
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

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

SUBJECT: HUMAN RESOURCE PROCEDURES MANUAL (HRPM) REVISIONS

DATE: 05/09/2012

The Human Resource Department has conducted a review of our Human Resource Procedures Manual and recommends the revisions listed below.

Page 9	Fingerprint fee decreased
Page 11	Changes to the transfer period
Page 38	Removed HRMD (dated language)
Page 39	Removed reference to when annual administrative appointments are made
Page 40	Made changes to requirement for administrative employment
Pages 51, 58, 59, 60	Certification changes
Page 63	New law concerning payment for advanced degrees
Page 71	Removed deferment for merit increases based on disciplinary action – not consistent with Master Contract
Pages 85, 86	Changed “step” to “level”
Pages 124, 125, 126, 127	Spelled out in detail our Public Records Request Policy; this Policy has been reviewed by attorneys

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

B1.2 Checklist For Principals Filling Instructional Positions

- _____ 1. Review any in-house reassignment requests.
- _____ 2. Submit position for advertisement.
- _____ 3. Monitor advertisement to ensure compliance with Master Contract.
- _____ 4. Review files of all qualified applicants and transfer requests.
- _____ 5. .
- _____ 5. Select candidates to interview from among qualified applicants. Make sure that an adequate number of applicants are interviewed. Remember to interview all applicants claiming veteran's preference.
- _____ 6. Check for appropriate certification on those interviewed.
- _____ 7. Schedule and conduct interviews.
- _____ 8. Review applicant files and contact references.
- _____ 9. Select candidate.
- _____ 10 Call Human Resource Office to discuss your proposed selection. Maintain Applicant Interview Data Form and notes for documentation of interviews.
- _____ 11. Refer the candidate to Human Resources for drug testing paperwork and fingerprinting information
- _____ 12. Once a drug test clearance has been received by the Human Resource Office, the site administrator will be contacted.
- _____ 13. Make the formal written recommendation on official form for School Board approval giving effective date, schedule, and salary coding. Complete checklist on back of form.
- _____ 14. After School Board approval, contact the "new" teacher. He/she must complete paperwork in the Human Resource Office. (Fingerprinting fee is \$ 64.50~~7.25~~).
- _____ 15. A recommendation for a teacher to be assigned "out-of-field" must be justified in writing.

B1.4 Selection Procedures/Instructional Personnel

Purpose:

To provide information and instructions for selecting instructional employees and filling positions.

Procedures:

- a. Advertise for positions. The following is the minimum number of days for advertisement:
Within three (3) working days after being notified by a principal/administrator that a vacancy exists, the Superintendent or a designee shall provide a written listing of such vacancy. The listing shall include the job title, required certification, job site, and contact person and shall be sent to the following: (1) each work site to be posted by the principal or their designee in a designated area, and (2) SRPE office. An electronic copy of the listing shall satisfy these requirements. Vacancies will be posted on the School Board web site.

Instructional vacancies which occur at the end of the school year will be opened first as transfers for current employees for a period of ten (10) working days before the close of school ~~twenty (20) working days immediately following the close of school~~. Following said ten (10) working days ~~twenty (20) working days~~ until the close of the next school year vacancies will be open to anyone.

Vacancies shall be posted for a minimum of five (5) working days except for those occurring from three weeks prior to pre-planning until the last day for students. These shall be posted for a minimum of three (3) working days.

- b. When filling vacancies, an administrator shall consider:
- 1st – Reassignment requests (a Request for Reassignment form must be on file at your school)
 - 2nd – Transfer requests (a Request for Transfer form must be on file at the requested school before interviewing)
 - 3rd – Other applicants
- c. Administrators are responsible for establishing procedures at their school/cost center to interview, screen and select staff. These procedures must comply with all Board policies and labor agreements. Procedures and interviews must be consistent, fair, and non-discriminatory. All questions must be job-related.
- d. No applicant shall be interviewed who does not have a complete application on School Stream.
- e. No applicant shall be recommended without begin interviewed at the site.
- f. Prior to recommending an individual, the administrator is responsible for:
- 1) Checking an applicant's references and work history to assure the accuracy and appropriateness of the candidate.
 - 2) Reviewing the candidate's application/on school stream.
 - 3) Contacting previous employers for reference
 - 4) Contacting Human Resources to verify the background check sheet/fingerprints
 - 5) Verifying certification status with Human Resources

B3.1 Administrative - Appointments and Reappointments

All administrative personnel shall be appointed as prescribed by law.

