The information provided in the Employee Handbook and Benefits Information is intended to advise employees of Hillsborough County Public Schools of the various policies, procedures, benefits, and services available to them. This Handbook is neither an employment contract, nor a guarantee of any rights, benefits, or entitlement to the same. Faculty handbooks, county-wide publications and other guides shall conform to the provisions of employee contracts.
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Purpose of Handbook

This handbook contains a brief summary of policies, benefits, and regulations in effect at the time of this publication. This handbook should not be construed as creating any kind of "Employment Contract". The Hillsborough County Public Schools reserves the right to add, change or delete policies and regulations, as updates occur through contract language negotiations and changes and/or additions to board approved policies.

As an employee of the district, you are responsible for reviewing and following the Hillsborough County School Board Policies and Procedures in their entirety, along with your individual applicable bargaining group contracts. These items can be viewed at district sites or the following web addresses:

**HCPS Policy Manual** can be found at: [http://www.sdhc.kl2.fl.us/doc/760](http://www.sdhc.kl2.fl.us/doc/760)

### Access Directions to Internal Human Resources Documents for All Employees

**Accessing Information Via First Class/IDEAS**

All school district employees have access through First Class/IDEAS (e-mail system) through the Icon identified as “Departments”.

Very specific information relating to topics in this handbook can be located in the Personnel Procedures icon and the HCPS Policy Manual.

---

**From IDEAS e-mail System “Departments” icon:**

- Resources pertaining to insurance, benefits and tax shelters located in this icon.
- Resources pertaining to Employee Contracts, Employee Calendars, Salary Schedules located in this icon.
- Resources pertaining to employee transfers, surplus pools, leaves, evaluation, Kelly Services, experience credit, employee forms located in this icon.
Utilizing the “Search Policy Manual” will assist in navigating through our board policies.

Standards of Ethical Conduct

STANDARDS OF ETHICAL CONDUCT: (HCPS Policy 1210, 3210, 4210)

Employment with Hillsborough County Public Schools involves children, therefore the community holds employees to a higher standard than other professions. As a result, a Professional Code of Ethics governs all employees of Hillsborough County Public Schools. Employees receive a copy of the applicable Code of Ethics as part of the hiring packet and are responsible for familiarity with the contents, as violations can lead to disciplinary action.

The following Hillsborough County Policy Manual and bargaining group contracts address specific reasons for employee termination:

HCPS Policy 1210, 3210, 4210
Florida Statute s. 112.313
HCTA: Section 23 Instructional (HCTA), Section 13 ESP (HCTA- ESP)
HSEF: Section 9.6.2 (HSEF)
Human Resources — Supporting Our Employees

The Hillsborough County Public Schools Human Resources Division promotes quality employment services and on-going career development within the Hillsborough County Public Schools organization. We are committed to providing our employees and applicants with the necessary resources to build their professional capacity in their choice line of work within the school district. We respect each of our employees and work to help them achieve their professional goals.

Important Numbers

Human Resources General Information (ISC) – 840-7200
Hillsborough County Public Schools Main Phone – 272-4000

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Center</td>
<td>840-7181</td>
</tr>
<tr>
<td>Employee Processing</td>
<td>840-7177</td>
</tr>
<tr>
<td>Employee Safety</td>
<td>872-5263</td>
</tr>
<tr>
<td>Teacher Certification</td>
<td>840-7180</td>
</tr>
<tr>
<td>Technical Support</td>
<td>744-6673</td>
</tr>
<tr>
<td>Student Services</td>
<td>273-7033</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>272-4174</td>
</tr>
<tr>
<td>Employee Relations</td>
<td>840-7139</td>
</tr>
<tr>
<td>Recruitment</td>
<td>840-7167</td>
</tr>
<tr>
<td>Payroll</td>
<td>272-4270</td>
</tr>
<tr>
<td>Curriculum</td>
<td>272-4221</td>
</tr>
<tr>
<td>Professional Development</td>
<td>840-7021</td>
</tr>
<tr>
<td>Employee Assistance Program</td>
<td>1-855-327-6463</td>
</tr>
<tr>
<td>AON-Hewitt</td>
<td>1-866-522-9133</td>
</tr>
<tr>
<td>Humana</td>
<td>1-888-393-6785</td>
</tr>
</tbody>
</table>

Important Website Addresses

Hillsborough County Public Schools               www.sdhc.k12.fl.us
Hillsborough County School Board Policy Manual   http://www.sdhc.k12.fl.us/policymanual/
Hillsborough Classroom Teachers Association      www.hillsboroughcta.org
Hillsborough School Employees Federation        www.hsefonline.org
Employee Benefits/Insurance                      www.sdhc.selfservicenow.com
Humana                                           www.humana.com
Go365                                            www.go365.com
Kelly Educational Staffing                       www.kelly.aesoponline.com/login.asp
Florida Department of Education                  www.fldoe.gov
Florida Retirement System                        www.myfrs.com

Revision Date: 11.30.18
Board Approved Date: 9.6.16
The School Board of Hillsborough County

Tamara P. Shamburger, Chair
District 5
tamara.shamburger@sdhc.k12.fl.us

Melissa Snively, Vice Chair
District 4
melissa.snively@sdhc.k12.fl.us

Steve P. Cona
District 1
steve.cona@sdhc.k12.fl.us

Lynn L. Gray
District 7
lynn.gray@sdhc.k12.fl.us

Stacy A. Hahn
District 2
stacy.hahn@sdhc.k12.fl.us

Karen Perez
District 6
karen.perez@sdhc.k12.fl.us

Cindy Stuart
District 3
cindy.stuart@sdhc.k12.fl.us

School Board meetings are held in the first floor of the Raymond O. Shelton School Administrative Center (ROSSAC) in the Hillsborough County School Board Auditorium located at 901 E. Kennedy Blvd., Tampa, FL 33602. Scheduled meetings are on Tuesday beginning at 3:00pm and are open to the public. Check the website for actual meeting dates – http://www.sdhc.k12.fl.us/doc/239/school-board/about/board-about/
# Superintendent and Cabinet

**Jeff Eakins, Superintendent**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Van Ayres</td>
<td>Deputy Superintendent, Instructional</td>
</tr>
<tr>
<td>Chris Farkas</td>
<td>Deputy Superintendent, Operations</td>
</tr>
<tr>
<td>Harrison Peters</td>
<td>Chief of Schools, Administration</td>
</tr>
<tr>
<td>Connie Milito</td>
<td>Chief Government Relations Officer</td>
</tr>
<tr>
<td>Deborah Cook</td>
<td>Chief Academic Officer</td>
</tr>
<tr>
<td>Tracey Brown</td>
<td>Assistant Superintendent, Academic Support and Federal Programs</td>
</tr>
<tr>
<td>Tricia McManus</td>
<td>Assistant Superintendent, Educational Leadership &amp; Professional Development</td>
</tr>
<tr>
<td>Gretchen Saunders</td>
<td>Chief Business Officer</td>
</tr>
<tr>
<td>Minerva Spanner-Morrow</td>
<td>Chief Diversity Officer</td>
</tr>
<tr>
<td>Marie E. Whelan, Ed.D.</td>
<td>Chief Human Resources Officer</td>
</tr>
</tbody>
</table>
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   Leave of Absence (p. 12)

   FMLA (p. 12)

Donated Sick Leave (p. 13)

   Fitness for Duty (p. 13)

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Employee Relations Website Information

The First Class IDEAS Internal “Departments” – “Employee Relations” picture below shows various links to: work calendars, collective bargaining contracts, HCPS policies and procedures and salary schedules.

Employee Relations Website Information

Employee Work Attendance/Absent Without Leave

EMPLOYEE WORK ATTENDANCE/ABSENT WITHOUT LEAVE: (HCPS Policy 3430, 4430)

Hillsborough County Public Schools has an expectation of reliable and predictable attendance for all employees.

