

From the Office for

Employee Relations

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Administrator Checklist

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Contract Negotiations

The contracts for 2013-2014 can be found on the Office for Employee Relations website at <http://www.pasco.k12.fl.us/er/>.

The District anticipates opening negotiations for the 2014-2015 school year soon, and updates will be provided to you as they become available. Please let us know if you have any questions!

Coming Soon - Training

Please save the dates – June 12 and June 13 for training related to Employee Relations topics. Child Protective Investigations, Lt. Law, and Employee Relations staff will be presenting on June 12 at 8:30 a.m., and Employee Relations staff will be presenting on several topics on June 13. We hope to see you there!

Professionalism Through Integrity

Principals and Directors, please be sure to include a copy of the Office for Employee Relations brochure *Professionalism Through Integrity* in your teacher/ employee handbook.

Respect and Civility Policy Statement

Principals and Directors, please make sure all employees are aware of the Respect and Civility Policy Statement and distribute as necessary.

Refresher Regarding the District's Reasonable Suspicion Drug and Alcohol Testing Program

The Office for Employee Relations wants to remind administrators regarding the District's Reasonable Suspicion Drug and Alcohol testing program. Please review the following refresher tips in the event that you may need to test an employee. Please call the Office for Employee Relations if you have any questions.

If it is reported to you and/or you suspect that an employee may be under the influence of drugs or alcohol while at work:

1. Review the "Supervisor's Observation Form" on the Office for Employee Relations' website to refresh your understanding of the physical symptoms of someone who is under the influence of drugs or alcohol.
2. Personally observe the employee and compare his/her behavior and appearance against the symptoms listed on the "Supervisor's Observation Form."
3. If you detect the odor of alcohol or marijuana, you can skip to Step 6, preferably after a second trained supervisor has verified the presence of the odor.
4. If two or more of the other symptoms listed on the "Supervisor's Observation Form" are present, ask another trained supervisor to verify your observations.
5. If both trained supervisors agree, discretely remove the employee from his/her classroom or work area and discuss your observations with the employee. There may be a reasonable non-drug or alcohol related reason for the symptoms.
6. If the employee does not have an explanation for the observed behavior or if you are not convinced that the explanation is reasonable, complete the "Supervisor's Observation Form" and the "Drug Testing Program Notification Form" and inform the employee that he/she will be required to submit to a reasonable suspicion drug and alcohol test to rule out the presence of drugs and/or alcohol. Once you have taken this step, the employee must be tested and any

refusal to do so is grounds for immediate termination of employment.

7. Immediately contact the Office for Employee Relations for assistance. Remember that the District is now conducting our reasonable suspicion drug and alcohol tests at the Health and Wellness Centers (Centennial Middle School, Land O' Lakes High School/District Office complex, Gulf High School, Hudson Middle School) during regular hours. The Office for Employee Relations can assist you with a secondary testing location after-hours if needed.

You cannot allow an employee to be unsupervised after being notified that he/she will be required to take a reasonable suspicion drug and alcohol test. If an employee attempts to leave after being notified of testing, verbally insist that the employee not leave. Do not attempt to physically restrain an employee who attempts to leave. Instead, contact your School Resource Officer or law enforcement and the Office for Employee Relations.

Once testing is complete, please contact the Office for Employee Relations for next steps. In most circumstances, the employee will be placed on administrative leave pending test results. You will also need to make arrangements for the employee who submitted to testing to be transported home. This employee is presumed to be impaired and cannot leave in his/her own vehicle unless someone else is driving.

Please confirm that any new administrators or supervisors have received the District's training regarding this program.

District School Board of Pasco County Policies 1124.01, 3124.01 and 4124.01

Ethical Standards for School Board Employees and Pasco's Reasonable Suspicion Drug Testing Program

All current employees should have received training and been given materials relative to both the Ethical Standards for School Board Employees and Pasco's Reasonable Suspicion Drug Testing Program. Any newly hired

employee must also receive these trainings and materials. These employees must sign an acknowledgement form for each training that will be sent to the Office for Human Resources and Educator Quality. Every worksite has a DVD for each of the required trainings and materials can also be found on the Office for Employee Relations website.