- a. As an element of an ~~Human Resources Management and Development System~~administrative leadership development program, an objective selection system is vital. To implement a selection system, the following procedures shall be used in filling all administrative and supervisory positions in the school system.
 - 1) A written job description shall be developed for each position with established minimum qualifications in accordance with state laws and rules. An analysis of each position shall be completed to identify the competencies critical to successful performance.
 - 2) The position with minimum qualifications shall, upon recommendation of the superintendent, be established by the Board.
 - 3) To develop an administrative pool of qualified applicants, principal and assistant principal positions are advertised one time during each fiscal year for a period of ten working days. District level positions are advertised for a minimum of ten working days as the Superintendent and the School Board determine that vacancies exist.
 - 4) Appointments may be made from lateral transfer requests from current administrators before vacant positions are advertised or before interviewing administrative pool applicants.
 - 5) Announcement of an administrative vacancy includes position title, location of position (if available), minimum eligibility qualifications, timeline for application, and any additional information deemed appropriate.
 - 6) Candidates seeking employment for any advertised position shall submit an administrative application form and include a resume with a letter of intent within the stated timeline. In compliance with law, no person shall, on the basis of race, color, religion, gender, age, ethnicity, national origin, marital status, disability, political or religious beliefs, ~~national or ethnic origin~~genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. Job descriptions are posted on our website.
 - 7) All applicants for a given position will be screened through the Human Resource Office. Only those candidates meeting the minimum qualifications established by the position shall be considered further in the selection process. Candidates who do not meet the minimum qualifications shall be notified of the status of their application within ten (10) working days of the close of the advertisement. In the event no candidate meets the minimum qualifications, the position shall be re-advertised.
 - 8) Depending upon the number of qualified applicants to be considered, a second screening may be conducted utilizing a predetermined rating scale related to the specific position. The scale shall be made available to the candidate upon request. All qualified candidates would be evaluated at this step by the personnel administrator and two other administrators with specific knowledge of the position.

Candidates eliminated at this level of screening would be notified in writing within ten (10) days of the decision.

- 9) All candidates successfully completing the screening process for the administrative pool shall be interviewed by at least two (2) interviewers trained and certified in the process. A consensus rating shall be agreed upon by the interviewers. Additional data in the form of behavior sampling related to the position may be required of the finalists for a position.
 - 10) For principal/assistant principal positions the screening process includes a written examination, a standardized assessment of principal strengths, as well as a behavioral interview. Screening data is maintained; and, as openings occur throughout the year, selection is made from those who meet the criteria. Applicants must reapply each year.
 - 11) The data from the interview, behavior sampling application, resume, and reference check shall be collected and integrated by the interviewers in order to recommend three to five finalists to the Superintendent. A reference check shall be conducted on each of the finalists for the position.
 - 12) The Superintendent of Schools shall interview each of the finalists for the position prior to a recommendation to the School Board.
 - 13) The Superintendent shall recommend for the School Board's approval the appointment of all administrative personnel.
 - 14) Career counseling, consisting of feedback and recommendations for professional development, will be provided to any candidate upon written request once the final selection has been made.
 - 15) See the flow chart and Santa Rosa County School District HRMD Plan for more detailed information.
- b. ~~The Superintendent shall submit, in writing, all nominations for reappointment of administrative personnel to the School Board not later than one week after the end of the regular legislative session. The Board shall take action on the nominations made by the Superintendent not later than three weeks after the end of the regular legislative session.~~

B3.2 Administrative Staff - General Requirements for Employment

Administrative personnel comprises the superintendent, assistant superintendents, directors, principals and those persons who may be employed as professional administrative assistants to the superintendent or to the principal. Secretarial, clerical or other office assistants are not included.

