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INTEROFFICE MEMORANDUM

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TO: BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR. *LL*  
ASST. SUPT./HUMAN RESOURCES

SUBJECT: HUMAN RESOURCE PROCEDURES MANUAL (HRPM) REVISION

DATE: 04/04/2013

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Please approve changes listed below.

- Page 32 - This revision to our Human Resource Procedures Manual updates the section on the transfer process to include our new online process for completing a transfer request. If you have questions regarding this revision, please call me at 983-5030.
- Pages 51-61 – These revisions update the Santa Rosa School District's qualification requirements for vocational certification. If you have questions on these changes, please call Charlin Knight at 983-5058.

## 1 Transfers.

1) In-Class (Lateral) Transfers. An in-class lateral transfer is defined as reassigning an employee from one position to another in the identical classification at another site. The positions may not necessarily come under the jurisdiction of the same department. The transfer will require the approval of the receiving department administrator. The losing department administrator will be provided a two (2) week notice. The transfer shall require approval of the Board.

2) In-Range Transfers or Lower Range Demotions. Any employee in the classified service with regular status may apply for transfer to a position in a different job classification within the same or lower pay range, within the classified system. The losing department will be provided a two-week notice. Transfers must have the approval of the receiving department and Board. The Human Resource Office will screen transfer requests to determine if the applicant meets the minimum qualifications for the requested position. The Human Resource Office will submit the names of qualifying transfer applicants to the appointing department. The transfer shall not change the employee's anniversary date or regular status.

a) Transfers to a lower classification shall be considered demotions.

~~b) Requests for transfer will be valid for a one-year period. Transfer request forms are available in the Human Resource Office. Once completed, the form should be returned to the Human Resource Office where it will be kept on file for one year.~~

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b) Requests for transfer will be valid for a one year period.

Employees requesting a transfer need to go online in School Stream. Go online to School Board website and click on Employment at the top then click on Human Resources. At the bottom of the page in red click on "Employee Transfer Form". Once employee logs in the request can be entered. The form is then sent to the school the employee is requesting to leave and the school they are requesting to transfer to.

Once Principal from receiving school approves it will go to Human Resources for review and approval.

It is the employee's responsibility to discuss the request for transfer with their leaving Principal prior to sending their transfer request form.

An email notification will be sent to the employee once the transfer form is complete.

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Employees covered under the bargaining unit desiring a transfer from one job site to another shall submit a transfer request form to the office of the Assistant Superintendent for Administrative Services. The transfer requests shall be valid from January 1 until December 31.

c) Vacancies will be filled by the most qualified applicant applying for the job. Based upon the nature of the vacancy the following facts among others will be used in determining qualifications: (1) Seniority (of current employees who apply); (2) Performance record; (3) Conduct; (4) Attendance; (5) References; (6) Special skills and abilities; and (7) Where applicable, the results of competitive examinations. When two or more employees apply who have equal qualifications, then the employee with the greatest amount of seniority will be awarded the job.

d) Employees serving the initial one year probationary period as a new employee may transfer laterally. However, the employee must acknowledge understanding and agreement that the probationary period will continue for a period of 12 months from the effective date of their lateral transfer. All conditions of an initial probationary period will apply.

#### C1.4 District Certificates

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##### a. Non-Degreed Part Time/Full Time Vocational

###### PART-TIME VOCATIONAL CERTIFICATES:

Must be employed less than full-time.

Issued for 5 years.

Reissue requires another application and fee - - with no credit required.

Can be used for those wanting to sub in a vocational subject but do not have the minimum AA/AS degree or 60 semester hrs.

###### FULL-TIME VOCATIONAL CERTIFICATES: (Degreed or Non-Degreed)

For those employed in a full-time position. Issue a three-year temporary vocational certificate AND a statement of eligibility. Must pass the CLAST prior to July 1, 2002, General Knowledge Test after July 1, 2002 and Professional Education Exam, or FTCE-O prior to July 1, 2000, POP, and 12 semester hrs vocational preparation prior to expiration of temporary certificate. At expiration of temporary vocational certificate, if above requirements are complete, the applicant will complete another form and pay the fee for the professional five-year certificate.

