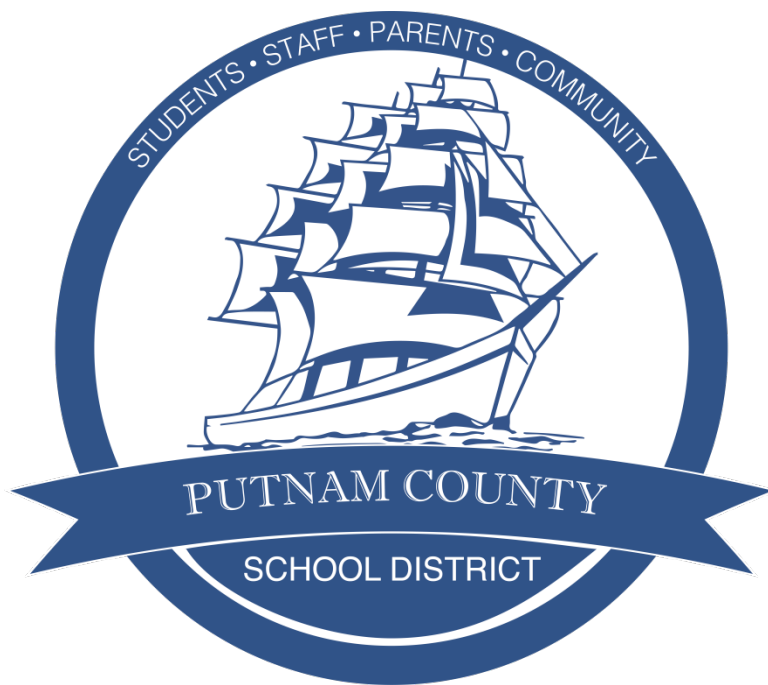


2020-2021

# PUTNAM COUNTY SCHOOL DISTRICT



# EMPLOYEE HANDBOOK

A Publication of the Human Resources Department

Putnam County School District  
200 Reid Street  
Palatka, FL 32177  
386-329-0538  
[www.putnamschools.org](http://www.putnamschools.org)

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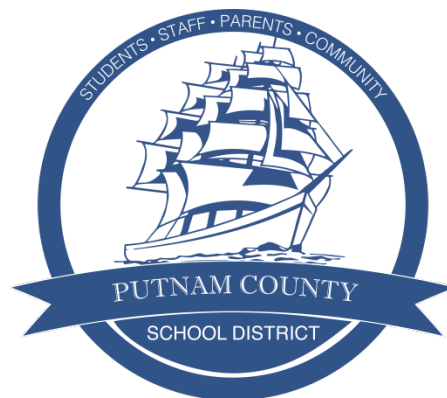
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## Introduction

The Putnam County School District's goal is to "Maximize the Learning of All Students". In order to fulfill every student's potential; it takes a team of hard-working, dedicated professionals. As an employee of PCSD, you are an important part of the team and you contribute to the success of our students. We want you to feel proud to be part of our team.

We encourage you to learn about the policies, procedures, expectations and benefits related to your employment outlined in this handbook. This handbook serves as a tool to answer many of the common questions employees have in reference to their employment. In the event you cannot find an answer to a question related to personnel issues or procedures, contact the Human Resources department directly at (386) 329-0547.

The information contained in this handbook is subject to change. All changes will be communicated through official notes and revised information may supersede, modify or eliminate existing policies. The employee handbook is not a contract of employment or a legal document. It is, however, the responsibility of the employee to read and comply with the procedures contained in this handbook and any revision made to it.



## Putnam County School Board Members



**Holly Pickens**  
District I



**David Buckles**  
District II



**Sandra Gilyard**  
District III



**Bud McInnis**  
District IV



**Jane Crawford**  
District V

### School Board Meetings

The School Board meets on the first and third Tuesdays of each month. Meetings begin at 3:30 PM, unless otherwise noted, and may be viewed at [PutnamSchools.org](http://PutnamSchools.org)> School Board> Watch Meetings Live

School Board Meeting Room 200  
Reid Street  
Palatka, FL 32177

<https://www.youtube.com/user/PutnamSchoolsTV>

View the Agenda and Actions of the Board on the Web

<http://www.boarddocs.com/fl/putnam/Board.nsf>

For general questions about the School Board, please contact Sharon Cormeny at 386.329.0653.