To be eligible for employment, a prospective member of the administrative staff shall submit a written application on the approved form and such additional information as may be requested. The applicant shall hold a ~~regular~~ ^{regular} ~~Florida~~ Educator certificate or be eligible for rank III or higher certificate and have a receipt from the Florida Department of Education acknowledging that an application has been filed and the issuance of the certificate is pending. ~~A person may be employed on a temporary basis pending receipt of a certificate. An applicant holding a temporary certificate shall not be considered for appointment without the approval of the superintendent.~~ Ed Leadership or School Principal (whichever applies).

- 1) Any person not holding a valid Florida certificate at the time of employment shall be required to file a valid Florida certificate at the ~~bachelor's~~ master's degree level or higher in the office of the superintendent no later than ninety (90) calendar days following appointment. Failure to file such certificate shall result in termination of the person's employment.
- 2) ~~The employee shall complete the required forms specified by the superintendent prior to the issuance of the first paycheck.~~
- 3) Where necessary to determine whether to continue the services of administrative staff member, the School Board reserves the right to require a physical or psychiatric examination by a qualified physician or psychiatrist to be chosen by the staff member from a list of doctors approved by the School Board. In the event such medical examination is required, the School Board will pay all costs.
- 4) Any applicant shall be duly qualified for the position for which he/she is being considered. If it appears that the applicant is eligible for proper certification, appointment may be made subject to the conditions set forth in the Annual Contract of Employment Form as approved by the Commissioner of Education.
- 5) Any applicant under consideration for employment who is currently employed in another school system must agree that his present employer be informed of the consideration of his application for employment in the Santa Rosa School District.
- 6) Applicants not currently employed in Santa Rosa School District shall be fingerprinted prior to payment of ~~any salary warrant.~~ recommendation to School Board.
- 7) Applicants not currently employed in Santa Rosa School District shall provide evidence of a negative drug screening prior to effective date of appointment recommendation to School Board.

C1.3 Endorsement Certification

Teachers who hold a valid academic Florida certificate and who have completed the required coursework are entitled to add the endorsement coverage for the areas listed below, to a valid Florida Educator's Certificate. To add this coverage teachers must apply by completing the Application for Florida Educators Certificate (CG10). Please note that the required courses must be taken through an accredited university or through a Florida district approved inservice component or add-on program. Requirements for each subject area endorsement are listed in the Master Inservice Plan.

Link to: <http://www.santarosa.k12.fl.us/pdc/inservice/mip.pdf>

Add-on Endorsements are listed below:

- Autism Endorsement
- English Speakers of Other Languages (ESOL) Endorsement
- ~~Exceptional Student Education Endorsement~~
- Gifted Endorsement*
- Reading Endorsement

*The following guidelines are to be followed when reviewing candidates for gifted positions:

- Teachers assigned in elementary gifted programs must hold elementary education certification as well as gifted endorsement.
- Teachers assigned in the middle and senior high levels who are teaching gifted courses must be certified in the area they are teaching as well as have gifted endorsement.
- Teachers of gifted enrichment/elective courses (resource) must be certified in a subject area appropriate to the primary focus of the program as well as gifted endorsement.

DOE memorandum dated May 30, 2001 states: The required certification for teachers of gifted courses was revised in the *Course Code Directory and Instructional Personnel Assignments* for 2001-2002. Please note that the requirement is "academic coverage required for the subject and content of the course and gifted endorsement" (*Course Code Directory*, p.189). This is a change from the previous requirement of any academic coverage and gifted endorsement.

d. Vocational Subject Areas/Coverage

AGRICULTURE EDUCATION

Agriculture Mechanics
Agriculture Production
Agricultural Resources
Agricultural Supplies
Forestry
Horticulture

BUSINESS EDUCATION

Accounting
Business Data Processing
Clerical
Management & Supervision
Secretarial