JROTC - employed as a JROTC instructor, issued a three-year temporary vocational certificate. Must pass the CLAST prior to July 1, 2002 or General Knowledge Test after July 1, 2002, pass the Professional Education Exam, and successfully complete the Professional Orientation Program.

At expiration of the temporary certificate the applicant will complete another form and pay the fee for a professional five-year certificate.

When a teacher has a state issued professional certificate, the validity dates can be matched by prorating the cost to renew the local certificate by the number of years needed to match the dates. (Example: state issued certificate expires in 1998, the local issued certificate expires in 1997. Have the teacher pay 1/5 of the fee and extend the local certificate one (1) year.) After that, the teacher will pay one fee to renew both certificates and have the same "window" for earning points or college credit.

#### Qualifications for Employment of **Degreed** Part-time and Full-time Vocational Instructional Personnel

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To be eligible for appointment to an instructional position in a career and technical program in Santa Rosa County School District, the applicant must meet the requirements in School Board Policy 6.17 and other requirements specified for district issued certificates.

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Full-time vocational instructional personnel are issued a 3 year non-renewable vocational temporary certificate – must be employed in a full-time position.

Part-time vocational instructional personnel are issued a 5 year part-time vocational certificate – must be employed less than full-time. Reissue requires another application and fee with credit required for renewal.

Requirements for a vocational temporary certificate (3 year non-renewable or a 5 year part-time)

1. Hold a least a high school diploma or equivalent
2. Hold or be working to obtain the industry certification aligned with the area of assignment when a valid industry certification is available and applicable.
  - a. The list of appropriate certification and certifying agencies is published annually by Florida's Agency for Workforce Innovation by July 1 and kept by the Director of Workforce Education.
3. Hold a bachelor's degree or higher from an accredited institution as specified in Rule 6A-4.003, Florida Administrative Code, with an undergraduate or graduate degree major related to the instructional assignment; or
4. One year of successful full-time teaching experience in the area of assignment as verified by the Director of Workforce Education and chairperson of the occupational advisory committee specific to the area of assignment. The verification shall include a listing of all current members of the advisory committee and endorsement of the teacher by a majority of the membership.

Experience verification requirements shall be:

1. Occupational experience shall be gained as a wage earner after age sixteen (16);
2. The occupational experience shall be verified by former employers; for self-employment, experience in a family-owned business or experience at firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s) and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.

Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:

1. At least six weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, OR
2. At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an accredited institution as specified in FS 231.17(2)(c), and shall be completed in skills or theory courses related to the area of assignment, OR
3. Completion of a career training program as described in subparagraph 2.b above, or completion of an apprenticeship program as described above within the five (5) year period immediately preceding the date of application for employment.

A professional certificate shall be issued to degreed full-time vocational instructional personnel when requirements specified below are met:

1. Three years of successful teaching in the areas of which occupational expertise was established.

2. Completion of a minimum of four courses; or a combination of courses and programs as approved, based on the applicant's prior education and training, by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:

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- a. Principles and Philosophy of Vocational Education
- b. General Methods of Teaching Vocational Education which includes testing and evaluation.
- c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college course work specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.
- d. Vocational Education Designed for the Special Needs Student
- e. Florida Association of Career and Technical Education (FACTE) online courses.
- f. Perkins Professional Development Institute through the Florida Department of Education Office of Career and Adult Education.
- g. BEACON Educator online coursework partnered with the Santa Rosa County School District Alternative Certification Program.

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3. Passing score on the General Knowledge Exam.

4. Passing score on the Professional Education Exam

5. Demonstration of the Professional Education Competencies approved by the Florida Department of Education.

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Qualifications for Employment of **Non-degreed Part-Time and Full-Time Vocational Instructional Personnel**

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The School Board defines non-degreed vocational instructional personnel as those staff members with qualifications established on the basis of occupational expertise in the areas of Health Occupations, Industrial, Career Specialist, and Public Service Education. These individuals are assigned to teach only specific non-degreed vocational courses when the Course Code Directory specifies non-degreed vocational instructors as appropriate.