In addition, please make sure the *Code of Ethics* and *The Principles of Professional Conduct of the Education Profession in Florida* is included in your Teacher/Employee handbook.

State Board of Education Rule 6B-1.001; 6B-1.006, FAC

Layoff/Recall SRP

All of you are currently working with district staff to finalize your school/department's staff allocations for next year. Should it be necessary to reduce the number of allocated positions in any SRP area of assignment (job title) for next year, refer to the language in Article VII, Section D of the SRP Master Contract.

Also, remember that some SRP position vacancies for next year will be filled through the Recall Procedure in Article VII, Section E of the SRP Master Contract.

Please contact the Office for Employee Relations or the Office for Human Resources and Educator Quality if you have questions.

SRP MC, Article VII, Sections D and E

2014-2015 Teaching Assignments

As soon as possible, but no later than thirty (30) calendar days before the first day of classes, a teacher shall be informed in writing of any change in his/her assignment for the next school year.

If no notification is given, the teacher shall be given the same grade level or subject area as was assigned during the previous year except where the principal is unable to fill a vacancy or where a resignation or other emergency necessitates a change of teacher assignment.

Employees Returning From Leave

Principals, when you are reviewing your allocations and planning for the staffing of your school for the next school year, please do not forget those employees who are currently on leave and will return for the next school year. If you have not heard from them, please contact them to determine their intent. The Office for Employee Relations can assist with a template if employees do not respond to your contact attempts.

Employees Requesting an Extended Leave for the Next School Year

Provisions for extended leave are explained in Article VIII, Section C of the Instructional Master Contract and Article VIII, Section C of the SRP Master Contract. When an employee requests a leave, and prior to you informing the employee that the leave has been approved, please review Section A of each Article and the requirements for the specific type of leave requested to determine if the employee is eligible for the leave.

The Office for Human Resources and Educator Quality has position letters for each type of extended leave. Contact Sandy Kelley at ext. 42391 or Jessica Rusha at ext. 42981 for more information.

IMC, Article VIII, Sections A and C-6
SRP MC, Article VIII, Sections A and C

Supplemented Positions

Principals, please take note that some staff at your schools should be working eight hours per day due to their supplement.

The Instructional Master Contract language is in Addendum A, Number 8 (page 45) and the supplemented positions are marked with an asterisk in Addendum C (page 52).

These positions include:

- Behavior Specialist
- School Counselor

- Instructional Trainer/Coach
- Pasco FDLRS Resource Teacher
- Pasco FDLRS Child Find Resource Teacher
- Prevention/Intervention Counselor
- School Psychologist
- School Social Worker
- Speech Language Pathologist
- Therapeutic Preschool Family Specialist

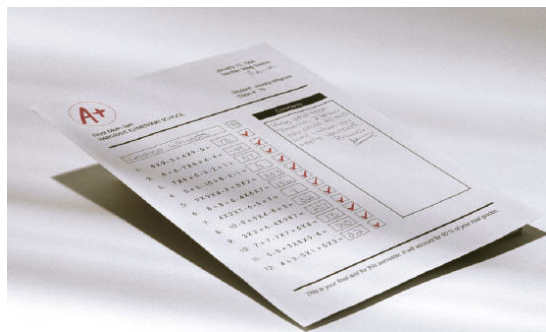
IMC, Addendum A, Paragraph 8 and Addendum

Elementary Report Cards

The instructional staff at elementary schools have the option to issue report cards on either the last day of classes for students (Tuesday, June 3, 2014) or on the day designated by the school calendar (Thursday, June 12, 2014).

If you have not had an opportunity to do so, please bring this issue before your instructional staff and have a vote to determine what date your school will be issuing report cards. The parents of students enrolled at your school should be informed as soon as possible of the designated date the students will receive their report cards.

IMC, Article VII, Section S, Paragraph 20 (b)



Report Cards for High School Seniors

Teachers who instruct seniors will be notified of the end-of-the-year grade reporting procedures for seniors no later than the beginning of the fourth quarter.

Final grades for quarter four (4) will be due no earlier than the start of the second workday May 2014

following the close of the grading period for grades six (6) through eleven (11), June 5, 2014.