CAREER EDUCATION

Career Specialist

HOME ECONOMICS EDUCATION

Home Economics Occupations

HEALTH EDUCATION

Dental Assistant
Dental Lab Technology
Electrocardiograph Aide
Electroencephalograph Tech
Laboratory Assistant
Laboratory Technology
Masseur
Medical Assistant
Medical Records Technician
Medical Transcriptionist

MARKETING EDUCATION

Advertising and Promotion
Banking and Finance
Hotel Training
Insurance
Marketing & Management
Real Estate
Retailing
Transportation
Wholesaling

Mental Health

PUBLIC SERVICE EDUCATION

Occupational Therapy Assistant
Operating Room Technician
Paramedic
Pharmacy
Physical Therapy Technician
Registered Nurse
Respiratory Therapy Tech

Correctional Officer
Firefighting
JROTC
Law Enforcement
Public Administration
Water and Waste Plant Operator

Technical Optics

TECHNICAL EDUCATION

Technical X-Ray

Technical Human Services

INDUSTRIAL EDUCATION

A/C and Heating Mechanics	Commercial Fishing	Jewelry Manufacturing & Repair
Air Controller	Computer Service	Machine Shop
Aircraft Mechanics	Cosmetology	Millwrighting
Appliance Repair	Diesel Mechanics	Mine Safety & Health
Automotive Body	Drafting	Motorcycle Mechanic
Auto Machine Shop	Drywall Installation	Occupational Health & Safety
Auto Mechanic	Electronics	Operating Engineer
Auto Upholstery	Electrical	Ornamental Iron
Avionics	Fabric Maintenance	Painting
Barbering	Flooring	Photography
Biomedic Equip Tech	Furniture Repair	Plumbing
Blueprint Reading	Gas Fitter	Printing
Building Maintenance	Gas Engine Repair	Quantity Foods
Business Machine Repair	Glazier	Roofing
Cabinet and Woodworking	Industrial Engineer	School Bus Driver Training
Carpentry	Industrial Plastics	Seamanship
Commercial Art	Instrumentation	Sewing Machine Repair
Commercial Driving	Insulation Installation	Sheetmetal

INDUSTRIAL EDUCATION, CON'T

Shoe Repair

Stationary Engineer

Structural Steel

Supervisory Training

Surveying & Mapping

Swimming Pool Maintenance

TV Production Technology

Tile Setting

Trowel Trades

Welding

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PRESERVICE AGREEMENT TO COMPLETE ESOL TRAINING

Name _____ School _____
Please PRINT.

Timelines for Completion of the ESOL Training Requirements

Area of Assignment I	Area of Assignment II	Area of Assignment III
Primary Language Arts/English Teacher *NOTE: This includes ESE self-contained.	Computer Literacy, Mathematics, Science, Social Studies, Reading Teachers,* Guidance Counselors and School Administrators	All other subject area teachers not included in Area of Assignment I or II
Inservice Requirements		
<ul style="list-style-type: none"> ESOL Endorsement: 15 semester hours or 300 in-service credit points K – 12 ESOL Coverage: Bachelor's or Master's Degree in ESOL & Basic Subject Area Coverage K – 12 ESOL Coverage: Passing Score on ESOL Subject Area Test; Basic Subject Area Coverage, and 120 hours/points in continuing ESOL education of approved courses within a three (3) year time period of the ESOL certification date. Courses taken prior to passing the test apply to the 120 hour requirement. <p>Note: ESOL endorsement or certification must be added to the teaching certificate.</p>	3 semester hours or 60 inservice points *Teachers of reading must earn 60 points of ESOL inservice within the time lines prescribed below. After that time period, if an English Language Learner (ELL) is assigned to a reading teacher, the teacher must earn 3 semester hours or 60 ESOL inservice points each subsequent year until the ESOL endorsement is earned.	3 semester hours or 18 inservice points
Timelines		
Within <u>6 years</u> after the teacher is first hired Area of Assignment I teachers must complete 60 hours within the first 2 years of employment and 60 hours each subsequent year until the endorsement is completed and added to the certificate.	<u>Experienced Teacher:</u> Within 1 year after the teacher is hired <u>Beginning Teacher:</u> Within 2 years after the teacher is first hired. <u>School Administrator/Guidance:</u> Within 3 years of being hired as an administrator/guidance counselor	<u>Experienced Teacher:</u> Within 1 year after the teacher is hired <u>Beginning Teacher:</u> Within 2 years after the teacher is first hired
Course Requirements		
Courses Required for Area I: ESOL endorsement inservice as approved by the district add-on ESOL Plan or 15 college ESOL semester hours: Applied Linguistics, Cross Cultural Communication, Curriculum Materials and Development, Testing and Evaluation, Methods of Teaching ESOL	Courses Required for Area II: Any 60 hours of ESOL inservice or 3 semester hours of college coursework listed for Area of Assignment I teachers NOTE: <u>ESOL SAE plus 120 points</u> is also an option.	Courses Required for Area III: 18 hours ESOL for Other Content Area Teachers ESOL inservice, any other ESOL inservice or college coursework listed for Area of Assignment I teachers NOTE: <u>ESOL SAE plus 120 points</u> is also an option.

