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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD MEMBERS  
TIM WYROSDICK, SUPERINTENDENT

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

**SUBJECT:** HRPM REVISIONS

**DATE:** 10/23/2014

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Please approve the changes listed below to our Human Resource Procedures Manual.

- Page 36 – Fingerprints – Provide clarification regarding the fingerprint process for educational support employees.

If you have any questions concerning these revisions, please call me at 983-5030.

## **B.2.7 Criteria For Application Evaluation**

### **a. Review of applications.**

Applications for employment will be evaluated to determine that the minimum requirements for a job specification are met. Veterans Preference will be identified.

1) Job specifications will be outlined in Job Descriptions (see Public Folders: Classified Job Descriptions).

### **b. Experience.**

1) The total number of months experience for each job listed on the application will be determined and compared to the minimum number of months required on the job description.

a) The result will be the verification for having met the minimum experience requirements.

b) To be creditable, experience must be job related (since attaining age 16).

c) In calculating the number of hours worked per week, a maximum of 40 hours is credited. When less than 40 hours are worked per week, calculations are as shown below:

<b>Months</b>	<b>Experience in years</b>
1	.08
2	.17
3	.25
4	.33
5	.42
6	.50
7	.58
8	.67
9	.75
10	.83
11	.92
12	1.00

### **To calculate hours worked – under forty hours per week.**

Number of months worked x 4.3 = total weeks worked

Weeks worked x hours (worked per week) = total hours worked

Total hours worked divided by 40 hours = weeks

Weeks divided by 4.3 = months of experience

### **To calculate temporary and substitute appointment experience:**

30 days = 1 month, starting with a minimum of 15 days

15 – 30 days = 1 month

31 – 60 days = 2 months

2) When the minimum experience is verified, no further review will be documented.

- 3) Experience in a temporary or substitute appointment is awarded in accordance with all other guidelines listed above.

c. Education

- 1) To receive credit for a course, a grade of A, B, C, or D (or satisfactory) must have been earned:
  - a) College degrees will be verified if required in the job description. The college must be accredited and official transcripts provided by the applicant.
  - b) When a degree has not been attained, college courses will be awarded based on the number of semester hours earned (see calculations described below). Official transcripts shall be submitted with the application.

**Education Equivalent Experience**

When training and/or experience can be substituted for education, the formula below will be used:

Semester Hours: 1 semester hours = 1 month of full time equivalent experience.

Class Hours: Divide total class hours by 15 to calculate semester hours.

Quarter Hours: Divide total quarter hours by 5 and multiply by 3 = semester hours

Continuing Education Units (CEU): Multiply hours of CEU credit by ten (10) to calculate classroom hours. Divide classroom hours by fifteen (15) to arrive at the number of semester hours.

- 2) The following will be acceptable as proof of a high school diploma (or GED):
  - a) The actual high school diploma.
  - b) Listing of high school completion on military discharge papers (DD Form 214).
  - c) Listing of high school completion on college transcripts.
- 3) Training courses that are job related may be accepted.
- 4) If experience can be substituted for a high school diploma (or GED), four (4) years of job related experience will be accepted.
- 5) If experience can be substituted for college credits, one (1) year of job related experience will equal 30 semester hours.

d. Professional Certification.

Professional certification will be noted if the certification is listed in the job description as a *preference*. When more than one professional certification is listed in the job description, qualifying certification will be noted.

Professional certifications included in the *minimum qualifications* of a job description must be verified to entitle the applicant to qualify for the job.

e. Veteran's Preference.

- 1) Veteran's Administration letter acknowledging a compensable disability and a DD Form 214 must be submitted with the application for employment to receive preference. A veteran's employment preference shall be deemed to have expired after an eligible person has applied for and been employed by a State or any agency of a political subdivision of the State.
- 2) Veteran's preference will be awarded in the following instances:
  - a) A service-connected disabled veteran receiving compensation, disability retirement, or pension
  - b) Spouse of a veteran unemployable due to a total and permanent service-connected disability or spouse of veteran missing in action, captured or forcibly detained by a foreign power
  - c) A wartime veteran
  - d) The non-remarried widow or widower of a veteran who died of a service-connected disability
  - e) A veteran in receipt of any Armed Forces Expeditionary Medal

An employee returning from active duty will be given preference on promotional lists for which they apply. This preference will expire at the time of promotion.

f. Seniority for Promotional Lists.

Seniority will be identified for employees in accordance with number of years they have worked for the Santa Rosa County School Board. Seniority will be a factor in selections when two or more applicants have equal qualifications.

- g. Data Collected and compiled during the selection process is excluded from personnel records and is maintained in a separate confidential file at the site conducting the interviews.

h. Fingerprints. All appointees to regular positions in the classified service are subject to fingerprinting as a condition of employment. Information elicited by this manner which indicates material disqualifying factors shall constitute cause for immediate dismissal.

**Please note:** If an Educational Support applicant registers and fingerprints incorrectly (for example: as a contractor/vendor instead of a classified employee) they would be required to register, pay the fee and be reprinted. If a current Educational Support employee is recommended for an Instructional position, the school district will incur the cost for the employee to be reprinted as a teacher. The Department of Education requires teacher's fingerprints to be one year old or less before issuing their teaching certificate.