Regular attendance is an essential function of all employees. All employees who are absent from duty must be on approved leave. Any employee who is absent from duty without approved leave may be subject to disciplinary action up to and including dismissal. Collective bargaining agreements from sections noted below should be referred to for specific leave requirements:

12.1.3 – HCTA Contract
17.2.1 & 17.2.2 – ESP Contract
33.2.1 & 33.2.2 – HSEF Contract

All absences from duty must be for a reason which can be excused by the administrator/immediate supervisor. Employees who are willfully absent from duty without leave, or have excessive absences directly related to non-paid time, or misrepresent the cause of absence, shall forfeit compensation for the time of such absence, and shall be subject to disciplinary procedures.

F.S. 1012.22, 1012.61, 1012.63, 1012.66, 1012.67 – Appendix A
Leave of Absence

Unless otherwise specified by law, leave is granted at the discretion of the HCPS School Board. Policies concerning leave are designed to protect school, and site operation from unnecessary interruption due to absences.

The Extended Leave Request including required certification/and or documentation must be received by the Human Resources Department except is cases of emergency 20 days (HCTA); 2 weeks (ESP & HSEF) before the effective start date of the leave FMLA leave request to Human Resources must be submitted 5 business days prior to the effective start date of leave.

All requests for leave of absence are as follows and can be located in IDEAS, Personnel Procedures, (see page 5 of this handbook) Leave of Absence Forms icon. Employees can also seek assistance through the Human Resource FMLA Leave Specialist(s).

Commonly utilized employee forms:
  - Request for Leave of Absence (SB35500) – necessary for all leaves
  - Leave Statement of Understanding (SB34602) - necessary for extended leaves related to Personal Illness/Injury, Family Member Illness/Injury, or Childbirth/A adoption
  - Medical Certification Form (SB34601) – necessary for FMLA/health related leave and must be completed by an approved medical professional
  - Use of Continued Paid Leave (SB70515) - For the Purposes of Personal Illness (Health), Maternity, Paternity, Adoption/Foster Care, Family Care

The School Board may cancel the leave if it is used for a different purpose or cause.

Refer to the bargaining group contract for leave eligibility. Directions to access collective bargaining unit contracts are on page 10 of this handbook.

FMLA

Family Medical Leave (FMLA) SB Policy: 1430.01, 3430.01, 4430.01

For an employee to be eligible for FMLA leave the following eligibility requirements must be met:

(1) Have worked for the District for at least 12 months;
(2) Have worked at least 1,250 hours preceding the start of the leave.
(3) Must provide FMLA certification by physician and reviewed by Human Resources.

An eligible employee is entitled to FMLA leave for the birth of a child; for the placement of a child for adoption or foster care; to care for the employee’s seriously ill spouse, child, or parent; and because of a serious health condition that makes the employee unable to perform his or her job functions. FMLA may be approved continuous up to 12 weeks or intermittently 480 total hours/60 days.

Note: FMLA runs concurrent with any other type of health/personal illness/family care/ maternity/paternity/adoption.
Donated Sick Leave

DONATED SICK LEAVE: (HCPS Policy 1430.03, 3430.03, 4430.03)

The school district policy regarding donated sick leave allows that a district employee may authorize his or her spouse, child, parent, or sibling who is also a district employee to use sick leave that has accrued to the authorizing employee.

The recipient may not use the donated sick leave until all of his or her sick leave has been depleted, excluding sick leave from the sick leave bank, if the recipient participates in the sick leave bank. The donated sick leave shall have no terminal value.

Recipient:
- Is defined as the employee who will receive donated sick leave from a family member who is a district employee;
- Must be in a position and status that is eligible to accrue sick leave and must deplete his or her sick leave balance;
- Will be compensated with donated sick leave for non-paid absences charged to sick during the donor’s specified donation period;
- Donated time is not counted against days paid for salary adjustments.

Donor:
- Is defined as the employee who will donate sick leave to a family member who is a district employee;
- Employee who is the spouse, child, parent, or sibling of recipient;
- Must maintain a sick leave balance equal to 10 days to be eligible to donate;
- Donated day will be converted to the normal scheduled hours per day for the recipient;
- Accrued sick leave balance will be reduced with each donation.

F.S. 1012.61 – Appendix A

Fitness for Duty

FITNESS FOR DUTY: (HCPS Policy 1161, 3161, 4161)

If the Superintendent or designee believes a staff member is unable to perform essential functions of the position to which the staff member is assigned, with or without reasonable accommodations, the staff member will be offered the opportunity for a meeting to discuss these issues.

The Superintendent or designee may require a staff member to submit to an appropriate examination by a health provider designated by the School Board to determine whether or not the staff member is able to perform essential functions of the position to which the staff member is assigned, with or without reasonable accommodations. The Board shall pay any uninsured fees for such examinations.

A staff member may be placed on a leave of absence related to fitness for duty. Such leave shall be without pay; however, the employee may use accrued leave, if available.

F.S. 1012.23
Employee Assistance Program (EAP)

BENEFITS: (HCPS Policy 1420)

As a benefit to all employees and individuals living in their household (including dependent children up to age 26 whether or not they live at home, the School Board provides free, confidential counseling and work life balance services that are available 24 hours a day, 7 days a week through Resources for Living. Resources for Living provides the opportunity to meet with licensed counselors in person, by phone or tele video for 5 sessions per issued per year at no cost to the employee or family member. Professional therapists are on hand to help members cope with life events that can challenge their ability to balance work and family responsibilities. In addition, Resources for Living provides a free ½ hour consultation per financial topic per year to help with budgeting, retirement planning, credit and debt issues, and more. Also, a free ½ hour consultation per legal topic per year is available with an attorney. Work life balance consultation, information and assistance are available to help in locating resources such as childcare, elder care, pet care and more. Additionally, web-based resources on a variety of behavioral health and work life balance topics are provided. Resources include articles, webinars, videos, and a Stress Resources Center. Please visit www.mylifevalues.com for a complete listing of services and newsletters. To schedule a confidential appointment, please contact 855-327-6463 (username: SchoolEAP, password: 8553276463).

Workers’ Compensation

BENEFITS: (HCPS Policy 1420)

If you are injured on the job, the Florida Workers’ Compensation Law protects you. If you are hurt on the job, regardless of how slight an injury, you must immediately report the injury to your supervisor or principal. Even if you believe the injury is insignificant at the time, it could develop into something that requires medical care. A report needs to be on file for you to receive treatment.

This benefit is provided by state statute, and there are rules and procedures both you, as the employee, and your employer must follow. Further, there are stiff penalties for fraud.

The School Board provides safety equipment that must be used when engaging in certain activities. Be sure to use this protection because you could be penalized if you are injured while not doing so. A good example is the use of a vehicle seat belt. Using it not only protects you against injury but also protects your rights under Workers’ Compensation and your ability to recover from the responsible party.

Workers’ Compensation Injured Employee Responsibilities

Administrators or supervisors must be notified as soon as possible of an injury or suspected injury. A designee from the injured employee site/location must call in the Workers’ Compensation Claim to Broadspire, the Hillsborough County Public Schools third party administrator for injury/accidents. Injured employees are to return all information requested by Broadspire as soon as possible in order to expedite medical services for the injury.

Employees must use an approved/authorized HCPS or Broadspire facility. If an employee is brought to an emergency room or after hours’ urgent care facility, they are expected to follow-up with and authorized workers’ compensation doctor upon release. All paperwork from each workers’ compensation doctor visit must be returned to the site secretary.

Workers' Compensation Office (813) 872-5267
Broadspire Liaison (813) 840-7355
Occupational Health Nurse (813) 840-7336 or (813) 840-7354
Safety Clerk (813) 840-7355
# Salary Schedule Definitions

Information for reading employee salary schedules are as follows:

**Instructional** – Instructional salary schedules indicate completed years of effective experience and rate of pay.  
**Instructional Support** – Support salary schedules indicate Grade and Level as defined below:

- **Grade** – a grade is assigned to the job classification code assigned to the support employee  
- **Level** – determined by number of days paid per fiscal year (June 1 – July 30) and negotiated increases

## Salary Schedule Samples

The sample below is NOT a full salary schedule and is to be used for sample purposes only.

