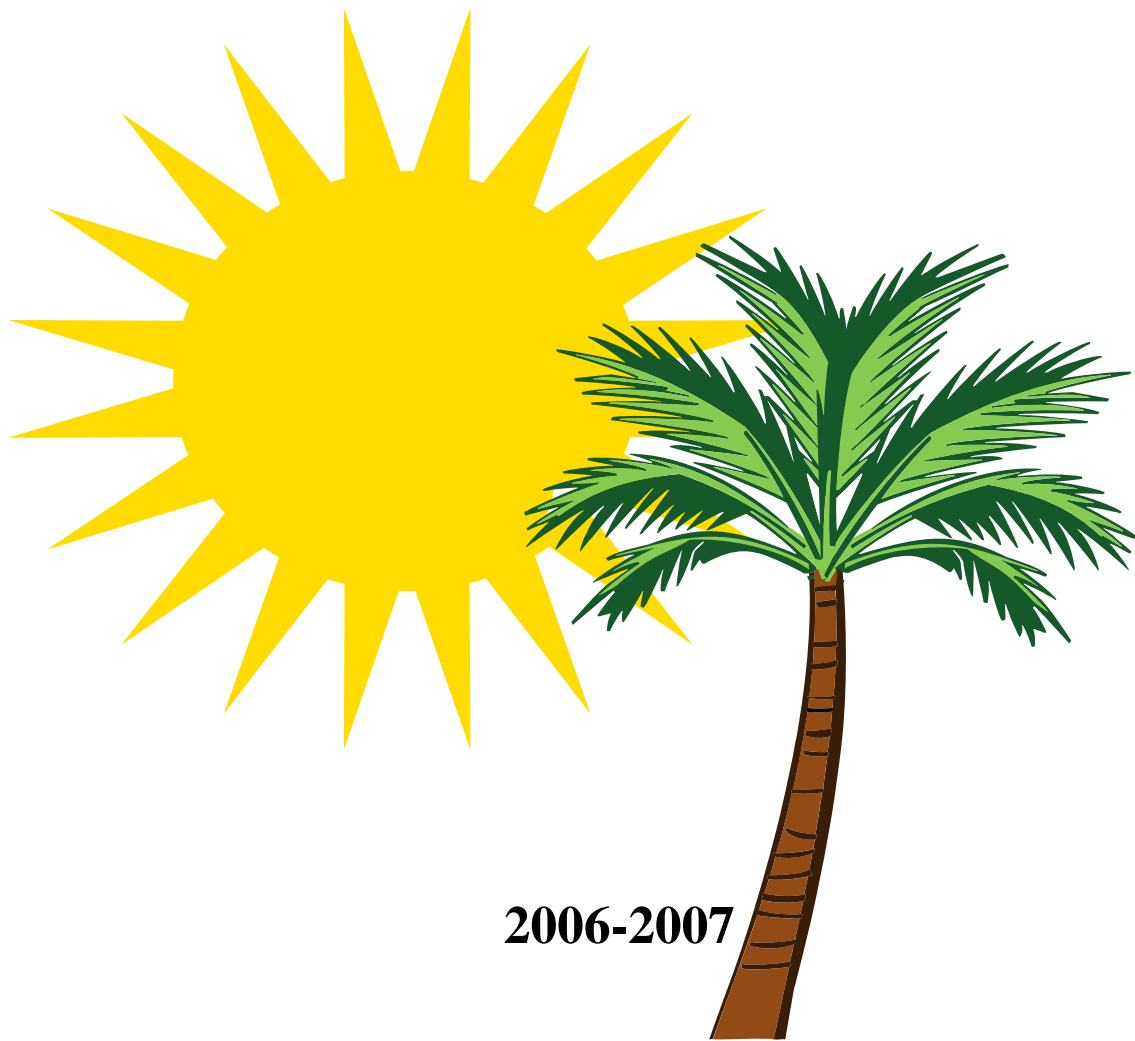


EMPLOYEE
ORIENTATION
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ORIENTATION



2006-2007

SCHOOL BOARD OF BROWARD COUNTY

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***Contract language supersedes the language in this document.**

Congratulations on becoming an employee with Broward County Public Schools. Please take a moment of your time to review the enclosed information and use it as a reference to assist you with any questions that you may have in the future.

As a new employee to Broward County Public Schools, we want to ensure that your first year in our district is a smooth one. If the staffs in the Instructional or Non-Instructional departments can be of assistance to you in the future, feel free to contact them. Please completely fill out all paperwork that has been requested **PRIOR** to reporting to the Employment Center for your clearance appointment for employment.

ORIENTATION

During the orientation in the Employment Center you will be **required to select your benefits**. Please review the contract for your Bargaining Unit. Refer to useful websites (Employee Relations) on page 8, to review probationary period and other important information related to your employment.

EMPLOYEE HANDBOOK

The Employee Handbook represents an overview of the personnel policies, rules, guidelines, and procedures of The School Board of Broward County, Florida, and is provided to you for reference purposes only. The information contained in the Handbook is subject to modification, in whole or part. The Handbook may be accessed through the Internet at www.broward.k12.fl.us/employeehandbook or via the Intranet at <http://web/index.htm>.

The School Board of Broward County's Policy Manual contains the full text of the policies and procedures adopted by The School Board. The Policy Manual may be accessed through the Internet at www.broward.k12.fl.us/sbbcpolicies or via the Intranet at <http://web/index.htm>.

BENEFITS OVERVIEW

The School Board of Broward County (SBBC) Benefits Department provides education, enrollment, and administration of employee benefits involving multiple insurance companies for all employees. Premiums for the majority of benefits are paid in full by SBBC, while other benefits require employees to pay a portion of the benefits through payroll deduction. SBBC offers different health care delivery systems, dental plans, vision plans, group life insurance, disability and retirement benefits, as well as a multitude of additional benefits at no cost to the employee. Employees can purchase supplemental insurance such as cancer and dreaded disease, dependent life, long-term care, and prepaid legal. Tax Sheltered Annuities (403b) are also available. Please log on to (www.browardschools.com/benefits) for a complete overview.