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The district superintendent or designee shall insure that each candidate for employment in a non-degreed vocational instructional position meets minimum requirements for employment and shall maintain records of such information in the candidate's official personnel file.

To be eligible for appointment to an instructional position in a non-degreed vocational program in Santa Rosa County School District, the applicant must meet the requirements in School Board Policy 6.17 and other requirements specified for a district issued certificate.

- *Full-time* vocational personnel are issued a 3 year non-renewable non-degreed vocational temporary certificate - Must be employed in a full-time position.
- *Part-time* vocational personnel are issued a 5 year part-time non-degreed vocational certificate - Must be employed less than full-time - Reissue requires another application and fee - with no credit required for renewal.

Requirements for a *non-degreed vocational certificate* (3 year non-renewable temporary or 5 year part-time temporary):

- ~~Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma.~~
- ~~Hold or be working to obtain industry certification aligned with the area of assignment when a valid industry certification is available and applicable.~~
  - a. ~~The list of appropriate certification and certifying agencies is published annually by Florida's Agency of Workforce Innovation by July 1 and kept by the Director of Workforce Education.~~

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- ~~Occupational experience based on the field of assignment in the teaching specialization area as specified in one of the plans below:~~

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- Plan One: At least six (6) years of full-time occupational experience or the equivalent in part-time experience in the occupational field of the teaching assignment; or
- Plan Two: A minimum of two (2) years of full-time occupational experience or the equivalent in part-time experience occupational field of the teaching assignment in combination with one of the options listed below:

- ~~Hold a bachelor's degree or higher degree from an accredited institution as specified in Rule 6A-4.003, Florida Administrative Code. The degree must have been completed at an acceptable institution as specified in FS231.17(2)(c), with an undergraduate or graduate degree major related to the instructional assignment; or~~

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- ~~Successful completion of a program of training specific to the area of assignment. The training program must be specific to the area of assignment and completed at a postsecondary vocational or technical institution approved by the department state board for of vocational education in the state where the institution is located; or~~

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- A certificate of completion of an apprenticeship as established by the United States Department of Labor, the Florida Department of Labor, or any state apprenticeship department which is specific to the area of assignment; or
- A written verification of the candidate's occupational competency. The verification of occupational competency shall be signed by the District Director of Vocational Education and the chairperson of the occupational advisory committee specific to the area of assignment. The

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verification shall include a listing of all current members of the advisory committee and verification that the candidate was endorsed by a majority of the membership.

Experience verification requirements shall be:

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- Occupational experience shall be gained as a wage earner after age sixteen (16);
- The occupational experience shall be verified by former employers; for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify the dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included.
- Recency of experience or training shall be required in the occupational field of the teaching assignment as follows:
  - At least six (6) weeks of occupational experience gained within the five (5) year period immediately preceding the date of application for employment, or
  - At least three (3) semester hours of college credit earned within the five (5) year period immediately preceding the date of application for employment. The college credit shall be earned at an acceptable institution as specified in FS231.17 (2)(c), and shall be completed in skills or theory courses related to the area of assignment, or
  - Completion of a ~~vocational career~~ training program as described in subparagraph 2.b above, or completion of an apprenticeship program as described in subparagraph 2.c above within the five (5) year period immediately preceding the date of application for employment, or
  - One (1) year of successful teaching experience in the program area of assignment during the five (5) year period immediately preceding the date of application for employment.

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A *professional certificate* shall be issued to non-degreed full-time vocational instructional personnel when requirements specified below have been met:

- 1) Three years of successful teaching in the area for which occupational expertise was established.
- 2) Completion of a minimum of four courses; or a combination of courses and programs as approved, based on the applicant's prior education and training, by the Director of Workforce Education. The following is a list of approved delivery methods which may

be utilized to meet this course requirement: ~~of twelve (12) semester hours of college credit in education as specified below:~~

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a) ~~Three (3) semester hours in Principles and philosophy of vocational education:~~

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b) ~~Three (3) semester hours in General methods of teaching vocational education which includes testing and evaluation:~~

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c) ~~Three (3) semester hours in Methods of teaching Industrial Education, health occupations, industrial, or public service education or other approved college course work specific to the area of the teaching assignment. The methods course shall be specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory:~~