IMC, Article VII, Section S, Paragraph 20 (c and d)

Employees' Social Media Use

Facebook, Twitter and blogs have now become part of daily life for many district employees. Though social media and blogs have many positive uses, they also open the door to serious situations if caution is not exercised. Many do not realize that anything on the internet has the potential to be publicly viewed, regardless of privacy settings or attempts to remain anonymous. This school year alone, the Office for Employee Relations has received numerous concerns regarding inappropriate comments and pictures posted online. These concerns have ranged from complaints about co-workers and supervisors to inappropriate Facebook posts and pictures to "friending" or contacting students through the use of social media.

In some instances, what an employee does on their own time is their own business. However, when an employee's conduct outside of work causes a disruption at work, diminishes an employee's ability to be an effective employee, or creates a student boundary concern, these concerns must be addressed. Please note that the current state of the law regarding off-duty conduct is evolving. You should contact us before meeting with an employee to discuss comments made via social media or blogs. The First Amendment and labor laws are potentially implicated in these scenarios. For example, employees' complaints regarding his or her supervisor may be protected activity.

As you know, employees in the education profession are held to a high standard. School Board policy provides that all employees are bound by the Code of Ethics for the Education Profession that requires employees to maintain the respect and confidence of their co-workers and supervisors. The Code of Ethics also prohibits harassing or discriminatory behavior towards others that disrupts the orderly operation of the school or worksite and requires employees to protect students from conditions

harmful to learning and/or students' mental and physical health or safety.

Please take a few minutes to remind your staff about the proper uses for social media and the potential serious pitfalls when caution is not used.

Placement of ELL Students

Tagged and Notifying Teachers

When possible, administrators should attempt to schedule ELL students with teachers who have already been tagged and/or trained as long as the student's right to equal access is not violated and as long as the course is appropriately identified on the student's LEP Plan.

Administrators are responsible for notifying teachers in a timely manner of the placement of ELL students in their classes. Each teacher is to be verbally informed upon initial assignment of an ELL student into his/her class. The LEP chairperson is normally the person who is responsible for this notification.

IMC, Article VII, Section I, Paragraph 5

Employees Transporting Students in Private Vehicles or District Vans

Please direct employees needing approval to transport students to the online application on the Transportation website that the employee will complete and submit electronically.

Upon completing the application, the employee will receive a confirmation email stating the application was submitted successfully and is under review. The review is anticipated to take approximately ten (10) days. Once the review is completed, the supervising administrator will receive email notification as to whether or not the employee has been approved to transport students via private vehicle or District van. Please remember that employees should not be permitted to transport students prior to the approval being given.

This process enables administrators to review a list of approved and denied employees at their worksites at any time. Additionally,

administrators will receive periodic electronic updates sent to their email with a list of employees who are approved, denied, or still under review.

Be Aware of Overtime Issues

With the increase in smart phones and remote desktop usage, it is easier than ever to access and complete work outside of the office. While this capability provides many advantages, problems can arise when non-exempt (overtime eligible) employees use smart phones and remote access to work outside of their normal working hours.

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards. The FLSA requires that our overtime eligible employees (most of our SRP and many of our NNB employees) keep track of and be paid for all hours worked. If an overtime eligible employee works in excess of 40 hours in a work week, they are eligible for time and a half. This applies regardless of whether these employees have been authorized or instructed to work beyond their regular work hours.

If you do not want for your overtime eligible employees to work overtime, clearly communicate that they are not permitted to work in excess of their regular working hours or outside of their regular working hours, e.g. from home with remote access or on the weekends with e-mail access from a smart phone, without obtaining permission prior to working the extra time.

Even after instructing your overtime eligible employees not to work overtime without permission, you may find that an employee continues to answer e-mails or perform other work after hours. When that occurs, you must still compensate the employee for those hours worked, but you should also talk with the employee to find out why they are working overtime. Sometimes overtime eligible employees feel that they are expected to work overtime, even after being told not to, because they see instructional employees and administrators, who are not eligible for

overtime, working outside of normal business hours. In that situation, explain to the employee that, by law, they must be paid for all time worked, unlike some of their co-workers who are exempt from overtime laws.