FLORIDA RETIREMENT SYSTEM (FRS)

The Florida Retirement System (FRS) offers two retirement plans, the FRS Pension Plan and the FRS Investment Plan. Retirement coverage is employer contributory. The FRS Pension Plan, a traditional retirement plan designed for longer-service employees. It pays you a guaranteed monthly benefit based on service and salary when you retire. You qualify for a benefit after six years of service in the FRS Pension Plan. Your benefit is based on how much money is contributed to your account and how well that money grows over time when invested. You qualify for a benefit after one year of service in the FRS Investment Plan. On your date of hire you were

automatically placed in the Pension Plan. You have up to five months from your date of hire to choose whether to stay in that plan or change to the Investment Plan. Plan information will be mailed directly to you by the FRS. If you do not make a selection, you will remain in the Pension Plan. After that period, you have one other opportunity to change plans (your second election) anytime during your FRS career.

EMPLOYEE SELF-SERVICE (ESS)

Employee Self-Service (ESS) is a part of the Human Resources Management System (HRMS) that provides the following benefits to employees:

- Enables employees to view benefits, payroll information and personal information.
- Allows employees to add/change their emergency contact information, work telephone number, and email address.
- Enables users to find information such as place of employment, telephone number, e-mail address, etc., on any SBBC employee whose record exists in the HRMS.

You may access Employee Self-Service from your internet at home by going to the district's website www.browardschools.com select **Departments** and click on the **Employee Self-Service** icon.

EVALUATIONS

Collective Bargaining Agreements differ in the number of evaluations required; however, all employees of the Broward School District receive at least one formal evaluation near the end of their work calendar year. The two systems used are as follows:

- (APPAS) Administrative Performance Personnel Appraisal System for all Principals, Assistant Principals, ASPT and BTU-TSP Bargaining Unit members.
- (SPPAS) Support Personnel Performance Appraisal System for all clerical/secretarial, food service, maintenance/facilities services/transportation/campus monitors/security specialist, and paraprofessionals. Evaluations are conducted by the employee's direct supervisor and may include observations of work and/or work products. Progressive Discipline and/or formalized plans of assistance are used to assist employees with less than satisfactory performance.

For further information related to evaluations, contact the Coordinator, Evaluation in your area.

NO CHILD LEFT BEHIND

Public law 107-110, the No Child Left Behind Act of 2001 (NCLB), created new requirements and timelines designed to ensure that all public elementary, middle, and secondary paraprofessionals providing Title I services meet the federal definition of "highly qualified". All teachers and paraprofessionals working with Title I students must meet these qualifications.

WORK/SCHOOL CALENDARS

The office manager at your work location will give you a copy of your work calendar for the year.

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resource Development (HRD) Department is committed to raising student achievement by supporting quality staff development through the HRD Blueprint which improves the performance of all district employees. As a new member to our workforce, we encourage you to take advantage of the resources available to you that will support your professional growth and development.

For principals, assistant principals aspiring leaders, **Leadership Development** offers:

- Relevant, rigorous professional development programs, based on the Florida Educational Leadership Standards.

Further detailed information on the *Leadership Continuum* can be found in the HRD Blueprint.

For teachers, **Teacher Development** enhances and strengthens professional practice through:

- Attracting education and non-education (alternative certification) college/university graduates and teachers wanting to transfer into the Broward County Public Schools system.
- Supporting site-based, systematic, standardized New Teacher Induction Program that promotes a successful initial classroom experience.
- Providing ongoing support for all educators to enhance and strengthen professional practice of teachers by supporting the design, coaching and facilitation of professional development.

For non-instructional and support personnel, **Non-Instructional Development** promote professional growth and development through:

- The **Certified Achievement Program (CAP)** for clerical and secretarial personnel.
- The **Custodial Training Program** which supports and builds the skills of facility service personnel.
- The **Non-Instructional Leadership Program** which prepares and develops non-instructional personnel to succeed in roles requiring leadership.

The **HRD Hotline, 754-321-5055**, provides answers to questions on staff development events, access to training information, training locations and other details. HRD's Ashmore Media Center also offers the latest resources to support your professional growth and development.

For information on the HRD Blueprint and a list of offerings, events and activities available, please go to the Intranet <http://web/hrd> or Internet www.browardschools.com/hrd. A calendar of events can also be found there as well as an insert in the award winning *Focus* magazine, which is published regularly by HRD and delivered to your school or location.

ONE VOICE

The ONE VOICE PROGRAM is built on the philosophy that we should all have one voice as we align programs and resources to the schools. Broward County will positively impact student achievement in all schools by embracing the research-based components for effective practices.

As a District, we are accountable for improving student achievement. All students can learn if given an individualized approach. To meet this charge, the District has embraced the tenets of the effective schools program through the research-based practices of Lawrence Lezotte's Seven Correlates, Pat Davenport's Eight Step Instructional Process and Marzano's High Yield Strategies.

In addition, the Sterling Quality Improvement Model, Classroom Walkthroughs and Understanding Poverty are part of the program. The goal is to positively impact student achievement at all levels in every school.

Learn how the ONE VOICE PROGRAM impacts you at your location and how important you are to Broward's students and their achievement. Look for staff development events on the One Voice Program in the Staff Development Calendar in CAB, FOCUS Magazine and the HRD website at <http://www.browardschools.com/hrd>.

