

SANTA ROSA COUNTY SCHOOL BOARD
HUMAN RESOURCE PROCEDURES MANUAL
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However, complications from pregnancy or mental/emotional illnesses, which require hospitalization or institutionalization, will be considered by the committee. The Sick Leave Bank Committee, at its discretion, is authorized to grant 15 additional days in hardship situations. Once sick leave bank days are granted, the use of sick leave bank days will begin on the fourth (4th) day without pay. Any unused sick leave bank hours will be returned to the bank at the start of each fiscal year. If a participant has hours remaining at the end of the school year and has a need to continue to use previously approved hours at the start of the new school year, the participant is required to notify the sick leave bank committee through the Human Resources department to reinstate eligibility before the start of the new school year.

C8.4 Donation of Leave to Sick Leave Bank

New members will donate the required day(s) for initial enrollment and will not be asked to donate again until after January 1 of their initial enrollment year.

C8.5 Family Member Donation of Leave

A Santa Rosa County School District employee may donate accrued sick leave to a spouse, child, parents or sibling, who is an employee of the Santa Rosa County School District. The recipient may not receive or use the donated sick leave until all of his/her sick leave has been depleted, excluding sick leave for the Sick Leave Bank. Anyone who donates accrued sick leave will not be eligible to use the Sick Leave Bank until a) all of their sick leave has been depleted and b) the employee has been on leave without pay for the number of days equal to the number of sick leave days he/she donated.

C8.6 Employee to Employee Donation of Leave

Section §.1012.61 Florida Statutes allow school employees to voluntarily donate their accrued sick leave days to other employees who are ill and have used all of their own days. The recipient may not receive or use the donated sick leave until all of his/her sick leave has been depleted, excluding sick leave for the Sick Leave Bank. Anyone who donates accrued sick leave will not be eligible to use the Sick Leave Bank until a) all of their sick leave has been depleted and b) the employee has been on leave without pay for the number of days equal to the number of sick leave days he/she donated. No employee may donate days unless they have more than ten accrued days and are limited to donating up to 5 days per fiscal year. The donations shall not be applied retroactively during any school year.

C9. Remote Work

In keeping with modern workforce capabilities, the Santa Rosa County District School system is establishing a select remote work option to meet the needs of the district, employees, and to provide services to students.

C9.1 Consideration for remote work must meet the following job criteria:

- a. The employee's job description does not include the direct supervision of students.

b. The employee's job description lends itself to a remote work environment (e.g., computer/telephone based).

c. The remote work does not negatively impact the district financially or the quality of the services being provided.

C9.2 Consideration for remote work must meet the following technological criteria:

a. Remote work is to be performed on a district owned laptop. The laptop must have a working microphone and web camera. A laptop can be checked out by requesting one through the district's technology related work order system.

b. The internet connection at the remote location must have viable bandwidth (5 Mbps download, 1 Mbps upload).

c. The employee must use the district's VOIP software (through a web browser or installed on their smartphone) and Microsoft Teams.

d. The employee is responsible for the internet connection and security at the remote location. A work-only internet hotspot may be provided by the district if necessary.

C9.3 In addition, the employee must meet the requirements for their job site. At a minimum, this includes:

a. Availability of the employee during scheduled work hours

b. Participation in scheduled collaborative meetings

c. Good communication with supervisor, colleagues, and vendors

C9.4 The administrator or supervisor will be responsible for making a remote work recommendation of employees in their division and will track the employees' work.

C9.5 If an employee has a family or medical situation that doesn't allow them to meet the remote work criteria, they are ineligible.

C10. Retirement

C10.1 New employees filling a regular position are enrolled in the Florida Retirement System (FRS).

a. Pension Plan

Normal retirement under FRS is at least 6 years of creditable service and 62 years of age or 30 years of creditable service regardless of age IF employed prior to July 1, 2011. Normal retirement for those employed on or after July 1, 2011 is age 65 with at least eight (8) years of creditable service or 33 years of creditable service regardless of age. If employed before January 1, 1987, four (4) years of wartime military service may be