



Talent Acquisition & Operations (Non Instructional)

INSPIRING A NEW WAVE OF
EDUCATORS & EMPLOYEES

Eric M. Chisem, Director

Krystle Anderson, Human Resources Administrator

Mario D. Mallett, Human Resources Administrator

Tateana Peddie, Human Resources Administrator

Aidee A. Vaidya, Human Resources Administrator



Contact Information (Administration)

- * Eric M. Chisem, Director
754-321-1815
- * Krystle Anderson, Human Resources Administrator
754-321-1842
- * Mario Mallett, Human Resources Administrator
754-321-1824
- * Tateana Peddie, Human Resources Administrator
754-321-1811
- * Aidee Vaidya, Human Resources Administrator
754-321-1832



Contact Information (Support)

- * Latoya Lewis, Specialist (COPA/FOPE)
754-321-2440
- * Ana Pagliaro, Specialist (Education Support Professionals)
754-321-2432
- * William Cross, Specialist (Maintenance, Facilities, Security Specialists & Campus Monitors)
754-321-1821



Clerical/Secretarial (FOPE)

Layoff Period:

- 1 year

Method of Notification for Recall:

- Telephone
- E-Mail
- Certified Mail sent to address in ESS

Note:

- If an employee fails to respond within 2 working days of the date the notice is received, it is deemed the employee has refused the position offered.
- If an employee fails to accept 1 of 3 job offers, the employee will be removed from the layoff list.
- If an employee applies and accepts an advertised position, the employee will be removed from the layoff list.



Clerical/Secretarial (FOPE) cont.

Lower Grade/Part-Time Request Forms:

This form should have been submitted to be considered for a lower job classification and/or a part-time position.

- Due Date: Thursday, June 14, 2018



Clerical Confidential (COPA)

- * Continued employment is on a fiscal year basis pending Board approved reappointment for the next fiscal year. Employees identified for non-renewals do not have recall rights.



Classroom & Teacher Assistants

Layoff Period:

- 1 year

Method of Notification for Recall:

- Certified Mail sent to address in ESS

Note:

- If an employee fails to respond within 3 working days of the date the Notice of Recall is received, it is deemed the employee refused the position offered.
- If an employee fails to accept 1 of 3 job offers, the employee will be removed from the layoff list.
- If an employee applies and accepts an advertised position, the employee will be removed from the layoff list.



Program Assistant

Layoff Period:

- 18 months

Method of Notification for Recall:

- Certified Mail sent to address in ESS

Note:

- If an employee fails to respond within 3 working days of the date the notice is received, it is deemed the employee has refused the position offered.
- If an employee fails to accept 1 of 3 job offers, the employee will be removed from the layoff list.
- If an employee applies and accepts an advertised position, the employee will be removed from the layoff list.



Maintenance, Facilities, Security Specialist, Campus Monitors (FOPE)

Layoff Period:

- 1 year

Method of Notification for Recall:

- Certified Mail sent to address in ESS

Note:

- If an employee fails to respond within 5 working days of the date the notice is received, it is deemed the employee has refused the position offered.
- If an employee fails to respond to 1 of 2 job offers, the employee will be removed from the layoff list.
- If an employee applies and accepts an advertised position, the employee will be removed from the layoff list.

The School Board of Broward County, Florida

Nora Rupert, Chair

Heather P. Brinkworth, Vice Chair

Robin Bartleman

Abby M. Freedman

Patricia Good

Donna P. Korn

Laurie Rich Levinson

Ann Murray

Dr. Rosalind Osgood

Robert W. Runcie

Superintendent of Schools