SALARY SCHEUDLE

Salary Schedules vary according to Bargaining Units. For an up-to-date Salary Schedule, visit the Employee Relations Department website link at www.browardschools.com

PAYROLL INFORMATION

PAYROLL INFORMATION

- Checks are issued bi-weekly for most employees and are sent to the employee's work location. Your office manager has a calendar of your pay dates.
- Direct deposit of your payroll check is mandatory for all employees with the exception of Teachers, Confidential Clericals, non-union Administrators, Principals and Assistant Principals. Direct payroll deposit is available to a bank of your choice.
- If you have questions regarding your paychecks, contact your work site office manager or payroll processor who will speak with a representative in the Payroll Department.
- Refer to <http://web/hrms/Payroll-processors.htm> website for all payroll schedules.

UNDERSTANDING YOUR PAYCHEK

WORK RELATED CREDIT

In some positions such as ASPT/BTU/TSP and clerical, new hires employed by Broward County Public Schools are eligible to receive credit on the Salary Schedule for experience and/or direct work-related experience. **The experience must be verified and approved prior to receiving credit.** It is the responsibility of the new employee to have the experience verified.

For ASPT/BTU/TSP employees who qualify for work related experience credit, visit our web-site www.broward.k12.fl.us/nis/ for employment forms. This verification form must be received and approved by the District within four (4) months of employment. **Verifications received after four (4) months will not be accepted.** Clerical employees, will be provided with work related credit information during processing in the Employment Center.

TRANSFER REQUESTS

Some bargaining units provide transfer language. Please see useful websites on page 8 (Employee Relations), to review Collective Bargaining Language related to transfers. An employee who is not on a Professional Improvement Plan (PIP) can request a transfer to another vacant position in the district by applying for that position. If an employee has an overall unsatisfactory evaluation, a transfer is **not** permitted.

Regular transfer (TRG): The hiring principal/supervisor must consider the transfer, but it is at the principal/supervisor's discretion whether to interview the candidate.

Hardship Transfer (THD): The employee may request a THD when he/she travels 20 miles or more one-way to the work location or has a serious medical and/or personal problem. An employee can request a transfer at any time and may be transferred after the start of the year.

- An employee who meets the "hardship" definition will be guaranteed an interview at **one** of his/her choices where a vacancy exists, but is not guaranteed the position.

EMPLOYMENT AUTHORIZATION

The School Board of Broward County, Florida complies with the Immigration Reform and Control Act of 1986. Employers are required to verify the identity and employment eligibility of all hires after November, 1986. Employees are required to provide acceptable documents that establish identity and employment eligibility within the United States, as outlined in the Employment Eligibility Verification Form (I-9), within 3 business days of the date employment begins.

After initial employment, it is the responsibility of the employee to provide the HRIS Department with updated employment eligibility documents/information as required by Immigration law **prior to the expiration date of their current employment eligibility documents.** Contact HRIS at (754) 321-0129 as required for further information.

REQUIRED WORK RELATED DOCUMENTS

The School Board of Broward County is required to maintain various work related documents in the employee's permanent employment file. **It is the responsibility of the employee to submit updated forms/information to HRIS in a timely basis.**

- Social Security Card (must be signed)
- W-4 (copy to Payroll Department)
- Employment Eligibility Documents
- Home & Emergency Contact Address
- Educational Transcripts (as required by position)
- Certification/Licenses (as required by position)

CODE OF ETHICS

The School Board has high expectations for all employees. The primary concern for Administrative, Instructional, and Non-Instructional employees is to be aware of the importance of maintaining the respect and confidence of colleagues, students, parents, and the community. Employees should always strive to achieve, maintain, and sustain the highest degree of ethical conduct by adhering to the following guidelines as appropriate:

- All school board policies
- All city, county, state, and federal laws and ordinances
- The Florida Department of Education Code of Ethics, The Principals of Education, and the Professional Conduct Guidelines

Any Instructional employee who fails to exercise the best professional judgment and integrity shall be subject to revocation or suspension of their educator's certificate, penalties as provided by law, and district disciplinary actions, up to and including termination. Please refer to the Code of Ethics, the Principals of Professional Conduct, and the Standards of Competence Professional Performance for additional information.

SECURITY CLEARANCE

What if you leave the system and return?

If you decide in the future to resign from a position or you become terminated for any reason and later decide to accept another position within the school board system, you will have to undergo another Level II background screening, regardless of how recent you were previously fingerprinted. Even if there is only a one day break in service, you must pay \$70.00 in the form of a money order and be re-fingerprinted with the Security Clearance Department.

In addition, if you have been working in a non-instructional position and decide to transfer to an instructional position, you will have to be fingerprinted and pay \$70.00 in the form of a money order for your results to be transmitted to the Florida Department of Education to receive certification.

SELF REPORTING

(SCHOOL BOARD POLICY #2405)

Per Florida Statue 231.6818, all personnel shall self-report in writing to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any arrests, citations or charges involving the abuse of a child or the sale and/or possession of a controlled substance or charges involving Sexual Misconduct, Sexual Battery, Possession (includes e-mail transmissions) or Sale of Pornography Involving Minors and Sexual Relations with students. 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.

All personnel holding a Commercial Driver's (CDL) License, as a condition of employment, shall self-report in writing to the Executive Director of Professional Standards and Special Investigative Unit within forty-eight (48) hours of any citations, arrests or charges involving Driving Under the Influence (DUI) or driving while intoxicated (DWI).

In addition, all personnel shall self-report in writing to the Executive Director of Professional Standards and Special Investigative Unit any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion intervention program, or entering a plea of guilty or Nolo Contender for any criminal offense other than a minor traffic violation (driving under the influence (DUI) and driving while intoxicated (DWI) convictions are not minor and must be reported) within forty-eight (48) hours after final judgment. The Superintendent shall establish and maintain administrative procedures for implementing this policy.