*Please be aware that all communications including email sent to the Superintendent, School Board Members or employees of the School District are considered public records per Florida Statute 119.*

# SCHOOLS AND WEBSITES

## ELEMENTARY SCHOOLS

<b>Browning Pearce Elementary School</b>	<b>Eleanor H. Miller School</b>	<b>Interlachen Elementary School</b>
Grades K-5 <b>Beth Nelson, Principal</b> <b>Cindy Bellamy, Assistant Principal</b> 100 Bear Boulevard San Mateo, FL 32187 Phone 386-329-0557 Fax 383-329-0623 <a href="http://bpes.putnamschools.org">bpes.putnamschools.org</a> Administrative # 0211	Grades Pre-School-12 <b>Tracy Taylor, Principal</b> <b>John Thompson, Assistant Principal</b> 156 Horseman's Club Road Palatka, FL 32177 Phone 386-329-0595 Fax 386-329-0601 <a href="http://ehmiller.putnamschools.org">ehmiller.putnamschools.org</a> Administrative # 0321	Grades K-6 <b>Ted Haengel, Principal</b> <b>Kimberly Baggs, Assistant Principal</b> 251 South State Road 315 Interlachen, FL 32148 Phone 386-684-2130 Fax 386-684-3909 <a href="http://ies.putnamschools.org">ies.putnamschools.org</a> Administrative # 0201
<b>James A. Long Elementary School</b>	<b>Kelley Smith Elementary School</b>	<b>Mellon Elementary School</b>
Grades K-5 <b>Mary Beth Hedstrom, Principal</b> <b>Belinda Taylor, Assistant Principal</b> 1400 Old Jacksonville Highway Palatka, FL 32177 Phone 386-329-0575 Fax 386-329-0675 <a href="http://long.putnamschools.org">long.putnamschools.org</a> Administrative # 0151	Grades K-5 <b>Mike Tucker, Principal</b> <b>Cathy Oyster, Assistant Principal</b> 141 Kelley Smith School Road Palatka, FL 32177 Phone 386-329-0568 Fax 386-329-0629 <a href="http://kses.putnamschools.org">kses.putnamschools.org</a> Administrative # 0101	Grades K-5 <b>Libby Weaver, Principal</b> <b>Tina Gilyard, Assistant Principal</b> 301 Mellon Road Palatka, FL 32177 Phone 386-329-0593 Fax 386-329-0594 <a href="http://mellon.putnamschools.org">mellon.putnamschools.org</a> Administrative # 0091
<b>Melrose Elementary School</b>	<b>Middleton-Burney Elementary School</b>	<b>Moseley Elementary School</b>
Grades K-6 <b>Leah Lundy, Principal</b> <b>Terri O'Quinn, Assistant Principal</b> 401 State Road 26 Melrose, FL 32666 Phone 352-475-2060 Fax 352-475-1049 <a href="http://mes.putnamschools.org">mes.putnamschools.org</a> Administrative # 0121	Grades K-5 <b>Rodney Symonds, Principal</b> <b>Yolanda Brady, Assistant Principal</b> 1020 Huntington Road Crescent City, FL 32112 Phone 386-698-1238 Fax 386-698-4364 <a href="http://mbes.putnamschools.org">mbes.putnamschools.org</a> Administrative # 0251	Grades K-5 <b>Tony Benford, Principal</b> <b>Amber Symonds, Assistant Principal</b> 1100 Husson Avenue Palatka, FL 32177 Phone 386-329-0562 Fax 386-329-0563 <a href="http://moseley.putnamschools.org">moseley.putnamschools.org</a> Administrative # 0351
<b>Ochwilla Elementary School</b>		
Grades K-5 <b>Beth Leary, Principal</b> <b>Sharice Williams, Assistant Principal</b> 299 North State Road 21 Hawthorne, FL 32640 Phone 352-481-0204 Fax 352-481-5541 <a href="http://oes.putnamschools.org">oes.putnamschools.org</a> Administrative # 0341		