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d) ~~Three (3) semester hours in Vocational education designed for the Special Needs Student.~~

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e) ~~Florida Association of Career and Technical Education (FACTE) online courses.~~

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f) ~~Perkins Professional Development Institute through the Florida Department of Education Office of Career and Adult Education.~~

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g) ~~BEACON Educator online coursework partnered with the Santa Rosa County District Alternative Certification Program.~~

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3) ~~Passing score on the FTCE-O prior to July 1, 2000 or CLAST or PRAXIS general knowledge exam prior to July 1, 2002. Effective July 1, 2002 passing score on the General Knowledge Test. Passing score on the General Knowledge Exam.~~

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~~Passing score on the Professional Education Exam.~~

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4) ~~Demonstration and completion of the Professional Education Competencies approved by the Florida State Department of Education.~~

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\*Requirements for areas 3) and 4) may be waived if all of the following requirements are met:

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1) Employed with Santa Rosa County District Schools at the time of making application.

2) Employed with Santa Rosa County District Schools prior to Florida Department of Education testing requirements for CLAST and Professional Education Exams with no break in continuity of service.

3) Hold a current Florida state issued certificate.



## **b. Career Specialist**

To be eligible for a degree Career Specialist position, a person must:

1. Hold a Bachelor's Degree or high from an accredited educational institution as specified in Rule 6A-4.003, F.A.C.

2. Provide verification of at least two (2) years of full-time occupational experience of equivalent in part-time experience.

a. The initial Temporary Certificate issued shall be valid for three (3) years with a validity period from July 1, to June 30.

b. A full-time degree certificate covering Career Specialist valid for five (5) years will be issued when the following requirements are met:

1. Completion of two (2) years full-time experience in a position of Career Specialist;

2. Participation in career education training conducting via Workforce Education pre-planning professional development; and

3. Verified demonstration of required professional education competence through the instructional evaluation system of the Santa Rosa County School District.

4. Complete a minimum of two courses; a combination of courses and programs based on the applicant's prior education and training approved by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:

a. Principles and Philosophy of Vocational Education

b. General Methods of Teaching Vocational Education which includes testing and evaluation.

c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college coursework specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.

d. Vocational Education Designed for the Special Needs Student

e. Florida Association of Career and Technical Education (FACTE) online courses.

f. Perkins Professional Development Institute through the Florida Department of Education Office of Career and Adult Education.

g. BEACON Educator online coursework partnered with the Santa Rosa School District Alternative Certification Program

h. Other career education coursework may be considered.

To be eligible for a Non-Degree Career Specialist position, a person must:

1. Hold a least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma.

2. Provide verification of a least six (6) years of full-time occupation experience of the equivalent in part-time experience;

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a. The initial Temporary Certificate issued shall be valid for three (3) years with a validity period from July 1, to June 30.

b. A full-time degree certificate covering Career Specialist valid for five (5) years will be issued when the following requirements are met:

1. Completion of two (2) years full-time experience in a position of Career Specialist;

2. Participation in career education training conducting via Workforce Education pre-planning professional development; and

3. Verified demonstration of required professional education competence through the instructional evaluation system of the Santa Rosa County School District.

4. Complete a minimum of two courses; a combination of courses and programs based on the applicant's prior education and training approved by the Director of Workforce Education. The following is a list of approved delivery methods which may be utilized to meet this coursework requirement:

a. Principles and Philosophy of Vocational Education

b. General Methods of Teaching Vocational Education which includes testing and evaluation.

c. Methods of Teaching Industrial Education, health occupations or public service education or other approved college coursework specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.

d. Vocational Education Designed for the Special Needs Student

e. Florida Association of Career and Technical Education (FACTE) online courses.

f. Perkins Professional Development Institute through the Florida Department of Education Office of Career and Adult Education.

g. BEACON Educator online coursework partnered with the Santa Rosa School District Alternative Certification Program

h. Other career education coursework may be considered.