Failure to comply with the self-reporting rule shall result in disciplinary action up to and including termination of employment.

DRUG TESTING-DRUG FREE WORKPLACE

It is the intent of the School Board to comply with the Drug-Free Workplace Act of 1986 and other applicable law which requires the School Board to maintain a drug-free workplace. The School Board authorized the superintendent to develop procedures to carry out this policy.

The School District has zero tolerance on the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol. These substances are prohibited on all school board property and at school sponsored activities. Employees are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance. See School Board Policy 2400 – Drug-Free Workplace

LEAVES OF ABSENCE

Permanent employees are eligible for Leaves of Absence. If you need to apply for a Leave of Absence, you must schedule an appointment with the Leaves Department to discuss your options. The Leaves Department is located at 7720 West Oakland Park Blvd, Sunrise, FL 33351, the telephone number is 754-321-3130. For more information visit the Benefits' website www.broward.k12.fl.us/benefits.

SICK LEAVE

Every full-time employee is entitled to four (4) days of sick leave as of the first day of employment of each contract year, and earns one day of sick leave for each month of service. Information related to sick leave can be located in your Collective Bargaining Agreement. Please see useful websites on page 8 (Employee Relations).

- Sick Leave can be accumulated from year to year and will be paid out at time of retirement.
- There is no limit to the number of sick leave days that may be accumulated.
- You *cannot* use sick leave prior to the time it is earned and credited.
- If you use all of your sick days and terminate your employment before the end of your first year, you will owe the School Board money.
- Employees working less than 100% but at least 53.33% will accrue sick leave based on the percentage of contract hours outlined in the Collective Bargaining Agreement.

TRANSFER OF SICK LEAVE

INSTRUCTIONS FOR TRANSFERRING INTO SBBC

Sick leave is only accepted from PUBLIC SCHOOL DISTRICTS within the state of Florida for Instructional, Administrative, Professional, and Technical employees at the present time (see individual contracts for continuous updates). The only exception is educational personnel in Department of Children and Family Services (see Florida statute 1012.62 Transfer of sick leave and annual leave). Sick leave must be original and on the sending county letterhead.

WE DO NOT ACCEPT FOR TRANSFER INTO THE DISTRICT SICK LEAVE EARNED FROM A UNIVERSITY, OTHER AGENCIES, OR OTHER STATES. Sick leave transfers are only processed once each school year. While waiting for the transfer of sick leave, the employee will still earn time from the district. If an employee leaves Broward, transfers sick leave out of Broward, and then returns to Broward, the employee will immediately be given all the Broward hours earned before terminating employment with the District. Hours earned in other districts will be granted on the regular schedule (once a year).

WORKERS COMPENSATION/RISK MANAGEMENT

Workers' Compensation is a benefit every employee is entitled to under Florida Statute 440.134. Hopefully, you will not have to use this benefit during your employment with The School Board of Broward County, Florida. If you have sustained a work-related injury, regardless of how minor the injury may be, report the injury immediately to your supervisor or principal. Minor injuries sometimes develop into major injuries that may require medical attention.

Your supervisor or principal must immediately report all work-related injuries to the Risk Management Department at (754) 321-3200 or fax the information to (754) 321-3208. In an emergency situation, 911 should be dialed immediately. If you require medical attention, your supervisor or principal will assist you in completing the First Notice of Injury form, which is a component of the District's Employee Recovery Kit that will be provided to you at that time.

All workers' compensation medical treatment must be provided through the managed care network. **Treatment received outside the worker's compensation managed care arrangement is not compensable unless authorized by the carrier prior to the treatment date.**

USEFUL TELEPHONE NUMBERS AND WEBSITES FOR

NEW EMPLOYEES

Main Switchboard Number: 754-321-0000	www.browardschools.com
Alternative Certification for Educators (ACE) Program: <i>Option for classroom teachers with no College of Education degree.</i> 754-321-5028	www.altcertflorida.org/
Benefits: 754-321-3100	www.broward.k12.fl.us/benefits/
CAB Email Conferences: <i>Instructional Resources INDUCTION (HRD)</i>	
Certification: 754-321-2348	www.broward.k12.fl.us/certification
Child Abuse Awareness: <i>Ask your school's Child Abuse Contact Person.</i>	
Core Curriculum: 754-321-1850	www.broward.k12.us/k12programs/ciss/
Department of Education: <i>Teacher Certification</i>	www.fldoe.org/edcert
Digital Education Teacher Academy: <i>Intensive Technology Staff Development for Classroom Teachers</i> 754-321-0475	www.coe.fau.edu/tlc/content/deta-index.htm
Employee Assistant Program: 954-797-4755	www.broward.k12.fl.us/benefits/
Employee Handbook:	www.broward.k12.fl.us/employeehandbook
Employee Relations: 754-321-2140	www.broward.k12.fl.us/employeerelations/
Employee Self-Service:	www.broward.k12.fl.us/hrms/ess.htm
ESOL: <i>Courses are state mandated for all teachers who have been assigned LEP students.</i> 754-321-2958	www.broward.k12.fl.us/esol/Eng/
Education Technology Services: 754-321-0000	http://web/ets/index.htm
Florida Department of Education:	www.fldoe.org
Florida Retirement System:	www.myrfs.com
FOCUS on Staff Development and the 411: <i>Publications produced for all of Broward County Public Schools regularly and distributed to every employee.</i>	
General Knowledge Test and FTCE Tests: <i>Email "Certification Requests" for current copy of the registration booklet.</i>	www.cefe.usf.edu/
Human Resources: 754-321-1840	www.broward.k12.fl.us/humanresources/
Human Resource Development: 754-321-5000	www.broward.k12.fl.us/hrd/
Instructional Staffing: On-Line application, salary schedule, reference forms, ect. 754-321-2324	www.broward.k12.fl.us/teacher/ www.browardschools.com/teacher
Myron Ashmore Professional Center: <i>Collection of current books and audio visual materials available for free checkout.</i> 754-321-5058	www.broward.k12.fl.us/hrd/Ashmore.htm
New Teacher Academy (NTA): <i>Content Includes: Classroom Management Instructional Delivery Professionalism</i> 754-321-5051	www.broward.k12.fl.us/etscsds/nta.htm