## MIDDLE SCHOOLS

C.H. Price Middle School	C.L. Overturf, Jr. 6th Grade Center	Robert H Jenkins, Jr. Middle School
Grades 6-8 <b>Mechele Higginbotham , Principal</b> <b>Joni Burnett, Assistant Principal</b> 140 North State Road 315 Interlachen, FL 32148 386-684-2113 386-684-3908 <a href="http://price.putnamschools.org">price.putnamschools.org</a> Administrative # 0113	Grade 6 Only <b>Mary Wood, Principal</b> <b>Tiffany Scranton, Assistant Principal</b> 1100 South 18th Street Palatka, FL 32177 Phone 386-329-0569 Fax 386-329-0670 <a href="http://clo.putnamschools.org">clo.putnamschools.org</a> Administrative # 0041	Grades 7-8 <b>Diana Drew, Principal</b> <b>Chris Lee, Assistant Principal</b> 1100 North 19th Street Palatka, FL 32177 Phone 386-329-0588 Fax 386-329-0636 <a href="http://jms.putnamschools.org">jms.putnamschools.org</a> Administrative # 0171
George C. Miller Middle School	Q. I. Roberts Jr.- Sr. High School	
Grades 6-8 <b>Tim Adams, Principal</b> <b>Paula Adams, Assistant Principal</b> 101 South Prospect Street Crescent City, FL 32112 Phone 386-698-1360 Fax 386-698-1973 <a href="http://mis.putnamschools.org/">http://mis.putnamschools.org/</a> Administrative # 0231	Cambridge Advanced Studies Grades 7-12 <b>Joe Theobald, Principal</b> <b>Tammie Thornton, Assistant Principal</b> 901 State Road 100 Florahome, FL 32140 Phone 386-659-1737 Fax 386-659-1986 <a href="http://qjr.putnamschools.org">qjr.putnamschools.org</a> Administrative # 0125	

## HIGH SCHOOLS

Crescent City High School	Interlachen High School	Palatka High School
Grades 9-12 <b>Dr. John Shelby, Principal</b> <b>Michelle Tucker, Assistant Principal</b>  2201 South Highway 17 Crescent City, FL 32112 Phone 386-698-1629 Fax 386-698-3073 <a href="http://ccjshs.putnamschools.org">ccjshs.putnamschools.org</a> Administrative # 0261	Grades 9-12 <b>Bryan Helms, Principal</b> <b>Joy Eubanks, Assistant Principal</b> <b>Stephanie Reed, Assistant Principal</b>  126 North State Road 315 Interlachen, FL 32148 Phone 386-684-2116 Fax 386-684-3915 <a href="http://ihs.putnamschools.org">ihs.putnamschools.org</a> Administrative # 0112	Grades 9-12 <b>James Stout, Principal</b> <b>Michael Chaires, Assistant Principal</b> <b>Lamar Purifoy, Assistant Principal</b> <b>Aaron Gieselman, Assistant Principal</b>  302 Mellon Road Palatka, FL 32177 Phone 386-329-0577 Fax 386-329-0624 <a href="http://phs.putnamschools.org">phs.putnamschools.org</a> Administrative # 0301
Q. I. Roberts Jr.- Sr. High School		
Cambridge Advanced Studies Grades 7-12 <b>Joe Theobald, Principal</b> <b>Tammie Thornton, Assistant Principal</b> 901 State Road 100 Florahome, FL 32140 Phone 386-659-1737 Fax 386-659-1986 <a href="http://qir.putnamschools.org">qir.putnamschools.org</a> Administrative # 0125		

## OTHER SCHOOLS / CHARTER SCHOOLS

Eleanor H. Miller School	Children's Reading Center Charter School	Putnam Academy of Arts and Sciences
Grades Pre-School - 12 <b>Tracy Taylor, Principal</b> <b>John Thompson, Assistant Principal</b> 156 Horseman's Club Road Palatka, FL 32177 Phone 386-329-0595 Fax 386-329-0601 <a href="http://ehmiller.putnamschools.org">ehmiller.putnamschools.org</a> Administrative # 0321	A Tuition Free Public Charter School Grades K-5 <b>Jacqueline England, Principal</b> 7901 St. Johns Avenue Palatka, FL 32177 Phone 386-328-9990 Fax 386-328-9949 <a href="http://crrcs.putnamschools.org">crrcs.putnamschools.org</a> Administrative # 0051	A Tuition Free Public Charter School Grades 6-8 <b>Curtis Ellis, Director</b> 301 South Palm Avenue Palatka, FL 32177 Phone 386-326-4212 Fax 386-326-6235 <a href="http://putnamacademy.org">putnamacademy.org</a>
Putnam Edge High School		
A Tuition Free Public Charter School A New Tech Network Model School Grade 9 <sup>th</sup> – 11 <sup>th</sup> Grades <b>Emmanuel Swift, Director</b> 951 Moseley Avenue P.O. Box 1258 Palatka, FL 32178 Phone 386-385-7292 <a href="http://www.putnamedge.org">www.putnamedge.org</a> Administrative # 0071		