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#### Three (3)-year temporary vocational certificate specialization requirements

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~~1) Hold at least a high school diploma or the equivalent based on general education development tests or other achievement tests approved by the State Board which establishes the equivalency for a high school diploma.~~

~~2) Occupational experience as specified in one of the plans below:~~

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~~a) Plan One: Verification of at least six (6) years of full-time occupational experience or the equivalent in part-time experience as described below:~~

~~(1) The experience shall be gained as a wage earner after age sixteen (16) in an occupation other than teacher~~

~~(2) The experience shall be verified by former employers or for self-employment, experience in a family-owned business, or experience at a firm no longer in business, the experience shall be verified by an individual knowledgeable of the applicant's service. Employment verification shall not be accepted from the applicant or family members. The verification shall be provided on business stationery or a notarized affidavit(s) and specify dates of employment, job title(s), and full-time or part-time employment. When employment was part-time, the number of hours worked per week shall be included~~

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OR

~~(3) Plan Two: A bachelor's or higher degree from an acceptable institution as specified in 231.17(2)(c) FS and verification of at least two (2) years of full-time occupational experience or the equivalent in part-time experience as specified in a.(1) and a.(2) above.~~

OR

~~(4) Plan Three: An associate of arts or an associate of science degree from an acceptable institution as specified in 231.17(2)(c) FS, and verification of at least four (4) years of full-time occupation experience or the equivalent in part-time experience as specified in a.(1) and a.(2) above.~~

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~~3) Recency of occupational experience or training shall be required as follows:~~

~~a) At least six (6) weeks gained within the five (5) year period immediately preceding the date of application for employment~~

OR

~~b) Three (3) years of successful teaching in a public school within the five (5) year period immediately preceding the date of application for employment.~~

~~A professional vocational certificate for Career Specialist shall be issued to full-time vocational instructional personnel when requirements specified below have been met:~~

~~1) Three years of successful teaching as a Career Specialist.~~

~~2) Completion of twelve (12) semester hours of college credit in education as specified below:~~

~~a) Three (3) semester hours in principles and philosophy of vocational education.~~

- ~~b) Three (3) semester hours in general methods of teaching vocational education which includes testing and evaluation.~~
  - ~~c) Three (3) semester hours in methods of teaching health occupations, industrial, or public service education. The methods course shall be specific to the area of the teaching assignment to include course construction, lesson planning, and management and safety procedures for the vocational classroom and laboratory.~~
  - ~~d) Three (3) semester hours in vocational education designed for the special needs student.~~
- ~~3) Passing score within the first year of employment on one of the following test:~~
- ~~a) FTCE O prior to July 1, 2000~~
  - ~~b) CLAST or General Knowledge Exam prior to July 1, 2002~~
  - ~~c) General Knowledge Test after July 1, 2002~~
- ~~4) Passing score on the Professional Education Exam or FTCE O prior to July 1, 2000.~~
- ~~5) Demonstration and completion of the Professional Education Competencies approved by the State Department of Education.~~
- ~~6) Successful completion of career education training conducted through the local school district inservice master plan.~~

\*Requirements for areas 3) and 4) may be waived if all of the following requirements are met:

- Employed with Santa Rosa County District Schools at the time of making application.
- Employed with Santa Rosa County District Schools prior to Florida Department of Education testing requirements for CLAST and Professional Education Exams with no break in continuity of service.
- Hold a current Florida state issued certificate.

**c. Junior Reserve Officer Training Corps**

To be eligible for appointment in a Junior ROTC instructional position in Santa Rosa County School District, the applicant must meet the following requirements for a district issued *three (3) year non-renewable temporary vocational certificate*:

- Is retired from active military duty.
- Satisfies criteria established by the appropriate military service for certification by the service as a junior reserve officer training instructor.
- Has an exemplary military record.
- Meets requirements of Board Policy.  
A district issued *professional certificate* shall be issued to JROTC instructors when the requirements specified below have been met:
- Demonstration and completion of the Professional Education Competencies approved by the State Department of Education.
- Passing score on the CLAST or PRAXIS general knowledge exam prior to July 1, 2002.  
Effective July 1, 2002 – passing score on the General Knowledge Test.
- Passing score on the Professional Education Exam.