I understand that I must provide transcripts, grade reports, or inservice credit records to the Department of Human Resources and to the Coordinator of Literacy to verify completion of approved ESOL training.

I am aware that failure to comply with the training requirements by the completion timeline for my area of assignment will be grounds for nonrenewal of my contract of employment with Santa Rosa School District.

If my area of assignment changes during the period covered by this agreement, I understand that I must comply with the new requirements of my assignment.

Distribution:
Literacy Coordinator
School Principal
Personnel File:
Employee

Signature of Teacher

Date

C3.2 Payment for Advanced Degrees

To receive credit on the instructional salary schedule an advanced degree must be in a certification area

- a. be reflected on an official transcript (and)
- b. be from an accredited college or university recognized by the Florida Department of Education, (and)
- c.
 1. be in an area of certification that is maintained by the teacher (or)
 2. add a certification area to the employee's certificate based on the advanced degree (or)
 3. be issued a college of education (defined as Master's/Specialist/Doctorate of Education), if not eligible for certificate under c1. or c2. above.

Personnel employed as of June 30, 2003, who are receiving credit on the salary schedule for an advanced degree shall continue receiving that credit without regards to the 2003-2004 changes in the Master Contract.

Santa Rosa County School District will not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement.

Personnel employed as of July 1, 2011, must be teaching/serving in the area of advanced degree to receive credit on the instructional salary schedule.

C5.3 Disciplinary Action (Reference Laws of Florida 79.561)

To discipline a subordinate who holds a position in the classified service of the school board; providing notice of disciplinary action; method of service of action; right of employee appeal; method of amending charges and specifications, and new charges; method of instituting notice and date of hearing; nature of hearings, procedures, evidence; certification of service; computation of time.

a. Commencement of Action.

An action by a school/department to discipline an employee who holds a position in the classified service of the district shall be commenced by filing notice of such action in the Human Resource Office and to the employee against whom the action is taken.

42) Disciplinary actions shall become a permanent part of the employee's personnel file and shall not be removed.

2) In the event an employee receives a disciplinary action, said action shall defer the merit increase for the time period listed below:

<u>ACTION</u>	<u>MINIMUM TIME</u>
Written warning	3 months
1 st (1 day) suspension	None
2 nd or subsequent (1 day) suspension or any suspension (2-30 days)	6 months

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31) A school/department may use a non-disciplinary verbal reprimand, or letter of counseling. Letters of Record of Counseling or a letter of reprimand are disciplinary actions and will be placed in the Personnel File.

b. Notice of Disciplinary Action.