# STRATEGIC PLAN



## OUR MISSION:

**WE WILL INSPIRE EVERY STUDENT TO THINK, TO LEARN, TO ACHIEVE, TO CARE AND TO BECOME A SUCCESSFUL AND RESPONSIBLE CITIZEN**



## Strategic Plan

The Strategic Plan of the Putnam County School District is focused upon the achievement of a single, critical goal — cultivating a learning community where students are engaged in learning, where they strive for excellence and where they are supported to achieve. In effect, the district goal is to maximize the learning of all students. There are four key pillars that serve to support this initiative — a focus on the growth and achievement of every student, providing a safe and caring environment, ensuring the effective, equitable and efficient use of resources, and developing and sustaining great teachers and leaders.



Putnam County School District  
200 Reid Street  
Palatka, FL 32177

**Our professionalism sets the course for success!**

## OUR VALUES:

### High Expectations for Student Achievement

We are committed to high expectations, challenging curriculum, and reflective practices that recognize student learning styles, culture, and life circumstances.

### Accountability & Continuous Improvement

All students, teachers and leaders must contribute to and be held accountable for continuous improvement that promotes excellence, including 21<sup>st</sup> century work skills, college readiness, and responsible citizenship.

### Focus on Students and Families

The needs and welfare of the students and their families matter to our district.

### Character Education

We teach and exemplify positive character traits, including kindness, honesty, respect and a strong work ethic.

### Community

We honor our community by working as a team to ensure the educational success of all students.

### Safety

We provide a safe and caring environment for learning.

### Sustainability

We sustain high quality staff and programs to ensure the long term success of our students and district.

### Leadership

We are a district where leaders in education are nurtured and grown.

[www.putnamschools.org](http://www.putnamschools.org)

## Code of Ethics

You are held to a higher standard. The District School Board has high expectations for all employees. All administrative, instructional and support employees are expected to maintain the respect and confidence of colleagues, students, parents and the community. Employees should always strive to achieve, maintain and sustain the highest degree of ethical conduct by adhering to the following:

- All School Board policies;
- All city, county, state and federal laws and ordinances; and
- The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida

Any instructional employee who fails to exercise the best professional judgment and integrity shall be subject to revocation or suspension of their educator's certificate, penalties as provided by law, and district disciplinary actions, up to and including termination.

All employees are responsible for reporting misconduct by school district employees. Misconduct should be reported to the Human Resources Department and can be reported directly to the Florida Department of Education. Any support employee who fails to exercise the best professional judgement and integrity shall be subject to penalties as provided by law and district disciplinary actions, up to and including termination.

## Non-Discrimination, Equal Employment and Affirmative Action

The Putnam County School Board does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA of the federal guidelines), sexual orientation, gender identity, age or legally-protected characteristics in its educational program and activities.

The School Board complies with the Immigration Reform and Control Act of 1986. Employers are required to verify the identity and employment eligibility of all hires after November, 1986.

Employees are required to provide acceptable documents that establish identity and employment eligibility within the United States. After initial employment, it is the responsibility of the employee to provide the Human Resources Department with updated employment eligibility documents/information as required by immigration law prior to the expiration date of their current employment eligibility documents.



No person shall, on the basis of race, color, religion, sex, national origin, disability, age or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity or work environment. This practice shall apply equally to students, employees, applicants for employment and all persons having business with Putnam County Schools.