### Instructional Sample

Hillsborough County Public Schools  
Instructional Salary Schedule F  
2015-2016

<table>
<thead>
<tr>
<th>Completed Effective Years</th>
<th>Hourly</th>
<th>Annual (180 days)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$23,990</td>
<td>$38,000</td>
<td>E00</td>
</tr>
<tr>
<td>1</td>
<td>$23,990</td>
<td>$38,000</td>
<td>E01</td>
</tr>
<tr>
<td>2</td>
<td>$23,990</td>
<td>$38,000</td>
<td>E02</td>
</tr>
<tr>
<td>3</td>
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<td>$42,000</td>
<td>E03</td>
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<td>$28,515</td>
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<td>E04</td>
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<tr>
<td>5</td>
<td>$28,515</td>
<td>$42,000</td>
<td>E05</td>
</tr>
<tr>
<td>6</td>
<td>$28,041</td>
<td>$48,000</td>
<td>E08</td>
</tr>
</tbody>
</table>

**Instructional Support Sample** - Read down to identify employee Pay Grade of your specific position and across to the Level indicated on your paystub (this should match your hourly rate of pay).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Level</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>7.93</td>
<td>8.03</td>
<td>8.19</td>
<td>8.35</td>
<td>8.52</td>
<td>8.69</td>
<td>8.87</td>
<td>9.04</td>
<td>9.22</td>
<td>9.41</td>
<td></td>
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<tr>
<td>13</td>
<td>8.27</td>
<td>8.43</td>
<td>8.60</td>
<td>8.77</td>
<td>8.95</td>
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<td>9.31</td>
<td>9.50</td>
<td>9.69</td>
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<tr>
<td>17</td>
<td>10.05</td>
<td>10.25</td>
<td>10.45</td>
<td>10.66</td>
<td>10.88</td>
<td>11.09</td>
<td>11.32</td>
<td>11.54</td>
<td>11.77</td>
<td>12.01</td>
<td></td>
</tr>
</tbody>
</table>
This paycheck section shows current Gross Pay, any deductions named by the employee, taxes paid by the employee and the Net Pay amount for employee take home each pay period.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>HOURS</th>
<th>EARNINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE</td>
<td>48.0</td>
<td></td>
</tr>
<tr>
<td>VACATION</td>
<td>32.0</td>
<td></td>
</tr>
<tr>
<td>GRP LIFE ESCROW</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

This section shows your scheduled hours worked and/or used vacation or sick time. There is also Group Life earning and Escrow hold for employees.

<table>
<thead>
<tr>
<th>TOTALS</th>
<th>80.0</th>
</tr>
</thead>
</table>

This section shows typical tax and fee deductions for employees along with any elected withholdings employees choose.

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA EE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FED TAX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MED EE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This section shows accrued information for each pay period and the total accrual year-to-date.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVICE</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MESSAG</th>
</tr>
</thead>
</table>

All Employees must participate in some form of direct deposit. Whether you are a new employee or just changing your direct deposit account, you have 2 pay periods to complete enrollment. Otherwise, the 3rd paycheck will be deposited on the rapid! Pay card.

Sign up today for direct deposit, online through ESS or request a pay card through the Payroll Dept. 272-4317.

This paycheck section shows current Gross Pay, any deductions named by the employee, taxes paid by the employee and the Net Pay amount for employee take home each pay period.
Payroll Authorization (Direct Deposit)

PAYROLL AUTHORIZATION: (HCPS Policy 6510)

The most substantial payment of public funds for the operation of the District is that which is made to the employees of the School Board for services rendered. This policy is promulgated to ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered.

All non-bargaining personnel are paid on a bi-weekly schedule and by direct deposit.
F.S. 1001.51, 1012.22

Change of Address

All changes in address or phone numbers should be reported in writing. A Change of Address Form can be acquired from your hiring location secretary or can be changed electronically. For information on how to change your address and phone number electronically, go to My Self-Service at www.sdhc.k12.fl.us. Name changes should be reflected on your Social Security Card, and a copy of your new card should be sent to your Personnel Assistant in the Human Resource Services Division.

Fair Labor Standards Act (FLSA)

FAIR LABOR STANDARDS ACT (FLSA): (HCPS Policy 6700)

It is the School Board’s policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations, unless the terms of an applicable collective bargaining agreement provide for greater rights to its employees. To that end, the Board shall pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Work week is defined as the seven-day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. [or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.]. Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive premium pay (i.e., one and one-half times the employee’s regular hourly rate of pay) for all hours worked in excess of forty (40).

Bargaining unit members will refer to collective bargaining agreements regarding overtime pay.

The Superintendent shall determine the necessity and availability of overtime work. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

Exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include persons employed in bona fide executive, administrative, and professional positions, and certain computer employees. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee’s work.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee’s pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one work-day because
accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

A. the employee is absent from work for one or more full days for personal reasons other than sickness or disability

B. the employee is absent from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness

C. to offset amount employee, receive as jury or witness fees, or for military pay

D. for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions

E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be made available to all employees on an annual basis.

Overtime

Collective bargaining agreements have specific language in reference to overtime for hourly employees.

**HSEF Contract – 13.4: Notice of Overtime or Extra Hours**

Employees shall normally be given at least one (1) days’ notice that overtime duty or additional hours are required. If an emergency precludes one day’s notice, the employee shall be given consideration for child care and scheduled appointments.

13.4.2 At the time the overtime notice is given, an agreement shall be reached between the employee and the immediate supervisor as to whether compensation shall be by overtime pay or compensatory time. If an agreement cannot be reached on whether compensation will be overtime pay or compensatory time, then the employee shall be paid overtime for the hours worked.

13.4.3 Employees shall not normally be required to work more than fourteen (14) hours during any twenty-four-hour period.

13.4.4 All employees may be required to report to work during nonscheduled hours in response to a District declared emergency.
HCTA – ESP Contract - 9.3 Overtime Duty Hours

9.3.1 Clericals shall normally be given at least one day’s notice that overtime duty is necessary. If an emergency precludes one day’s notice, the employee shall be given consideration for child care and scheduled appointments. Clericals shall not be required to work more than fourteen hours during any twenty-four-hour period.

9.3.2 Clericals shall have the option of taking a non-paid meal break during overtime duty after eight hours of regular duty. Clericals working overtime duty on a non-workday shall have a non-paid meal break after every four hours of overtime duty. A fifteen minute paid break will be given for every two hours of overtime duty not coinciding with meal breaks.

9.3.3 Except in emergencies, when danger to the health or well-being of employees, students or other persons could occur or when danger to School Board property is imminent, all overtime duty must be approved by the clerical’s principal/supervisor prior to being performed.

9.3.4 Paraprofessionals (except ESE Attendant Riders and part-time O.T./P.T. Assistants) shall only work and be given compensatory time (see Section 6.2.2) in cases where emergencies have made it necessary for them to work beyond their normal time as approved and assigned by their supervisor. The only exception to this emergency provision is noted in Section 18.2.2.

**Vacation Pay**

Twelve month full-time employees earn vacation pay. Each collective bargaining agreement offers specific language defining accrual and requests for use.

**HCTA - Teachers**

2.2.1 All twelve-month teachers with up to five years’ continuous service will be entitled to thirteen days’ annual vacation; teachers with five to ten years’ continuous service shall be eligible for 16.25 days’ vacation annually; teachers who have ten or more years of continuous service shall be eligible for 19.5 days’ vacation annually. Vacation leave is cumulative, not to exceed eighty (80) days. Accrued vacation will be paid out at the time of termination in accordance with normal payroll schedules and subject to the payout limitations under state statutes.

2.2.2 Employee vacation requests shall be granted whenever possible. Vacations shall normally be taken during non-student days.

**HCTA – ESP**

10.1.1 Vacation leave shall be earned on paid time only.

10.1.2 Upon successful completion of the six-month new hire probationary period, an ESP employee shall be eligible for accumulated vacation leave. Such leave may not be utilized without the approval of the immediate supervisor.