Non-Instructional Staffing: 754-321-1810	http://www.broward.k12.fl.us/nis/
Program Development and Alignment: Online Staff Development: Courses include: Art, Reading, Reading Comprehension Strategies, Writing, Bilingual/Foreign Language/ESOL, Mathematics, Student Services, Science, Technology Integration, Physical Education, Classroom Strategies, Preventative Programs, Exceptional Student Education, Social Studies 754-321-4880	www.sbbc-vu.com
School Board of Broward County Policies	www.broward.k12.fl.us/sbbcpolicies
Staff Development Calendar: Lists all staff development events that are currently open for registration.	www.broward.k12.fl.us/hrdcal/

USEFUL DISTRICT OFFICES TELEPHONE NUMBERS

DEPARTMENT	PHONE
Accounting	754-321-0602
Advanced Academic Programs	754-321-1830
Alternative Education/Dropout Prevention	754-321-2120
Athletics & Student Support	754-321-2550
Benefits	754-321-3100
Bilingual/Foreign Language/ESOL Education	754-321-2950
Broward Education Communications Network (BECON)	754-321-1000
Budget	754-321-1900
Capital Planning & Programs	754-321-1930
Capital Systems, Reporting & Control	754-321-0763
Career, Technical and Adult/Community Education	754-321-2620
Child Development Services	754-321-1951
Communication, Continuous Quality Improvement & Community Involvement	754-321-1890
Communications & Media Relations	754-321-2300
Community Involvement	754-321-1970
Computer Operations/ETS	754-321-0395
Core Curriculum	754-321-1850
Customer Staff Development Services	754-321-0475
Design & Support	754-321-1527
Diversity & Cultural Outreach	754-321-2090
District Maintenance	754-321-4634
Educational Programs	754-321-2130
Employee Assistant Program	754-322-9900
Employee Relations	754-321-2140
Employment Center	754-321-2373
Equal Educational Opportunities	754-321-2150
Exceptional Student Education	754-321-2225
Facilities Management, Planning & Site Acquisition	754-321-2160
Facility Information System	754-321-2169
Facilities Project Management	754-321-1614
Food & Nutrition Services	754-321-0214
Finance Applications & Doc Management	754-321-0358
Financial Reporting	754-321-0650
Fingerprinting	754-321-2374
Government Relations	754-321-2190

Grants Administration & Government Programs	754-321-2260
Health Education Services	754-321-2270
Human Resource Information Systems (HRIS)	754-321-0129
Human Resources Development	754-321-5044
ID Badges	754-321-2374
Instructional Development/Zone Support	754-321-5018
Instructional Staffing	754-321-2320
Internal Funds	754-321-0589
Leadership Development	754-321-5002
Learning Resources	754-321-3320
Magnet Programs	754-321-2380
Management/Facility/Audits	754-321-2400
Network Integration/ETS	754-321-0477
Non-Instructional Staffing	754-321-1810
Operational Audits	754-321-2404
Payroll/Accounts Payable	754-321-0618
Police Investigations & Operations	754-321-0725
Primary Education	754-321-3180
Print Graphics	754-321-1055
Professional Standards & Special Investigative Unit	754-321-0735
Program Development & Alignment	754-321-2450
Physical Plant Operations Division	754-321-4634
Physical Plant Operations	754-321-4690
Psychological Services	754-321-2460
Pupil Transportation	754-321-4440
Quality & Customer Service	754-321-0306
Research Services	754-321-2500
Real Estate & Environmental Planning	754-321-2165
Risk Management	754-321-3200
Safety	754-321-4200
School Applications/ETS	754-321-0401
School Assessment & School Performance	754-321-4250
School Boundaries	754-321-2480
School Readiness Department	754-321-1951
School Records Custodian	754-321-3150
School Social Work & Attendance	754-321-2490
School-to-Career	754-321-2530
Security Clearance	754-321-2374
Special Programs (TITLE I)	754-321-1420
SSS/ESE Operations	754-321-2247
Strategic Planning	754-321-1891
Student Support Services & Exceptional Student Education	754-321-2560
Superintendent Schools	754-321-4811
Supply & Logistics (Purchasing)	754-321-0515
Teaching & Leadership Center	954-236-1623
Technical Support Services/ETS	754-321-0433
Transportation Services	754-321-4440
Treasurer	754-321-0581
Volunteer Services	754-321-2040

**Collective Bargaining Agreement between The Federation of Public
Employees (Secretarial/Clerical) and
The School Board of Broward County, Florida**