- 1) Notice of the disciplinary action of an employee in the classified service shall state in writing the nature of the action taken, the effective date of the action, and, if a suspension, the duration thereof. Such notice shall specify the date, time and place (where applicable) and nature of the violation or misconduct charged in sufficient detail to provide the employee an opportunity to prepare a defense. Such notice shall be signed by the site administrator, or his/her authorized representative. The notice shall be filed with the Human Resource Office for the School Board agenda following the effective date of the action that provides ample time to notify employee before Board Meeting.
- 2) If the notice of disciplinary action is not received in the Human Resource Office within ten working days of such action, the employee may be reinstated and reimbursed for any loss of pay or allowance.

**C5.6 - CLASSIFIED PAY PLAN SETTING FORTH A SYSTEM OF RANGES AND STEPS
AND PROVIDING A METHOD OF PROGRESSION BETWEEN RANGES AND
STEPS.**

- a. The Santa Rosa District School Board classified pay plan maintains a system of salary ranges and levelsteps for all members of the classified service.
- b. **Ranges.** The system of salary ranges shall run from the lowest pay range 1 to the highest pay range 30. The Santa Rosa District School Board inserts the dollar figure within these pay ranges and the dollar figures shall follow the system of progression from the low in pay range 1 to the high in pay range 30.
- c. **LevelsSteps.** Each range in the classified pay plan has appropriate levelsteps. The Santa Rosa District School Board has the sole responsibility for determining the dollar amounts within these levelsteps. The dollar amounts inserted follow the system of progression from the lowest levelstep 1 to the maximum levelstep.
- d. **Time Period Between LevelsSteps.** Beginning on the last day of the 2009-2010 school year, advancement on the salary schedule due to merit increases shall not be effective unless specifically agreed upon through the negotiation process for bargaining unit employees or specifically approved by the Board for employees not covered by a union contract. Notwithstanding any language to the contrary, each employee shall start each year on the same step as he/she was on at the end of the prior year unless he/she received a promotion that required a salary schedule change.
 1. When a promotion is made from one classification to a higher classification, the employee shall be placed on the first levelstep of the new range or at the levelstep that results in an increase of approximately five percent (5%), whichever applies.
 2. An employee who voluntarily demotes to a lower classification will have their pay adjusted to the new range, based upon the employee's years of service. In that case, the employee will be placed at the levelstep closest to the previous hourly rate without exceeding that rate of pay.
 3. An employee who accepts, or is given, a lateral transfer will assume the new positions at his/her same range and levelstep.
 4. When an employee is on any type of leave without pay or Worker's Compensation, and the merit increase falls within that time, no merit shall be granted. Merit increase will be granted when the employee returns from leave, provided that one half of the work hours required have been fulfilled for that fiscal year. When less than one half of the required hours have been worked, the appointing site may, and with Santa Rosa District School Board approval, request in writing that the employee be granted the merit increase.
 5. **Upgrades to Higher Range.** When the appointing site requests, that the Santa Rosa District School Board approves an appointment to a position of a higher range, the incumbent employee, if applicable, shall receive an increase of approximately 5% or be placed in the first pay levelstep of the upgraded pay range, whichever applies.
 6. **Downgrades to Lower Range.** When the appointing site requests, and the Santa Rosa District School Board approves, an appointment to a position of lower range, the incumbent employee will be placed in

the range of the new position at a levelstep that correlates with the number of years in the district, if that levelstep does not exceed the employee's previous hourly rate. In that case, the employee will be placed at the levelstep closest to the previous hourly rate without exceeding that rate of pay.