10.1.3 Vacation accrual rates for ESP employees are based on continuous years of service and are as follows:

   a. ESP employees with less than five years of service - ten days per year.
   b. ESP employees with five or more years of service but less than ten years of service - twelve days per year.
   c. ESP employees with ten or more years of service but less than fifteen years of service - fifteen days per year.
   d. ESP employees with fifteen or more years of service - twenty days per year.
10.1.4 Twelve-month ESP employees may allow their vacation to accrue to a maximum of eighty days for use during the active period of employment. Upon termination or death, payment shall be limited to sixty days.

**HSEF – Support Personnel**

24.1.1 Upon successful completion of six (6) months’ employment, and with the approval of the immediate supervisor, an instructional support 12-month employee shall be granted accumulated vacation leave. Such leave may not be utilized until six months of permanent employment have been completed.

24.1.2 Vacation leave shall be earned on paid time only for 12-month permanent employees.

24.1.3 Vacation accrual rates for 12-month permanent instructional support employees are based on continuous years of service and are as follows:

- a. With less than five (5) years of service 10 days per year.
- b. With five or more years of service but less than ten years of service 12 days per year.
- c. With ten or more years of service but less than fifteen years of service 15 days per year.
- d. With fifteen or more years of service 20 days per year.

24.1.4 Vacation accrual is cumulative to a maximum of 80 workdays. Accrued vacation will be paid out at the time of termination in accordance with normal payroll schedules and shall be limited to 60 days.

24.1.5 An employee desiring vacation leave must apply and receive a written response within two (2) days from the immediate supervisor or designee. If no response is received, the employee’s request will be considered approved without exception. Employees must utilize the appropriate leave of absence form and must submit this form no later than two (2) workdays prior to the first day of vacation.

24.1.6 Each twelve (12) month employee shall be provided with an opportunity to take vacation days which would accrue annually. Normally, school based employees will not be granted vacation while school is in session. School based administrators will make every effort to accommodate vacation requests during non-school (regular) periods for custodial employees.

24.1.7 Less than 12-month employees do not accrue vacation time.
Section 3 - District-Wide Expectations

Nondiscrimination and Equal Employment Opportunity (p. 22)
Prohibition Against Disability Discrimination in Employment Workplace (p. 22)
   Threatening Behavior Toward Staff Members (p. 23)
   Workplace Harassment of Employees (p. 23)
   Whistleblower Protection (p. 24)
Complaint Procedures Related to Alleged Discrimination and/or Harassment in Employment (p. 24)
   Racial Equity (p. 25)
Nondiscrimination and Equal Employment Opportunity

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY: (HCPS Policy 1122, 3122, 4122)

The School Board does not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, military status, sexual orientation, gender identity, genetic information, or social and family background in its programs and employment opportunities. It is the legal obligation and the policy of the Board to employ only those persons who are best qualified, with or without reasonable accommodations.

The Superintendent shall appoint a compliance officer whose responsibility will be to require compliance with Federal and State regulations related to employees and to promptly manage any complaints in accordance with the law. The compliance officer shall also require that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act of 1990 (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act and/or their implementing regulations, will be provided to staff members and the general public. Any sections of the District's collectively-bargained agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.

F.S. 553.501 et seq., Florida Americans with Disabilities Accessibility Implementation Act

F.S. 1000.05

Prohibition Against Disability Discrimination in Employment

PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT (HCPS Policy 1122.01, 3122.01, 4122.01)

The School Board prohibits discrimination and/or harassment against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against otherwise qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

The District Compliance Officer will oversee the investigation of any complaint of discrimination based on disability, which may be filed pursuant to the Board's adopted complaint procedure and will attempt to
resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

**Threatening Behavior Toward Staff Members**

**THREATENING BEHAVIOR TOWARD STAFF MEMBERS (HCPS Policy 1380)**

In order to provide a safe, caring, and orderly environment, the Board expects civility from all who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that all need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying, and aggressive actions.

**Workplace Harassment of Employees**

**HARASSMENT: (HCPS Policy 5517, 5517.01, 5517.03)**

Harassment is when a person continually teases, annoys, threatens or insults another person in either a verbal, physical or written manner. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person finds offensive. Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.

Harassment is specifically prohibited by state and federal law, and instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the School Board. The Board will not tolerate harassment activity by any of its students or employees.

Harassment occurs when a person subjects another person to any unwelcome conduct on account of sex, race, origin, religion, etc. on school property or at a school-sponsored event. Persons who engage in such conduct will be subject to a range of punishment. The School Board will not tolerate harassment at any of its sites or activities.

Confidentiality must be maintained as much as possible during any harassment investigation. Confidentiality is maintained when the identity of the people involved or the circumstances surrounding the incident are kept private. For example, you do not maintain confidentiality if you tell your friends that John Doe or Jane Doe harassed you.

**Retaliation** is defined in the dictionary as meaning “to pay back (an injury) in kind.” When a person is alleged to have engaged in any harassment, the common reaction of that person is to be angry and want to pay him or her back (retaliate). Retaliation must not occur.

Report harassment to your Supervisor, Manager or Administrator at your work location. Additional sources of contact are:

- Area Superintendent for your school. The phone number is available at your school;
- General Manager, Transportation, (813) 982-5511
- General Manager, Maintenance, (813) 635-1105
- General Manager, Student Nutrition, (813) 840-7092
Whistleblower Protection

WHISTLEBLOWER PROTECTION: (HCPS Policy 1211, 3211, 4211)

The School Board expects all employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Staff members shall report any violation or suspected violation of any Federal, State, or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor that is doing business with the Board to the Superintendent.

After such a report is made, the Superintendent will ask that the employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

Upon receipt of a written report made by any staff member pursuant to this policy, the Superintendent shall conduct an investigation.
F.S. 112.3187, 112.3189

Complaint Procedures Related to Alleged Discrimination and/or Harassment in Employment

COMPLAINT PROCEDURES RELATED TO ALLEGED DISCRIMINATION AND/OR HARASSMENT IN EMPLOYMENT: (HCPS Policy 1122.04, 3122.04, 4122.04)

If an employee or applicant believes that she/he has been discriminated against or harassed on the basis of his/her race, color, religion, sex, age, national or ethnic origin, handicapping condition, marital status, military status, genetic information, or social or family background (protected characteristics), the person may utilize the following complaint procedure as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person is designated as the District’s Section 504/ADA Compliance Officer:
Title: General Manager of Employee Relations
Address: Sam Horton Instructional Services Center
2920 N. 40th Street
Tampa, Florida 33605
Telephone: 813-840-7000

Confidentiality
The School Board will make reasonable efforts to maintain the confidentiality of the parties involved in an investigation of discrimination, provided such complaint was not made with malice or the knowledge that it was false, consistent with the Board’s legal obligations under Federal and State law. Confidentiality, however, cannot be guaranteed.
All public records created as a part of an investigation of a complaint of discrimination will be maintained by the Compliance Officer, or the Superintendent for complaints involving the Compliance Officer, in accordance with State law and the Board's records retention policy.
**Prohibition Against Retaliation**
The Board will not discriminate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, as amended, and the Age Discrimination in Employment Act of 1967 and their implementing regulations, the Florida Civil Rights Act of 1992, and/or the Florida Educational Equity Act, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under the aforementioned laws or implementing regulations, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by the aforementioned laws or their implementing regulations.

*See HCPS Policy (1122.04, 3122.04, 4122.04) for specific procedures and timeline of filing a complaint.*

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**Racial Equity**

2260.03 Racial Equity
Hillsborough County Public Schools (HCPS) students deserve respectful learning environments in which their racial and ethnic diversity is valued and contributes to successful academic outcomes. HCPS acknowledges that complex societal and historical factors contribute to inequities within school districts. HCPS must provide ALL students with the support and opportunity to succeed.

**Implementation and Monitoring**
The Board directs the Superintendent to develop and implement a system-wide racial equity plan with clear accountability and metrics, which will result in measurable academic improvements for HCPS students.

*See HCPS Policy (2260.03) for additional policy relating to eliminating systemic disparities, ensuring systemic equality, leadership, and family, student and community engagement.*
Section 4 – Employee/Employer Responsibilities

Personal Appearance (p. 27)

Conflict of Interest (p. 27)

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Criminal Background and Employment (p. 29)

Tobacco Free Environment (p. 30)

Drug Free Environment (p. 30)

Transportation Employee Drug and Alcohol Test (p. 31)

Weapons (p. 31)
Personal Appearance

While there is no official dress code, employees are to be professional in their dress and personal grooming.