Positions Covered by Contract – Clerical Employees

- Work Hours – Full Time = 7.00 hours daily (1/2 hour unpaid lunch or 1 hour unpaid lunch)
- Probation Period – 131 Work Days
- Bargaining Unit Date – Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 91st work day. Up to 6 days may be used for Personal Reasons for Clerical
- Vacation Accrual – (Applicable to 247 calendar only) 5 years or less = 1 day a month; 5 – 10 years = 1 ¼ days a month; 10-15 years = 1 ½ days a month; 15 or more years = 2 days a month. Vacation days can be used after completion of probation.
- Experience Credit – Individuals employed in the bargaining unit shall receive credit on the salary schedule equal to 2% above the minimum of salary range for the pay grade. Employees must have 4 or more years of outside related experience to qualify for the Experience Credit and must be submitted within the first four (4) months of employment.
- Sick Leave Buy Back – Employees who utilize two days of sick leave or less during each assigned calendar year may sell back up to 8 days of sick leave, provided they maintain a sick leave balance of 25 days or more. Payment shall be equal to the number of eligible days time the affected employees daily rate of base pay time eight percent (8%).
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- College Reimbursement – Project Opportunity is an effort to provide scholarship funds for public school non-instructional employees (i.e. bus drivers, paraprofessionals, clericals, confidential clericals) who want to become future educators. For further information please go to www.broward.k12.fl.us/hrd, click on Quick Links Project Opportunity Information and/or Project Opportunity Application, on left hand side of home page.
- Certified Achievement Program (CAP Points) – CAP certification is offered with certifications ranging from \$300.00 - \$900.00, depending on your yearly status.
- Federation of Public Employees Phone Number – (954) 797-7575 Please dial 0 for the operator.
- Website- For application and information visit website www.federationmembers.org

**Confidential Office Personnel Association (COPA)
A Meet and Confer Group**

Positions Covered by COPA – Confidential Office Personnel (clerical positions that are excluded from the clerical bargaining unit and are assigned “confidential employee” status by virtue of acting in a confidential capacity to assist or aid select managerial employees, as defined by Section 447.203 (4) and (5) Florida Statutes (2005). Employees in positions identified as “Confidential” are eligible for membership in COPA.)

- **Work Hours** – Full Time = 7.50 hours daily (1/2 hour unpaid lunch or 1 hour unpaid lunch)
- **Probation Period** – 131 Work Days
- **Bargaining Unit Date** – Day after probation is completed.
- **Sick Accrual and Effective Dates** - Leave starts to accrue on the 46th work day and is effective on the 91st work day. Up to 4 days may be used for Personal Reasons for Confidential.
- **Vacation Accrual** – (Applicable to 247 calendar only) 5 years or less = 1 day a month; 5 – 10 years = 1 ¼ days a month; 10 or more years = 1 ½ days a month. Vacation days can be used after completion of probation.
- **Experience Credit** – Individuals employed in the bargaining unit shall receive credit on the salary schedule equal to 2% above the minimum of salary range for the pay grade. Employees must have 4 or more years of outside related experience to qualify for the Experience Credit and must be submitted within the first four (4) months of employment.
- **Sick Leave Buy Back** – Employees who utilize two days of sick leave or less during each assigned calendar year may sell back up to 8 days of sick leave, provided they maintain a sick leave balance of 25 days or more. Payment shall be equal to the number of eligible days time the affected employees daily rate of base pay time eight percent (80%).
- **Sick Leave Bank** – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor’s daily rate of pay when contributed.
- **College Reimbursement** – Project Opportunity is an effort to provide scholarship funds for public school non-instructional employees (i.e. bus drivers, paraprofessionals, clericals, confidential clericals) who want to become future educators. For further information please go to www.broward.k12.fl.us/hrd, click on Quick Links Project Opportunity Information and or Project Opportunity Application, on left hand side of home page.
- **Certified Achievement Program (CAP Points)** – CAP certification is offered with certifications ranging from \$300.00 - \$900.00, depending on your yearly status.
- **COPA Phone Number** – (561) 744-7449
- **Website**- For application and information visit website www.browardcopa.com

Collective Bargaining Agreement between The Federation of Public Employees (Maintenance, Facilities Service, Transportation, Security

Specialist and Campus Monitors) and The School Board of Broward County, Florida

Positions Covered by Contract – Bus Operators/Attendants and Activities Bus Operators

- Probation Period – 131 Work Days
- Bargaining Unit Date – Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 91st work day
- Sick Leave Buy Back – Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee works the full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- College Reimbursement – Project Opportunity is an effort to provide scholarship funds for public school non-instructional employees (i.e. bus drivers, paraprofessionals, clericals, confidential clericals) who want to become future educators. For further information please go to www.broward.k12.fl.us/hrd, click on Quick Links Project Opportunity Information and or Project Opportunity Application, on left hand side of home page.
- Federation of Public Employees Phone Number – (954) 797-7575
- Website- For application and information visit website www.federationmembers.org

Positions Covered by Contract – Facilities

- Probation Period – 131 Work Days
- Bargaining Unit Date – Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 91st work day. Each full-time employee shall be entitled to 32 hours of sick leave as of the first day of employment of each contract year, and shall thereafter earn 8 hours of sick leave for each month of employment.
- Vacation Accrual – Facilities Service Person employees shall be granted a minimum of 1 week (40 hours) of annual leave per school year. Employees who have accrued 320 hours of annual leave in the previous school year shall be granted annual leave in increments equivalent to all annual leave hours that would be accrued in the current year, i.e. an employee who has accumulated 320 hours of annual leave during the previous year and who accrues one day per month of annual leave shall be granted not less that 12 days annual leave during the current school year
- Sick Leave Buy Back – Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee works the full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this

section. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).

- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- Federation of Public Employees Phone Number – (954) 797-7575
- Website- For application and information visit website www.federationmembers.org

Positions Covered by Contract – Maintenance

- Probation Period – 131 Work Days
- Bargaining Unit Date – Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 91st work day. Each full-time employee shall be entitled to 32 hours of sick leave as of the first day of employment of each contract year, and shall thereafter earn 8 hours of sick leave for each month of employment.
- Vacation Accrual – Maintenance bargaining unit members who are assigned to a 244 or 261 day calendar shall be eligible for annual leave as prescribed below, 5 years or less = 1 day a month, 5-10 years = 1 ¼ days per month, 10-15 years = 1 ½ days per month, 15 – 20 years = 1 ¾ days per month, 20 years or more = 2 days per month.
- Sick Leave Buy Back – Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee works the full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- Federation of Public Employees Phone Number – (954) 797-7575
- Website- For application and information visit website www.federationmembers.org

Positions Covered by Contract – Security Specialist & Campus Monitors

- Probation Period – 131 Work Days
- Bargaining Unit Date - Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 91st work day. Each full-time employee shall be entitled to 32 hours of sick leave as of the first day of employment of each contract year, and shall thereafter earn 8 hours of sick leave for each month of employment.
- Sick Leave Buy Back – Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee works the

full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).