### **Discrimination/Harassment:**

The Putnam County School Board desires to maintain an academic and work environment in which all employees, volunteers and students are treated with respect and dignity. A vital element of this atmosphere is the Board's prohibition against these practices includes prohibitions based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. Putnam County School Board Policy forbids sexual harassment or any other form of illegal harassment of any employee, students, volunteers or agents, vendors and service providers who have access to Putnam District Schools' facilities.

All employees shall be allowed to work and students allowed to learn in an environment free from all forms of illegal discrimination, including sexual harassment. Any such person who engages in sexual harassment during the performance of their duties or any adult who knowingly permits sexual harassment to occur without intervention or reporting shall be in violation of Putnam District Schools' policy.

### **Examples of prohibited discrimination and/or harassment:**

- Any slurs, innuendos or other verbal or physical conduct reflecting upon an individual's race, ethnic background, gender or disabling condition which has the purpose or the effect of creating an intimidating, hostile or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation, or otherwise adversely affects an individual's employment or educational opportunities.
- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services or treatment on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment or a student's educational opportunities or if submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.

- Any act of retaliation against an individual who reports a violation of the District's policies on harassment, alleged discrimination and/or discrimination, or who participates in the investigation of harassment. Alleged discrimination or discrimination complaint will not be tolerated.

### Reporting of Complaints (Policy 1362, 3362, 4362):

A complaint may be filed at any time directly with the Director of Human Resources or Director of Safety and Student Services. Any individual has the right to file a sexual harassment complaint with the Office for Civil Rights, the Department of Justice or State or Federal Court with proper jurisdiction at any time.

Any employee who observes the occurrence of sexual harassment between students, between adults, or between an adult and a student on school board property, on a school bus or at a school-sponsored function shall take action to stop the inappropriate behavior and report it immediately to the site administrator or the Director of Human Resources.

This policy prohibits retaliation or reprisal by anyone against a person for filing a complaint, participating in the investigation of a complaint, or serving as a witness. All matters involving sexual harassment complaints shall respect individual privacy and remain confidential consistent with School Board Policy and the Florida School Code.

**In any case of sexual discrimination or harassment allegation, the School Board designates Michael Stevens as the District Title IX Coordinator at 200 Reid Street, Palatka, FL 32177, phone 386-329-0538.**

### Americans with Disabilities Act

Congress established the U.S. Department of Education (ED) on May 4, 1980 in the Department of Education Organization Act (Public Law 96-88 of October 1979). Under this law, ED's mission is to "Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual", a law further strengthened by the Americans with Disabilities Act in 1990. Putnam District Schools complies with the American Disabilities Act.

### Veteran's Preference

Putnam District Schools complies with the veteran's preference rules according to Florida Statute 295.07(2). Questions should be addressed to the Director of Human Resources.

# PERSONNEL AND EMPLOYMENT

## Board Policy

The sections covered in this handbook are brief explanations, for more details and/or precise wording, please refer to board policies. Board policies can be found on the district's website or requested through the superintendent's office.

## Personnel Records

Personnel records regarding employment status, promotions, transfers, salary, leaves, recommendations, etc. are placed in a permanent file in the district office.

Human Resources strives to maintain up-to-date personnel records on each employee. It is the employee's responsibility to notify Human Resources within ten (10) days of any changes of name, address, telephone number, emergency contact, beneficiaries, benefit changes and/or any other changes. If you have questions about your personnel file or information contained within, please contact Human Resources.

It is the responsibility of each employee to use their legal name as reflected on their social security card when dealing with the district and other professional agencies. Any employee who legally changes his/her name or address shall notify Human Resources within ten (10) days of the change. If a legal name change has occurred, the employee will be required to furnish new forms to the district. New forms include driver's license, social security card, insurance change forms and/or retirement change forms. Any employee who is required to have a Florida Educator Certificate or other license/certificate shall maintain the license or certificate in his/her legal name. All certified educators are responsible for notifying the Florida Department of Education of any legal name or address change.

## Access to Personal Files

Employees may view material in a personnel file with advanced notice and in the presence of the personnel records keeper or other authorized district personnel. If an employee would like copies of any material in a personnel file, he/she must make a request with reasonable advanced notice to the personnel records keeper. Personnel files are open to public inspection, with the exception of the restrictions in F.S. 1012.31 and 119. Exemption for personnel files include complaints or material related to on-going investigations, current performance evaluations, performance evaluations prepared prior to July 1, 1983, derogatory material against employee, payroll deductions, medical records and any reports of injury or illness.