Uniforms will be provided by the school district to those employees assigned uniforms in student nutrition, transportation and maintenance. It is important the uniforms are kept clean and in good repair.

HCTA (Instructional) 2.13
HCTA (ESP) 18.16
HSEF (Support) 20.3

Conflict of Interest

CONFLICT OF INTEREST: (HCPS Policy 6460.01)

The proper performance of school business is dependent upon the maintenance of unquestionably high standards of honesty, integrity, impartiality, and professional conduct by School Board employees. Further, such characteristics are essential to the Board’s commitment to earn and keep the public’s confidence in the School District. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

The Board shall not enter into a contract knowingly with any supplier of materials, supplies, and services to this District that any Board member or the Superintendent has any material interest. This prohibition shall not prevent any person from receiving royalties upon the sale of any educational material of which she/he is the author and which has been properly approved for use in the schools of this District.

Any employee who is knowingly in a capacity to influence, approve, or cause the purchase of any item to the Board that can render him/her or an immediate relative personal gain must immediately disclose that fact. Any violation of these policies by an employee of the Board may be grounds for dismissal.

Conflict of Interest – Private Practice

CONFLICT OF INTEREST – PRIVATE PRACTICE: (HCPS Policy 1129, 3129, 4129)

The proper performance of school business is dependent upon high standards of honesty, integrity, impartiality, and professional conduct by Board employees. Further, such characteristics are essential to the Board’s commitment to earn and keep the public’s confidence. For these reasons, the Board adopts the following procedures to assure that conflicts of interest do not occur. These procedures are not intended to be all inclusive or to substitute for good judgment on the part of all employees.

A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts with the employee's job duties and responsibilities in the school system.
B. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students, or clients in the course of their employment with the District.
C. Employees shall not make use of materials, equipment, or facilities of the District in private practice. Examples would be the use of facilities before, during, or after regular business hours.
for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

F.S. 112.313, 1006.32

Assignments/Nepotism

ASSIGNMENTS: (SDHC Policy 1130, 1210)

In order to promote a professional work environment that is free from harassment, hostility, and/or discrimination, administrators shall refrain from dating or engaging in consensual sexual relationships with employees they supervise.

No administrative staff member shall be appointed to a work site in which a close relative is employed as a staff member. Furthermore, under no circumstances shall an administrator supervise the work of a close relative. For purposes of this policy, close relatives shall be defined as the father, mother, brother, sister, husband, wife, son, daughter, or in-law of the same degree.

F.S. 112.3135, 1012.22, 1012.23

Freedom of Speech in Non-Instructional Settings

FREEDOM OF SPEECH IN NON-INSTRUCTIONAL SETTINGS (HCPS Policy 3310)

The Board acknowledges the right of its staff members, as citizens in a democratic society, to speak out on issues of public concern.

Employees, when such situations arise, are to:

A. State clearly that his/her expression represents personal views and not necessarily those of the School District;
B. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
C. Not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District; and
D. Refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy.

Political Activities

POLITICAL ACTIVITIES: (HCPS Policy 3232)

Board employees shall not solicit support for any political candidate, partisan, or nonpartisan, during regular work hours, or on Board property.

Candidates for public office or their representatives shall not be permitted to solicit support during work hours or on Board property.

Instructional employees who declare themselves candidates for public office shall notify the Superintendent immediately upon qualifying for election. They shall file with the Superintendent a written summary of their plans to conduct a campaign that will not interfere with fulfilling their obligation to the Board.
Instructional employees who engage in political activities or hold public office shall not use time, facilities, or personnel of the school system to engage in such activities. Specifically, the use of copy reproduction equipment or other machinery or supplies, the use of secretarial help, or the use of any other school facilities or personnel is strictly prohibited. Telephone use for such political activities during duty hours shall be confined to an emergency only, and then only in such manner as shall not conflict with the instructional employee’s school related duties. Such office holders, or other politically active instructional employees, are expected to discourage constituents, or other persons with whom they are associated in their political capacities, from making telephone calls to them during duty hours.

All candidates for public office may take personal leave without pay in accordance with personal leave procedures. Such candidates shall adhere strictly to Florida statutes governing political activity on the part of public officials and public employees.

A successful candidate for an office requiring a part-time responsibility shall report immediately to the Superintendent after the election and thereafter, when deemed necessary by the Superintendent or Board, to evaluate the compatibility of the dual responsibility and the need for personal leave without pay.

F.S. 104.31

**Duty to Report Known or Suspected Child Abuse**

**STUDENT ABUSE AND NEGLECT: (HCPS Policy 8462)**

The Board is concerned with the physical and mental well-being of the students of this District and requires that staff comply with the mandated identification and reporting of cases of child abuse or neglect in accordance with law.

**Referral to Law Enforcement**

Reports on the central abuse hotline (1-800-96-ABUSE) alleging that a public school employee acting in official capacity has abused a child or student may also be referred to the sheriff’s department or local law enforcement by the Department of Children and Families. The sheriff’s department or local law enforcement agency may contact the school to initiate a criminal investigation.

F.S. 1001.41, 1006.061

**Criminal Background and Employment**

**CRIMINAL BACKGROUND AND EMPLOYMENT: (HCPS Policy 1121.01, 3121.01, 4121.01, 8475)**

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment, all candidates for all positions be subject to a criminal background check to determine suitability for employment. The application for employment shall inform the applicants that they are subject to criminal background checks. Pursuant to Florida law, fingerprints of all current employees must be re-submitted to the Florida Department of Law Enforcement (FDLE) and Federal Bureau of Investigation (FBI) every five years. Employees must self-report arrests or serious offenses as listed in AP 1121.01 within 48 hours of being arrested.

All staff members who have a break in service shall be required to be re-fingerprinted before being re-employed.

The District will share information received as the result of the criminal background check with other school districts. The information contained in the FDLE and FBI reports received is confidential.

F.S. 943.0585(4)(a), 943.059(4)(a), 1012.32
Tobacco Free Environment

TOBACCO-FREE ENVIRONMENT: (HCPS Policy 1215, 3214, 4215, 5512, 7434)

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco. The use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices shall constitute the use of tobacco. The use of tobacco within any indoor facility owned, leased, contracted for, or used by the School Board is prohibited.

The use of tobacco in an outdoor area, including a practice field, playground, athletic field, stadium, venue, and all open areas owned, leased, contracted for, or used by the Board is prohibited.

The use of tobacco in any vehicle owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars, is prohibited.

F.S. 381.84, 386.202, 386.204, 386.209, 386.212

Drug Free Workplace

DRUG FREE WORKPLACE: (HCPS Policy 1124, 3124, 4124)

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, purchasing or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any employee at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.

The Superintendent shall establish procedures that ensure compliance with this policy and ensure that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such procedures shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement or any contract.

F.S. 440.101, 440.102

Transportation Employees: Drug and Alcohol Testing

DRUG AND ALCOHOL TESTING OF CDL LICENCE HOLDERS: (HCPS Policy 4162)

For employees of the School Board, OTETA applies to anyone who holds a commercial driver’s license and drives a school bus, a county vehicle weighing over 26,000 pounds or who is in a “safety sensitive position” in regard to transporting passengers, equipment, or School Board property. This federally mandated OTETA is now incorporated into the Board rules. These include random unannounced alcohol or other drug testing, additional driver and supervisor training, and other items.
Further information is located in the Hillsborough County Public Schools Safe Driver Plan located in the Safety and Risk Management internal department.

**Weapons**

**WEAPONS: (HCPS Policy 1217, 3217, 4217, 5772, 7217)**

Pursuant to Florida statute, the Board prohibits employees from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Weapons and firearms are defined in F.S. 790.001 and include, but are not limited to, firearms, guns of any type, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

For purposes of this policy, the term "weapon" also means any object which, in the manner in which it is used, is intended to be used, or is represented, as capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal or site manager. Failure to report such knowledge may subject the staff member to discipline.