- **Sick Leave Bank** – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- **Federation of Public Employees Phone Number** – (954) 797-7575
- **Website-** For application and information visit website www.federationmembers.org

Collective Bargaining Agreement between The Federation of Public Employees (Food Service) and The School Board of Broward County, Florida

Positions Covered by Contract – Assistant General Worker, Assistant II A Cook & Baker, Assistant IIB Assistant Cook & Baker Salad Head, Assistant III Assistant Manager, Assistant IV Intern Manager, Food Service Attendant-Vocational/Adult Center, Food Service Line Manager, Snack Bar Manager, Manager I, Manager II, Manager III, Manager IV, Manager V, Manager VI

- **Probation Period** – 131 Days
- **Bargaining Unit Date** - Day after probation is completed.
- **Sick Accrual and Effective Dates** – Leave starts to accrue on the 46th work day and is effective on the 94th day
- **Sick Leave Buy Back** - Non-year round employees who utilize two (2) sick leave days or less during each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee works the full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section. Payment shall be equal to the number of eligible days times the affected employees daily rate of base pay times eighty percent (80%).
- **Federation of Public Employees Phone Number** – (954) 797-7575 Please dial 0 for the operator.
- **Website-** For application and information visit website www.federationmembers.org

Collective Bargaining Agreement between Broward Paraprofessional Association and The School Board of Broward County, Florida

Positions Covered by Contract – Teacher Aides, Teacher Assistants, BRACE Advisors, Behavioral Technician, Vocational and Career Advisors, Parent Educators, Job Coaches,

Educational Assistants, Home Services Educators, Even Start, Community Liaisons, Teacher Tutors, Social Educators and Community Social Workers

- Probation Period – 131 Work Days
- Bargaining Unit Date - Day after probation is completed.
- Sick Accrual and Effective Dates – Leave starts to accrue on the 46th work day and is effective on the 75th day
- Sick Leave Buy Back – Employees who utilize two (2) sick leave days or less each assigned school calendar year and year-round employees who utilize three (3) sick leave days or less during each assigned school calendar year upon request shall receive payment for up to eight (8) days of sick leave, provided the employee worked the full assigned calendar year. An employee must have a minimum of twenty-five (25) days of accumulated sick leave remaining after the payment for unused sick leave under this section.
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor’s daily rate of pay when contributed.
- College Reimbursement – College Credit/Vocational Course Incentive Program (\$500.00). Project Opportunity is an effort to provide scholarship funds for public school non-instructional employees (i.e. bus drivers, paraprofessionals, clericals, confidential clericals) who want to become future educators. For further information please go to www.broward.k12.fl.us/hrd, click on Quick Links Project Opportunity Information and or Project Opportunity Application, on left hand side of home page.
- Other Items of Concern – New hires do not receive outside experience toward their salary
- Broward Paraprofessional Association Phone Number – (954) 584-2494
- Website- For application and information visit website www.browardppa.org

School-Based Managerial Employees (BAPPA) A Meet and Confer Group

Positions Covered - Assistant Principal (Behavior Specialists are not considered School-Based Managerial Employees, Please refer to Instructional Employee section of the handbook)

- Probation Period – 97 days per Florida State Statute 1012.33(1)(b)
- Sick Accrual and Effective Dates – Assistant Principals earn 10 sick days for the fiscal year; they do not earn vacation days.
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor’s daily rate of pay when contributed.
- Advanced Degree Stipend – Employees can receive pay supplements for advanced degrees (Specialist degree = \$1,750; Doctoral degree = \$2,000).
- Proof of Experience – Assistant Principals who have served in other school systems in the capacity of an Assistant Principal may earn years of experience credit that will result in step increases on the School-Based Administrative Salary Schedule and must be submitted upon hire or first four (4) months of employment.
- 5% Pay for Performance – Assistant Principals who receive a “Highly Effective” end-of-year evaluation may apply for the 5% Pay for Performance salary supplement. An applicant must state his/her intentions and complete a portfolio. The school site must have documented student improvement gains.
- Broward Principals and Assistant Principals Association Phone Number – (954) 462-1626

Positions Covered - Principal

- Probation Period – 97 days per Florida State Statute 1012.33(1)(b)
- Sick Accrual and Effective Dates – Principals earn 12 sick days and 12 vacation days for the fiscal year.
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor’s daily rate of pay when contributed.
- Advanced Degree Stipend – Employees can receive pay supplements for advanced degrees (Specialist degree = \$1,750; Doctoral degree = \$2,000).
- Proof of Experience – Principals who have served in other school systems in the capacity of Principal may earn years of experience credit that will result in step increases on the School-Based Administrative Salary Schedule and must be submitted upon hire or first four (4) months of employment.
- 5% Pay for Performance – Principals who receive a “Highly Effective” end-of-year evaluation may apply for the 5% Pay for Performance salary supplement. An applicant must state his/her intentions and complete a portfolio. The school site must have documented student improvement gains.
- Broward Principals and Assistant Principals Association Phone Number – (954) 462-1626

**Collective Bargaining Agreement between Broward Teacher’s Union
(BTU) and Technical Support Personnel (TSP)
and The School Board of Broward County, Florida**

Positions Covered - Broward Teacher's Union (BTU) and Technical Support Personnel (TSP) is a collective bargaining unit representing instructional personnel and certain administrative positions. You may check your administrative job description on the Compensation Department's website to determine if your position is covered under this bargaining unit. This information is only for Technical Support Personnel (TSP).

