to the first day of pre-plan and during the school year.
Form SCPS 518A (in county) and form SCPS 518 (out-of-county) are available through the SCPS web site, [www.scps.k12.fl.us](http://www.scps.k12.fl.us), by selecting Employees and Travel Forms. Instructions for procedures to follow are listed on the web site.

**MILEAGE**
An employee who is authorized to use his/her vehicle in pursuance of assigned duties shall be reimbursed at the rate allotted State employees in accordance with Florida Statutes 112.061. For the current school year, reimbursement is to be .375/mile, but this figure is subject to change.

**UNPAID LEAVE AND EMPLOYEE BENEFITS**

If you go on official unpaid leave, you are entitled to any or all of your benefits. However, for as long as you are on leave, the Board does not contribute to your health or life insurance coverages. The Benefits Services Office will bill you monthly for your unpaid leave coverage. The billing will be based upon the payroll deductions that you would have paid if you were still on active status, plus the amount the Board would have contributed. If you fail to pay your bill, the Benefits Services Office must cancel the coverage. Leave employees are entitled to the same annual enrollment that active employees have.

**VACANCY ADVERTISEMENT**

The District maintains an employment opportunities website to provide employees with knowledge of all vacancies. Information is updated on a daily basis. The vacancy notice remains on the website for a minimum of three (3) business days. An employee seeking a new position within the system is encouraged access the web site on a consistent basis. For instructional positions, a Teacher Request for Interview Form may be required at the time of application/resume submission.
Section 4
Payroll Services

Direct Deposit of Paycheck
Fair Labor Standards Act (FLSA) & Overtime Pay
Miscellaneous Payroll Deductions
Paycheck Distribution for Custodians
Stop Payment Procedure for Payroll Checks
Supplemental Pay
Sick Leave Information
Vacation Leave Information
Understanding Your Paycheck

Seminole County Public Schools
A Drug-Free Workplace—F.S. 440.102
DIRECT DEPOSIT OF PAYCHECKS

Direct deposit is a safe and convenient way to receive your pay. Direct deposit is required for all new employees. You may download the Direct Deposit Authorization Form from the SCPS Payroll web page at http://www.scps.k12.fl.us/payroll/Home.aspx.

FAIR LABOR STANDARDS ACT (FLSA)/ OVERTIME PAY

Covered nonexempt employees must receive overtime pay for hours worked over forty (40) per work week at a rate not less than one and one-half times the regular rate of pay. The FLSA does not require overtime pay for paid non-attended days (holidays, sick leave days, etc.), unless overtime is worked on such days. An employee must actually work in excess of forty (40) hours during the work week to be entitled to one and one-half times the regular rate of pay. Time off may be granted in lieu of overtime pay at the rate of one and one-half times.

SCPS Employees Covered Under FLSA: Educational Support Professionals (non-instructional employees).

SCPS Employees Exempt from FLSA: Teachers (T-based employees), Substitute Teachers and Administrative positions.

http://www.dol.gov/whd/flsa/
The School Board has established our work week as follows: 12:00 a.m. Saturday through 11:59 p.m. Friday.

MISCELLANEOUS PAYROLL DEDUCTIONS

The following is a list of Seminole County Public Schools deductions offered and the department to contact to enroll for these deductions.

- United Way Contact Payroll Office at (407) 320-0432
- Foundation for SCPS Contact Community Involvement at (407) 320-0184
- Insurance Contact Benefits Office at (407) 320-0084
- Professional Dues Contact Union Office (UNISERV) directly at (407) 388-1131
- Tax Sheltered Annuities Contact Benefits Office at (407) 320-0086
- Child Support Stipulated by court order or voluntary deduction. Payroll Office at (407) 320-0087
- IRS Tax Levies Levies are issued by the IRS and processed by the Payroll Office. Employees are responsible for maintaining the balance paid and notifying IRS when liability has been fully paid.
- Student Loans Contact Payroll Office at (407) 320-0103
- Creditor Garnishments Contact Payroll Office at (407) 320-0107
- SCPS Computer Store Contact Purchasing Office at (407) 320-0544
- Federal Withholding Tax To change your W-4 tax information, logon to Employee Self Service (ESS) or you may download a hard copy W-4 Form from the SCPS Payroll web page. http://www.scps.k12.fl.us/payroll/Home.aspx.

NOTE: The Payroll Services Office will not be able to advise employees as to the appropriate amount of federal income tax to be deducted. This type of advice should be obtained from a certified public accountant.

PAYCHECK DISTRIBUTION / CUSTODIANS

Pursuant to Article III, Section 3D of the NIPSCO Contract Agreement, custodians working afternoon or evening shifts may elect to receive their checks on paydays between 9:00 a.m. and 11:00 a.m. at one of the following sites.

Employee’s worksite
Educational Support Center
Transportation Department, Winter Springs

STOP PAYMENT PROCEDURES FOR PAYROLL CHECKS

To place a stop payment on a payroll check, a Stop Payment Authorization Form must be signed by the payee listed on the paycheck. The following procedures have been established.

1. If the paycheck was mailed to the employee and has never been received by the employee, the employee must wait five (5) working days from the date that the check was mailed before going to the Payroll Office to sign the Stop Payment Authorization Form.
2. If the paycheck was received by the employee, but subsequently lost/stolen, the employee should go directly to the Payroll Office to sign the Stop Payment Authorization Form.
3. A new paycheck will be issued on the following payday.

NOTE: If you have requested a stop payment and then you find or receive your original check, do not cash the original check. You must wait for your newly issued check.

SUPPLEMENTAL PAY

Supplements provided for each bargaining unit are detailed in the respective Bargaining Unit Contract. Please refer to the appropriate contract for information on payment dates.

Inherent Supplements – Payment for these supplements will be included in the employee’s regular salary check and will be reflected as part of the annual salary.
Extra-Curricular and Other Supplements – Payment for these supplements will be paid in 20 equal installments. The first payment of each year will begin on the first full payday for all employees with 19 consecutive payments following.

Seasonal Supplements – Seasonal supplements will be paid in equal payments on the second payday of each month during the months the activity is scheduled.

SICK LEAVE INFORMATION

Pursuant to Florida School Laws, Florida Statute 1012.61, each instructional employee shall be credited with sick leave hours equivalent to four (4) days of sick leave as of the first day of employment, and the equivalent of one (1) day of sick leave a month to be credited at the end of each month. Non-instructional employees shall be credited with sick leave hours equivalent to four (4) days of sick leave at the end of their first month of employment and the equivalent of one (1) day of sick leave a month to be credited at the end of the month thereafter. No employee will earn more than the equivalent of one (1) day per month for the total months contracted in a fiscal year.

**NOTE**: If an employee terminates his/her employment and has not accrued the four (4) sick days credited to him/her, the School Board may withhold the hourly rate of pay for the sick hours used but not yet earned by the employee.

VACATION LEAVE INFORMATION

Vacation leave is earned by 12 month employees only.

Employees with less than five (5) years continuous service in Seminole County will earn the equivalent of one (1) day per month. Employees with five (5) years or more continuous service will earn annual leave at the equivalent rate of one and one quarter (1 \(\frac{1}{4}\)) days per month or fifteen (15) working days per year.

Persons with ten (10) years’ service will accrue leave hours at the equivalent rate of one and one half (1 \(\frac{1}{2}\)) days per month or eighteen working days per year.

Vacation leave may be accumulated but only a total of fifty (50) days may be carried over from one fiscal year, ending June 30th, to another. Employees will not be eligible to take vacation leave until they have completed their sixty (60) day probationary period. Upon termination, an employee may be compensated for accrued vacation leave up to a total of 50 days.