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict serious bodily harm, including a concealed weapon, is reported immediately to the appropriate law enforcement agency, regardless of whether such staff member possesses a valid concealed weapon license. As well, the staff member shall be subject to disciplinary action, up to and including termination, consistent with law, due process, and the terms of any negotiated agreement.

An exception to this policy includes weapons possessed as authorized by Florida statute.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities.

F.S. 790.001, 790.115, 1001.43
Section 5 – Use of Technology and Social Media

Personal Communication Devices (p. 33)

Staff Network and Internet Acceptable Use (p. 33)

Employee Use of Social Media Networks (p. 36)
Personal Communication Devices

ACCESS TO TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES: (HCPS Policy 7542)

Access to the district wireless network from any device will be governed by Board Policies 7540.04 and 7542, related administrative guidelines, and the Code of Ethics. For BYOD purposes, a device is any personally owned computer, or electronic device including, but not limited to, phones, tablets, notebooks/laptops, wearables (e.g. Google Glass, watches), iPod touches (or similar), and e-readers.

Staff who choose to bring their personal devices must only use the “HCPS guest” filtered wireless public network while on campus. When logging onto the HCPS guest wireless network, users will be required to accept the district’s Acceptable Use Policy (AUP) for network access. All Hillsborough County Public Schools networks are filtered for the safety of users in compliance with CIPA requirements. Any attempt to circumvent safety filters or “hack” district technology in any way is expressly prohibited. Staff should not allow students to use their (the teacher’s) personal electronic device in order to keep personal information private and to keep the device safe.

Non-wireless access to the district’s network such as through Ethernet cable is prohibited. Use of broadband networks, provided by cellular carriers via device or hotspot is also prohibited while on Hillsborough County Public Schools' property. Know that users have a limited right to, nor should they have an expectation of, privacy in the content of their personal files and records of their online activity while on the district’s network. Access to the “HCPS guest” network is a privilege and administrators may review files and messages to maintain system integrity and ensure that the users are acting responsibly. If reasonable belief exists that a staff member has violated the terms of this agreement, or other district policy, the device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to further action as determined by Hillsborough County Public Schools.

Using functions on electronic devices in any manner that disrupts the educational environment or violates the Acceptable Use Policy (AUP) will be subject to disciplinary action. Audio or image recording, whether through picture or video, without prior consent of the individuals being recorded is prohibited; written parental consent is required for publication. Staff members bring electronic communication devices to school at their own risk. The district will not be held responsible if a device is lost, stolen or misplaced, including those that have been confiscated. Moreover, the district will not be responsible for technical support of personal devices, beyond providing necessary district specific connectivity and login information. Personal devices will not be able to access internal district resources such as file and print servers, documents created should be saved to removable media such as a flash drive or to a cloud storage location.

Staff Network and Internet Acceptable Use

STAFF NETWORK AND INTERNET ACCEPTABLE USE POLICY: (HCPS Policy 7540.04)

All staff members are to comply with the mission, goals, policies and priorities of Hillsborough County Public Schools (HCPS) when using the HCPS network and internet. HCPS accounts shall be used only by the authorized users for the purposes specified in these guidelines; misuse may result in the limitations of participant access rights and authorization; authorized users shall be responsible for the security of their account and password.

All school district operated networks prohibit illegal, inappropriate or obscene use. The school district network is considered public property and there is no guarantee for the privacy of any communication on the network. All rules of copyrighting regarding software, information and attribution of authorship shall be followed.
All SDHC employees are to refrain from harassment or unsafe, unwanted, or unsolicited contact via district sponsored network services and are prohibited in accordance with Board policy. Users cannot be completely prevented from accessing services or information that may be offensive or inappropriate; therefore, individual users must be responsible for their own conduct in using telecommunications services and networks.

Participation in a network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner.

**Internet use Guidelines**

Hillsborough County Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered including loss of data. The district is not responsible for the accuracy or quality of information obtained through this Internet connection.

- The use of the Internet is not a right, but a privilege, and inappropriate or irresponsible use may result in cancellation of that privilege.
- Users are expected to abide by the generally accepted rules of network etiquette.
  - Be polite.
  - Do not use vulgar or obscene language.
  - Exercise caution in revealing personal information over the network.
  - Do not disrupt the network or the flow of data.
  - Users shall avoid security risks.
  - A user is to notify an administrator immediately if he or she suspects a security problem. Do not show or identify the problem to others.
  - Do not use another individual’s account; attempts to log on as another user will result in cancellation of privileges.
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Vandalism is defined as the malicious attempt to harm or destroy the data of another user, the Internet, FIRN, or other networks. This includes the creation of, the uploading of computer viruses on the Internet or the host site or disruption of data flow. Vandalism may result in cancellation of privileges.
- All terms and conditions as stated in this document are applicable to all users of the Internet. These terms and conditions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Florida and the United States of America.

**Guidelines for E-mail**

Hillsborough County Public Schools (HCPS) provides electronic mail (e-mail) services to district employees in support of public education and/or district business. Communications made by means of district e-mail services are subject to the Florida Public Records Law. The district makes no warranty that any electronic e-mail communications service will be uninterrupted, timely, secure, or error free.

**District Acceptable Use Guidelines:**

- District employees are provided a district electronic mail account.
- The district has the right to establish and change user limits for district e-mail services, without notice, at its sole discretion.
- The district has no responsibility or liability for the deletion, corruption or failure to store any messages or other content maintained or transmitted by the e-mail services.
- The district reserves the right to review materials posted to a district server and to remove any materials at its sole discretion.
- The district reserves the right to terminate individual or collective access to district e-mail services at any time, without notice, at its sole discretion.
- The district reserves the right to deactivate or delete accounts that are inactive for extended time.
- The district is not liable for any loss that results from the unauthorized use of an account, either with or
without the user's knowledge.

- The district reserves the right to terminate any account, which it believes, in its sole discretion, is transmitting SPAM and unauthorized bulk e-mail.
- The district does not control or endorse the content, messages or information found in any e-mail message and, therefore, the district disclaims any liability with regard to the electronic mail services.
- The district reserves the right to disclose any information as it deems necessary to satisfy any applicable law, regulation, legal process or governmental request; or to edit, refuse to post, or to remove any information or materials, in whole or in part, at the district's sole discretion.
- The district reserves the right to change the terms, conditions, and notices under which services are offered.

**User Acceptable Guidelines:**

- Users are solely responsible for maintaining the confidentiality of their password. A user can be held liable for losses incurred by the district or any another party due to unauthorized use of the user's password and will be grounds for dismissal.
- Users are solely responsible for any and all activities that occur within their account. A user can be held liable for losses incurred by the district or any another party due to unauthorized use of the user’s account and will be grounds for dismissal.
- Users will not violate the conditions of the Education Code dealing with student rights to privacy.
- Users will not utilize district e-mail services to send or discuss profanity, obscenity, or other language in e-mail communications that may be offensive to other e-mail recipients, district or non-district.
- Users will not utilize district e-mail services to harass or bully other e-mail recipients, district or non-district.
- Users will not utilize district e-mail services for personal, political or editorial use.
- Users will not violate district e-mail services for financial gain or for any commercial or activities legal or illegal.
- Users will not attach nor agree to receive copyright protected material in violation of copyright laws.

**User Account General Guidelines:**

Do not use the district’s e-mail system to send/forward/reply to announcements such as the following, these can be addressed to Internal Communications and posted to "Inside HCPS":

- Parties,
- Retirements,
- Deaths,
- Items for sale
- Any non-district information of a general nature

Do not use the district’s e-mail services to send/forward/reply to jokes, personal pictures/graphics, non-district PowerPoint presentations or documents intended to amuse other recipients, district or non-district. Do not use district e-mail services to subscribe to the following:

- Daily jokes
- Daily horoscopes
- Daily recipes
- Vacation information
- Any non-district information of a specific nature

Do not use district e-mail services to respond to chain letters. These letters often come from outside sources, which increase the risk of e-mail based virus infection. Such e-mail multiply exponentially, and cost the district in terms of time, money and resources.