- e. **System of Progression.** The system of progression to be followed by the Santa Rosa District School Board in inserting the dollar figures into the classified pay plan shall be a progression from levelsteps 1 through 2018, with levelstep 2018 being the maximum step.
- f. **Classified Pay Scale.** The dollar figures are recommendations only until approved or modified by the Santa Rosa District School Board.
- g. The classified employees in each position of the Santa Rosa District School Board are placed into the Ranges and LevelSteps of the adopted classified pay plan
 - 1) For classified employees hired on or after July 1, 2011, for purposes of pay, the Santa Rosa District School Board shall recognize and accept each year of full-time public school service earned which the employee received a satisfactory performance evaluation unless the employee is retired FRS or TRS – in that case the maximum number accepted is 5 years. It shall be the responsibility of the employee to (a) verify all public experience and (b) provide documentation of evaluations for all of the years of verified experience. When new or former employees are hired into a supervisory Classified Service position they may be hired into a LevelStep, of the Range established for the position, that does not exceed the LevelStep that is commensurate with the employee's experience, qualifications, education, and other appropriate considerations. One of the purposes of this Rule is to avoid wage discrimination between new and existing employees when they are similarly qualified and performing the same or similar job functions. The following factors will be considered in determining the appropriate LevelStep for a new or former employee:
 - a) Only that portion of the employee's documented prior experience which is job related should be considered as creditable experience;
 - b) The employee's documented previous compensation will be considered in efforts to avoid causing the employee to experience a decrease in salary or wages when the employee is to perform substantially similar or greater responsibilities than those responsibilities that were performed in the employee's preceding employment.
 - c) It shall be the employee's responsibility to provide documentation of satisfactory work experience and rates of pay from former employers.
 - 2) For purposes of this Rule, supervisory employees are those involved in the management of their department or the supervision of at least two employees under them; examples include (i) interviewing, selecting and training of employees, whether by direct action or by recommendation to those to whom such functions are delegated; (ii) setting and adjusting rates of pay and/or hours of work; (iii) directing the work of employees; (iv) maintaining production records of employees for use in supervision or control; (v) appraising the productivity and efficiency of employees for purposes of recommending promotions, job evaluations or other changes in their status; (vi) addressing employee complaints and grievances and disciplining employees when necessary, whether by direct action or by recommendation to those to whom such functions are delegated; (vii) planning the work of employees; (viii) determining the techniques to be utilized; (ix) apportioning the work among the employees; (x) determining the type

How Public Records Can Be Requested and Obtained:

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~~Copies of public records can be obtained by making a request to the Human Resource Department. Requests for records may be made in writing (electronic mail, US mail, Fax or in person). All requests will be processed by the appropriate staff members at a time which does not interfere with their normal work duty and will be completed during normal business hours (Monday-Friday 7:30am-4pm). All requests will be completed in a reasonable time fashion.~~

Public Records Fees and Charges:

~~The Public Records Act allows the Santa Rosa County School District to collect the actual cost of duplication for materials and supplies used to duplicate records. Additionally, the district may collect a service charge for any request that requires more than 15 minutes of use of district resources to produce. The cost of the appropriate staff member's time will be computed to the nearest 1/4 of an hour and the charge will be based upon the current hourly rate of pay plus benefits.~~

Actual Cost Fees:

~~Paper copies—\$15 per page~~

~~CD/DVD—\$100 *Santa Rosa County School District will not accept any external compact disk or DVD*~~

~~Shipping—US postage rate or any other necessary shipping costs required to deliver records~~

Payment Processing:

~~All payments or deposits must be collected prior to the release of records. Payments should be delivered to the Human Resources Department and will be accepted by check, money order (made payable to Santa Rosa County School Board) or cash (exact amount).~~

~~If actual duplication costs and any additional service charges exceed \$100, the requestor will be provided with an estimate and will be required to remit a minimum of 50% of the total invoice prior to any record inspection or production.~~

~~Santa Rosa County School District may withhold releasing any public records produced until the total invoice is paid in full.~~

Public Records Exemptions:

~~Santa Rosa County School District is responsible for protecting any confidential information or as otherwise exempt according to Florida Statutes, Section 119.07. All confidential information will be redacted (concealed or removed) from records prior to inspection or distribution of copies of the nonexempt portions.~~

SANTA ROSA COUNTY SCHOOL DISTRICT
PUBLIC RECORDS REQUEST POLICY

1. PURPOSE

The purpose of this Public Records Request Policy is to provide guidance to Santa Rosa County School District on how to coordinate a public records request from any entity making that request and ensure all requests comply with Florida Statute Chapter 119, also known as the "Public Records Act."

2. POLICY

This policy is to provide guidelines and overall general procedures district wide. Administrators will inform all affected employees within their work areas of this policy and its requirements.