- **Probation Period** – 97 days per Florida State Statute 1012.33(1)(b)
- **Sick Accrual and Effective Dates** – Each employee on a full-time basis shall be entitled to 4 days of sick leave as of the first day of employment of each contract year, and thereafter earn 1 day of sick leave for each month of employment
- **Vacation Accrual** –5 years or less = 1 day a month; 5 – 10 years = 1 ¼ days a month; 10 or more years =2 days a month. For purposes of computing vacation accrual only, employees assigned to the BTU-TSP shall be credited with up to ten (10) years of work experience from another school district in any state or other employer provided that said experience is directly related to the job duties performed by the affected employee at the time he/she was hired by the Board.
- **Experience Credit** – None (Employee does not receive experience credit).
- **Sick Leave Buy Back** –Employees who utilize 2 sick leave days or less each assigned school calendar year and year-round employees who utilize 3 sick leave days or less during each assigned school calendar year - upon request - shall receive payment for up to 8 days of sick leave, provided the employee worked the full assigned calendar year. An employee must have a minimum of 25 days of accumulated sick leave remaining after the payment for unused sick leave under this section.
- **Sick Leave Bank** – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- **Promotions** – Promotions are processed in the same manner as all position vacancies. Employees interested in position vacancies must follow the same application and interview process as all district vacancies.
- **BTU-TSP Phone Number** - (954) 486-6250
- **Website**- For application and information visit website www.btuonline.com

**Administrative, Supervisory, Technical, & Professional (ASPT)
A Meet and Confer Group**

Positions Covered - All administrative/managerial positions not currently represented by a collective bargaining unit (Meet & Confer Groups).

- Probation Period – 97 day probationary period
- Sick Accrual and Effective Dates – 4 days of sick leave effective on hire date, accrual of 1 day per month during fiscal year. Each July, 4 days are given at the start of the new fiscal year and accrual of 1 day per month for the duration of the fiscal year.
- Vacation Accrual – 1 ¼ days per month for employees with less than 10 years experience in their field, 2 days per month with 10 or more years in their field
- Experience Credit – None
- Sick Leave Bank – Full-time employees who have been employed full-time for at least one (1) full year, and who have sick leave accrual of ten (10) days at the time of enrollment may enroll in the sick leave bank by contributing one (1) day of sick leave to the bank. At the time of the contribution, the sick leave day shall be converted to a monetary sum by multiplying the day donated times the donor's daily rate of pay when contributed.
- Educational Support & Management Association of Broward, Inc. Phone Number – (954) 781-0919
- Website- For information visit website www.fsba.org

**Collective Bargaining Agreement Between The Broward Teachers Union
and The School Board of Broward County**

Positions Covered by Contract: - CLASSROOM TEACHERS, (including Full-Time Adult General and Adult Vocational Education Teachers), Librarians, Media Specialists (in school libraries), ITV Studio Teachers, Occupational Specialists, Guidance Counselors, Visiting Teachers (Welfare and Attendance Teachers), Psychometrists, Resource Teachers, Teachers of Exceptional Children, Department Chairperson, Grade Level Chairpersons, Guidance Directors, Psychologists, Primary Specialists, and Head Start Teachers.

- Work Hours - The employees' workday shall be seven and one-half (7 1/2) consecutive hours, including the lunch period. Those teachers who teach 360 minutes shall have a workday of no longer than eight and one-half (8 1/2) hours.
- Probation - 97 work days during which time the employee's contract may be terminated without cause or the employee may resign without breach of contract.
- Bargaining Unit Date - The first date of employment as a teacher. Service shall not be deemed to be interrupted by any leave approved and granted.
- Sick Leave - Each employee on a full-time basis shall be entitled to four (4) days of sick leave as of the first day of employment of each contract year, and shall thereafter earn one (1) day of sick leave for each month of employment, which shall be credited to the employee at the end of that month, and which shall not be used prior to the time it is earned and credited to the employee. An employee may accumulate 10 sick days per year and there is no limit on the number of days of sick leave an employee may accrue.
- Sick leave accumulated in another Florida district or districts - by an employee shall be accrued to the employee at a rate equal to the number of sick leave days allowed the employee during each year of employment in this district until such time as all sick leave accumulated in other Florida districts has been transferred to the district.
- Vacation Accrual - Instructional employees do not earn vacation time.

Experience Credit

- Teaching Experience - all newly hired eligible employees shall receive experience credit for all previous teaching experience in the State of Florida or other teaching experience in a school district accredited by a recognized accrediting agency. No credit in excess of that authorized by the salary schedule shall be given.
- Related Work Experience - including but not limited to those with alternate certificates teaching three (3) or more hours of a subject in which they have had directly related work experience will be granted experience credit on the salary schedule for each year of verified experience not to exceed the maximum allowed in Section E above.
- Experience Verification - Verification of previous employment must be received by the Division of Human Resources not later than four (4) months from the beginning date of employment in any school year to be effective during that school year. Individuals employed within the last four (4) months of the school year must furnish verification prior to the issuance of their last check. All final checks will reflect only verified experience. Verified remunerated teaching experience under contract, or its equivalent, for one (1) day more than half the contract calendar will constitute a year of experience for this schedule.
- Substitute Status Changed to Full Time Employee - An employee who served as a substitute employee in the same position to which the employee is later appointed by the Board, and where such substitute service immediately precedes such appointment, shall be paid retroactively at the employee's contracted salary rate for such substitute service. Retroactive pay shall include paid holidays and accrual of sick leave days. Days worked in such substitute status shall count toward seniority and toward experience credit.
- Sick Leave Buy Back - See Article 21 D for qualifications and explanation.
- Sick Leave Bank - See Article 23 for qualifications and explanation.