Do not use district e-mail services to communicate with friends and family throughout the work day, except in case of emergency and when they cannot be reached by telephone.
Employee Use of Social Media Networks

EMPLOYEE USE OF SOCIAL MEDIA NETWORKS: (HCPS Policy 3700, 4700)

Professional social media is defined as a district authorized use of social media activity that can be either school based (e.g., a principal establishing a social networking page for his/her school, or a teacher establishing a social media site for his/her class), or non-school-based (e.g., a district office establishing a social networking page to communicate with the larger district community).

All communications through professional social media tools must remain professional and appropriate and protect identifiable information. Employees should maintain no expectation of privacy with respect to these types of communications as all such communication is considered a public record. Employees must obtain their supervisor’s approval prior to engaging in a professional social media presence.

Professional social media communications must be in compliance with School Board policies and procedures, including prohibitions on the disclosure of personally identifiable information and prohibitions on the use of harassing, obscene, discriminatory, defamatory, or threatening language. No personally identifiable information or copyrighted information may be posted by district employees on professional social media without securing appropriate permission.

Personal social media is defined as a non-work-related social media activity (e.g. a district employee establishing a social networking page for his/her personal use).

Employees who engage in personal social media activities must maintain separate professional and personal email addresses, and may not use their professional email address for personal social media activities, such as entering login registrations, and user-account information.

Use of district logos or images on a personal social media website is prohibited; any promotion of professional events must be posted on a previously approved professional social media website.

The School Board takes no position regarding the decision of its employees to participate in various forms of social media for personal use. However, the School Board does prohibit the use of social media networks outside of those sponsored by the district to communicate education records or personally identifiable information. Furthermore, district employees must avoid posting or communicating any information that would violate federal or state laws and regulations or School Board policies.

In order to maintain a professional and appropriate relationship with students, and remain compliant with regulatory requirements, district employees will communicate protected information, with or about students, through professional social media. The nature, content, frequency and tone of such communications must be consistent with the educational purposes of the communication. The district provides password-protected technologies for collaboration between employees, students and parents to make certain all records are retained according to the Department of State, General Records Schedules (GS1-SL and GS7) and in accordance with Chapter 119 of the Florida Public Records Statute. Public social media networks outside of those sponsored by the district may not be used in the classroom or for school-sponsored activities without proper authorization from the Superintendent or designee as well as parental consent for participating students.

The School Board recognizes that other communications between staff and students may be necessary to conduct the business of the district (i.e. canceling athletic practice due to inclement weather). Approved communication via text, instant messaging or any other measure must meet the following criteria:
• Must be voluntary communication.
• Must not contain protected information.
• Must follow all School Board policies.
• Must be archived and made available if requested via a public records request.

Any staff member who voluntarily communicates via text or any other method outside of those sponsored by the district to communicate assumes personal responsibility for archiving said communications.

Employees who use social media networks must adhere to the rules outlined in the district’s Faculty Handbook, and School Board policies. All existing policies and behavior guidelines currently applicable to staff similarly apply to the online environment. Any employee or associated person engaging in inappropriate conduct involving the use of social media may be subject to discipline up to and including termination, in accordance with the applicable collective bargaining agreement.

This policy will be interpreted, applied and enforced to facilitate the proper use of social media for educational purposes in compliance with all applicable laws, regulations and standards of conduct.

Many School Board policies affect the use of Social Media, including but not limited to:
Policy 8350 - Confidentiality
Policy 8330 - Student Records
Policy 8310 - Public Records
Policy 7540.04 - Staff Network and Internet Acceptable Use and Safety
Policy 7540.02 - District Web Page
Policy 3310 - Freedom of Speech in Non-Instructional Settings
Policy 3231 - Outside Activities of Instructional Staff
Policy 3210 - Standards of Ethical Conduct
Policy 3139.02 - Violation of Local, State, and/or Federal Laws
Policy 1030.01 - Development of Administrative Procedures

Individuals with Disabilities Education Act (IDEA) and its regulations at 20 U. S.C. § 1417(c) and 34 C.F.R. § 300.623
State Public Records Laws (Chapter 119, Florida Statutes)
Section 6 – Transfer, Reassignment and Terminations

Probationary Period (p. 39)

Transfers (p. 39)

Layoff, Recall and Reduction in Force (p. 40)

Resignations (p. 41)

Retirement (p. 42)

Termination (p. 42)
Probationary Period

Upon initial hiring employees in the above bargaining groups shall serve a probationary period before becoming permanent employees. HSEF employees serve a 12-month probationary period and HCTA-ESP employees serve a 6-month probationary period. Upon successful completion of the probationary period the employee shall be eligible to progress on the negotiated salary schedule of their job description.

Transfers

Employees may request transfers based on advertised vacancies. Employees who wish to transfer to a different work site during the school session shall submit a transfer request to their immediate supervisor for the specific vacancy being advertised. For a list of vacancies, access the HCPS website.

HCTA – Instructional Transfers Section 11
(See this contract section for more specific details relating to transfers for instructional personnel)

Instructional transfers commence following spring unit allocation and prior to the end of the school year. Teachers who are placed in the pool due to unit loss are eligible for transfer as are all other teachers. During the spring transfer period, teacher is only allowed to transfer into like to like positions.

When a transfer is due to unit loss, teachers to be transferred are determined by the following manner:
   a.) Voluntary pool placement request by administrator
   b.) No previous evaluation score
   c.) Lowest evaluation score within position code loss from site

Teachers can transfer into any vacancy in which they are certified during open hiring in the summer, as long as they have not transferred into their current position within the 12 months prior. (One transfer per year.) Teachers with unsatisfactory performance are ineligible for transfer during the open transfer period.

Once the school year begins, and if no position freezes are in effect, the only other transfers allowable for instructional personnel are:

- **Energy** – a teacher who travels 20 miles or more per day (100 miles per week round trip), the transfer must result in a reduction in the number of miles traveled

- **Increase in pay** – a teacher may transfer into a position in which he/she is certified resulting in an increase in pay

- **Screened position** – a teacher may transfer into a screened position if he/she has the approved credential from screening and are certified for the position and this screened position results in an increase in pay.

- Administrative Transfer may occur pending approval by Human Resources and gaining/losing sites.

HCTA-ESP – Instructional Support Transfers Section 15
(See this contract section for more specific details relating to transfers for instructional support personnel)

ESP employees are eligible to transfer any time during the work year except when there is a declared freeze by Human Resources.
ESP Unit loss transfer – if allocated positions are deleted during the spring or fall balancing period, ESP employees to be transferred will be determined by the seniority and unit loss process. Only permanent ESP employees will be considered for pool placement.

### Layoff, Recall, Reduction in Force

Each collective bargaining agreement have language specific to their bargaining unit regarding programs.

#### HCTA – Layoff and Reemployment

15.1.1 When programs are discontinued or cut back, the seniority of teachers in such programs shall be the governing factor in determining which teachers are laid off. When district-wide vacancies are sufficient to absorb the unit reductions, the unit loss procedures (Section 11.4.7) shall prevail. The following procedure will be used:

A. The Superintendent and assigned cabinet members shall determine the area, subject or programs that will lose staff positions for the coming year. Staff shall be laid off in order of least continuous employment in the county within the area of certification from which he/she will be displaced (specific subject, i.e., Industrial Education).

B. The Division of Human Resources will determine how many staff positions in the area, subject or program to lose units are planning to retire, resign or go on leave for the coming year. That number shall reduce the amount of staff members to be laid off the coming year.

C. A teacher to be laid off, who is certified in another area or subject in the bargaining unit, shall have the right to a vacant position in such area or subject.

D. A teacher who has been laid off shall have the option, based on seniority, to select a vacancy in an area for which he/she is not certified provided such laid off teacher signs an agreement to earn six semester hours per year in order to be certified in the new subject area to begin in the second year of the assignment. This applies to bachelor’s degree or higher only.

E. Laid-off teachers shall have first option for accepting reemployment on a seniority basis, as vacancies for which they are certified open within the bargaining unit until a period of two years has lapsed. No new teachers shall be employed during the two-year period until all teachers in subject areas laid off from such assignments have been offered a position.