The Human Resources Department will be designated as the Santa Rosa County School District's Public Records Coordinator for all public records requests. The Assistant Superintendent of Human Resources shall designate an individual to act as the District's centralized public records contact person for tracking public records requests submitted.

Administrators should know and train their employees on what public records are available and what sensitive information those records may contain.

The centralized public records contact person will receive records training in compliance of the Public Records Act in accordance with Florida Statute Chapter 119.

3. PROCEDURES

All public records requests involving personnel files will be directed to Human Resources with notice to the centralized public records contact person and the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources will work with the public records contact person to ensure compliance.

Public records can be reviewed and copies obtained by making a request to the Human Resource Department (see Public Records Request form).

Request for records may be made in writing (electronic mail, US mail, Fax or in person). All requests will be processed by the appropriate staff members at a time which does not interfere with their normal work duty and will be completed during normal business hours (Monday-Friday 7:30 am-4 pm). All requests will be completed within a reasonable time fashion.

When making request for e-mails please include the time period and "keywords". This will allow e-mails to be reviewed and limited to a manageable number.

4. EXCEPTIONS/EXEMPTIONS TO PUBLIC RECORDS INFORMATION

Although documents that perpetuate, communicate or formalize knowledge are public records, not all information found in that public record is necessarily subject to dissemination or release. Employee personnel files are public record however, certain information is protected.

The following public documents are examples that may include sensitive material that is either exempt from the Public Records Act or some other statutory exemption;

- Employee social security numbers on all current and former District employees.
- Employee evaluations until the end of the school year immediately following the school year during which the evaluation was made.
- Employee drug screening.
- Employee medical records, except at certain specified hearings, are confidential and exempt.
- Employee Florida retirement records.
- Cumulative records of public school pupils.
- Personally identifiable educational records or reports of the student and any personal information contained within reports, teacher plans.

Santa Rosa County School District is responsible for protecting any confidential information or as otherwise exempt according to Florida Statutes, Section 119.07. Documents that contain protected sensitive material will be redacted (concealed or removed) prior to inspection or distribution of copies of the nonexempt portions to satisfy the public records request.

5. FEES

The Public Records Act allows the Santa Rosa County School District to collect the actual cost of duplication for materials and supplies used to duplicate records. Additionally, the district may collect a service charge for any request that requires more than 15 minutes of use of district resources to produce. The cost of appropriate staff member's time will be computed to the nearest ¼ of an hour and the charge will be based upon the current hourly rate of pay plus benefits.

Actual Cost Fees:

- Paper Copies - \$.15 per page
- CD/DVD - \$1.00 *Santa Rosa County School District will not accept any external compact disk or DVD*
- Shipping – US postage rate or any other necessary shipping costs required to deliver records

Payment Processing:

All payments or deposits must be collected prior to the release of records. Payments should be delivered to the Human Resources Department and will be accepted by check, money order (made payable to Santa Rosa County School Board) or cash (exact amount). If actual duplication costs and any additional service charges exceed \$100.00, the requestor will be provided with an estimate and will be required to remit a minimum of 50% of the total invoice prior to any record inspection of production.

PUBLIC RECORD REQUEST

Florida Statute 119.07

"Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the Assistant Superintendent of Human Resources or the public records contact person."

Records are available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the Human Resource Department.

The information listed below is requested (but not required) to expedite your request and document public records request activity.

LIST RECORD(S) TO BE REVIEWED:

1. _____

2. _____

TIME PERIOD: From _____ TO _____
Month, Day, Year Month, Day, Year

COPIES REQUESTED: Yes _____ NO _____

COPY ENTIRE FILE: Yes _____ NO _____

EMAIL SEARCH: (keywords) _____

LIST RECORD(S) TO BE COPIED BELOW:

1. _____

2. _____

3. _____

THE CONTACT INFORMATION BELOW IS NOT REQUIRED

If you wish to be contacted when the records are available, please include the appropriate information.

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

INTERNAL USE ONLY:

Date Completed: _____ Time: _____ Contact Person: _____