Some employees work overtime because they cannot complete their assignments during their scheduled hours. This may be because of workload issues, inefficient procedures, poor work habits, or other reasons. If your employee tells you they have to work overtime to get their work done, look into the cause so that you can address it and alleviate the need for overtime.

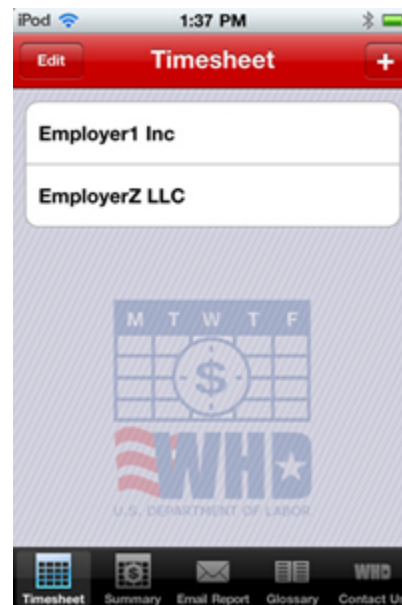
Communication and expectation setting are essential to managing overtime. As a supervisor, you should make sure that your overtime eligible employees understand the following:

- Employees must receive permission to work overtime.
- Employees must accurately record all time on their time sheets.
- Employees cannot work overtime out of the goodness of their hearts.

If you encounter a situation where an overtime eligible employee continues to work extra time after you have instructed them not to, please contact the Office for Employee Relations for guidance. Options may involve temporarily adjusting work hours to address time-sensitive priorities (e.g., an employee might work 10 hours on Monday to complete a project due that day or to attend an event in the evening and then come to work two hours later the next day) or reassigning tasks to others to reduce the employee's workload. An employee's continued insistence to work overtime, even after instruction not to do so, may require progressive discipline.

For more information or to discuss strategies for addressing the causes of overtime, please contact the Office for Employee Relations.

Yes, There's An App for Tracking Overtime, Too!



Reminding Employees to Use Good Judgment and Common Sense

The Office for Employee Relations deals with a wide variety of problems each year. The following list represents the most common areas where employees go wrong and end up finding themselves in very serious situations. Taking a few minutes to review this list with your faculty and staff may help to prevent any one of these problems before they even occur.

Notes or Jokes – Personal notes should never be written to students unless they deal solely with educational matters. Communication with other district employees should remain professional at all times. And, while everyone enjoys a good laugh, tasteless jokes or sarcastic remarks can often cause more harm than good.

One-On-One Situations – Employees should avoid placing themselves in situations where they could be alone with a student. This is especially true outside of the educational setting. If at all possible, employees should not be in an office, car, or room with a student when they are the only adult.

Touching Students – Anytime an employee touches a student they are putting themselves and the district at risk. Remember to use good judgment and common sense.

Computer Use – District computers are for school-related work only, and almost any activity on district computers can be recovered even if it has been deleted from the hard drive. Any activity on a school computer can and may be held to public scrutiny. The portability of district laptops, in particular, provides a convenient opportunity for misuse.

Handling Money – Employees should avoid handling district funds unless they completely understand and follow the procedures established by the district and the employee's worksite. Theft or misuse of public funds is also one of the few things that can not only lead to termination of employment but also to the forfeiture of the employee's FRS retirement benefits as well.



The summer newsletter for the new school year will include...

- Instructional Probationary Periods
- 60 Work Day SRP Probationary Provision
- 97 Work Day NNB Probationary Periods
- Instructional Probationary Periods
- Assessments
- Student Code of Conduct
- Master Duty Schedule
- Noncontinuous Positions
- Nonteaching Duties
- Professional Development (Inservice Training)
- Discipline and Placement Review Committees
- Preplanning Time
- Rosters
- SRP Work Day
- Teacher of the Year
- SRP of the Year
- Teaching Assignments and Duties
- Temporary Contract
- And more!

Please let us know if there are any other topics that you would like for us to include.

Best wishes for a great end to the 2013-2014 school year!

The Office for Employee Relations Staff