15.1.2 Upon reemployment, all rights related to salary, fringe benefits, and seniority shall be fully restored.

15.1.3 Laid-off teachers may pay the total premium for group life and hospitalization insurance for a period not to exceed two years.

#### ESP – Reduction in Force and Reemployment

16.1.1 When it becomes necessary for a reduction in force, the Chief Human Resources Officer shall place a freeze on all ESP positions. The seniority of ESP employees within a group/classification shall be the governing factor in determining those ESP employees who are to be laid off.

16.1.2 When programs are discontinued or cut back, the seniority of ESP employees in such programs shall be the governing factor in determining whether or not those ESP employees are laid off or absorbed into the regular program. The following procedure will be used:

E. The Superintendent and assigned cabinet members shall determine the area, subject or programs that will lose positions for the coming year. ESP employees shall be laid off in order of least continuous seniority in the county and within the specific groups/classifications affected.
F. The Division of Human Resources will determine how many positions in the area, subject, or programs to lose units, are planning to retire, resign or go on leave for the coming year. That number shall reduce the amount of staff members to be laid off the coming year.

G. The Division of Human Resources will work with the ESP to be laid off, who is qualified for another vacant position, to find the best assignment possible for the welfare of the ESP and the school system. If an ESP is placed in a position of a lower paygrade, the ESP shall not have a reduction in their current pay rate for a period of one year.

H. Laid-off ESP employees shall have first option for accepting reemployment on a seniority basis, as vacancies open within the previously assigned groups/classifications for a period of two years. No new ESP employees shall be employed during the two-year period until all ESP employees laid off from such assignments have been provided with the opportunity of filling the positions. Hardship cases will be considered by the Division of Human Resources when making these placements.

I. Upon reemployment, all benefits shall be restored.

**HSEF – Layoff and Recall**

18.1 In the event that a reduction in force requires a layoff, seniority by job class shall be the governing factor in determining those employees to be laid off. Those with the least seniority shall be laid off first.

18.2 Laid off employees shall have the first option for accepting reemployment on a seniority basis, as vacancies open within the previously assigned classification for a period of one year. In addition, laid off employees may apply for any positions for which they are qualified. No new employee shall be employed during the one-year period until all employees laid off from such assignments have been provided with the opportunity of filling the positions. The employee shall be notified of the recall opportunity by certified mail.

18.3 Employees will be subject to recall for a period not to exceed one (1) year; this time-line shall be extended by mutual agreement between HSEF and HCPS from date of layoff or until recall is declined, whichever is sooner during the layoff period.

18.4 No new employees will be hired in the layoff job class until all employees on layoff status have had the opportunity to fill open positions.

**Resignations**

When an employee leaves a position, proper notice should be given. A letter of resignation indicating the date you plan to leave and the reasons should be submitted to your supervisor. Best practice is to provide two weeks’ notice to your current employer. It is important that you leave the district in good standing to protect your eligibility for rehiring. If you are absent from work without permission from your supervisor, this may be considered as your having resigned and could result in the forfeiting of all rights to reemployment. You will need to submit to your supervisor a letter of resignation and complete an exit interview. For more information, contact your assigned supervisor/principal. Should you wish to port your life insurance, contact Standard Insurance Company at 800-325-5757.
Retirement

The Florida Retirement System (FRS) is an employee 3% contributory system. Social Security contributions are automatically deducted from your salary and matched by the School Board on your behalf, unless you are a participant in the alternative retirement plan.

If you are preparing to retire, certain steps should be taken to ensure that there would be no loss of benefits to you. The following is a description of steps you may wish to follow:

**Plan Ahead**
Decide when you intend to retire. To be eligible for benefits, you must terminate all relationships with ALL FRS employers and not be reemployed by any FRS employer within 12 calendar months following your initial retirement. If you have any questions about the effects of reemployment on your retirement benefits, you should call FRS toll free at (844) 377-1888 or your Retirement Department at (813) 272-4043.

**Request an Estimate**
Within two years of your proposed termination date, you are encouraged to contact the Retirement Department at (813)272-4043 to request an audit of your years of service, and an estimate of your retirement benefits.

**Apply for Retirement Benefits**
Three months before your termination date, request a retirement appointment by contacting the Retirement Department.

**Health Insurance and Life Insurance**
You may elect to retain the benefits that you are enrolled in at the time of retirement. You may decrease benefits at retirement, but you may not increase them.

Termination

SUSPENSION, TERMINATION, OR DISMISSAL: (HCPS Policy 1140, 3140, 4120)

Termination is typically associated with some adverse action, either related to substandard performance, a pattern of misconduct, or a flagrant violation of a School Board rule, the code of ethics, or other disciplinary infraction. In all cases, only the School Board can approve a termination. When this happens, employees will have ample notice and may be entitled to a hearing prior to the termination. Employees terminated during their initial probationary period, at-will or in management positions are not entitled to such a hearing.

**Appeal**
Any educational employee who is suspended or terminated will have the opportunity to appeal the action. The process for educational employees whose position is subject to a collective bargaining agreement will follow the process provided in the applicable collective bargaining agreement, including any grievance procedure contained therein. Educational support employees who are not employed in a confidential or management position may appeal their suspension or termination through the grievance process set forth in Board Policy 4470. In the event that an educational support employee is not satisfied with the result of the grievance process, the employee may petition for an administrative hearing pursuant to F.S. Chapter 120. Any petition for an administrative hearing must be filed within ten days following receipt of the denial of the employee's Step 3 Grievance. Employees employed in a confidential or management position may seek review of his/her suspension or termination through the grievance procedure set forth in Board Policy 4470. The decision of the Board will be final as to any confidential or management position.
Section 7 – Appendixes

Appendix A – Additional District References (p. 44)

Appendix B – Florida Statutes Referenced in this handbook (p. 45)
Appendix A - Additional District References

Employees are encouraged to access employee and district information through Board Policies and their respective Collective Bargaining Agreement:

- **District Website** ([http://www.sdhc.k12.fl.us/](http://www.sdhc.k12.fl.us/))
- **School/Site Based Handbooks**
- **District Faculty Handbook**
- **Collective Bargaining Agreements** – (Directions to access on Page 6 of Handbook)

**School Board Policies**
Information about our district and school board policies can be accessed from our website at [www.sdhc.k12.fl.us](http://www.sdhc.k12.fl.us)

**School/Department Handbooks**
Many district departments and schools produce handbooks with information pertaining to the specific procedures and expectations applicable to their departments/sites/schools.

**Collective Bargaining Agreements**
For information specific to your specific position, refer to your respective official bargaining unit agreement. (Page 6 of this handbook shows directions to access these agreements.) There are three bargaining units that represent most of our employees – HCTA, HCTA-ESP and HSEF. For those employees not represented by a collective bargaining unit, non-represented employees, reference the Board Policy Manual.

**HCTA/ESP** — Hillsborough Classroom Teachers Association – Represents teachers, para-educators, bus attendants and educational support personnel (ESP)

**HSEF** — Hillsborough School Employee Federation (FEA/NEA, AFT, AFL-CIO) – Represents school security officers, custodians, maintenance employees, transportation mechanics, student nutrition service employees and bus drivers.
Appendix B – Florida State Statutes Referenced in this Handbook

All Florida State Statutes can be accessed in full online at http://www.leg.state.fl.us/STATUTES/

F.S. 112.3187 Adverse action against employee for disclosing information of specified nature prohibited; employee remedy and relief.

F.S. 112.3189 Investigative procedures upon receipt of whistle-blower information from certain state employees.


F.S. 1000.05 Discrimination against students and employees in the Florida K-20 public education system prohibited; equality of access required.

F.S. 1001.51 Duties and responsibilities of district school superintendent.

F.S. 112.313 Standards of conduct for public officers, employees of agencies, and local government attorneys.

F.S. 1012.22 Public school personnel; powers and duties of the district school board.

F.S. 1012.23 School district personnel policies.

F.S. 1012.61 Sick leave.


F.S. 1012.66 Provisions for leaves of absence.

F.S. 1012.67 Absence without leave.