## Employment Defined

Full-time: A regular full-time employee is a person who is an employee for the school term or the school fiscal year to render the minimum number of hours each day as established by the Board for that position or job.

Part time: A part-time employee is a person who is employed to render less than the number of hours each day as established by the Board for a regular full-time employee.

Temporary: A temporary employee is a person whose employment is expected to be for a limited time to fill a vacancy for which a permanent employee is not available or to perform some work of a temporary nature. Such employment will cease at the close of the school term or school fiscal year or when the temporary work has been completed. A temporary employee may be a part-time or full-time employee.

## Vacancies

Notice of vacancies within the school district shall be posted on the district's website and other recruitment websites as appropriate. Interested applicants should apply online at [jobs.putnamschools.org](http://jobs.putnamschools.org).

## Promotion or Transfer

Open positions are filled by promotions or transfers of qualified current employees whenever possible. Interested applicants should apply online at [jobs.putnamschools.org](http://jobs.putnamschools.org).

## Use of Social Security Numbers

PCSD protects the privacy and confidentiality of our employees and students. We comply with Federal and state laws and meet the required standards for securing personal information. As prescribed by law Fla. Stat. §119.07(5). PCSD is authorized to collect, use or release social security numbers of employees and other individuals for the purpose of the district's duties and responsibilities in Human Resources, payroll, benefits, background checks, medical claims, IRS reporting, or other functions where they are needed and legally allowed to be used and requested by the Florida Department of Education and/or the federal government.

## Experience Verification

Each year of experience to be counted for salary purposes must meet the criteria prescribed by law. Experience credit may not exceed the limits established by the board or the terms of a negotiated agreement. All experience verification must be provided on the PCSD Experience Verification Form, letterhead by former employer or by a notarized affidavit. Experience verification must include specific dates of employment, job title, full or part-time. Self-employed experience

must be verified by an individual knowledgeable of the applicant's service. No experience verification will be accepted if completed by an applicant or applicant's family member.

Instructional employees and administrators who are certified (teachers, administrators) who have worked in an accredited school system and have applicable experience will receive year-for-year experience credit for each year verified. All verifications must be received within the first year of employment to receive salary compensation for that school year.

Classified employees will maintain credit for the experience previously granted. Personnel employed by the Putnam County School District for the first time will begin their employment with the lessor of actual years of experience or three (3) years of documented job-related experience and earn a year of experience for payroll purposes for each year they work. All verifications must be received within the first year of employment to receive salary compensation for that school year.

When an applicant is employed with PCSD, Human Resources will process the experience verification paperwork and authorize the employee's salary. As experience verifications are received in the Human Resources Department, new salary authorizations are made retroactive to the employee's effective date of hire, providing the Experience Verification Form is received in a timely manner.

## Payroll

In compliance with Federal labor laws, employees must accurately record daily work hours on the appropriate time log. Falsification of these payroll records is grounds for termination.

Paychecks for regular employees are subject to mandatory payroll deductions for Social Security Tax, Medicare Tax and Federal Withholding Tax based on Form W-4 and the tax tables furnished by Internal Revenue Service. It is the employee's responsibility to correctly fill out a W-4 Form and submit it to Human Resources. Employees are permitted to submit a new W-4 as often as they desire, and changes will be entered into the payroll system promptly.

Payroll deductions are available for all School Board approved benefits. It is the employee's responsibility to request and authorize any changes to their deductions in writing.

# COMPENSATION AND SALARY SCHEDULES

Employees will be paid in accordance with the following Board approved schedules.

## Appendix A

### PUTNAM COUNTY SCHOOL DISTRICT CLASSIFIED PERSONNEL SALARY SCHEDULE 2020-2021

DESCRIPTION	0	1	2-3	4-6	7-9	10-12	13-14	15 & OVER
<b>CLERICAL</b>								
Clerk Typist, School	9.29	11.19	12.03	12.44	12.77	13.10	13.37	14.57
Secretary	11.04	12.99	13.94	14.39	14.72	15.05	15.34	16.51
Bookkeeper	11.59	13.67	14.67	15.12	15.42	15.80	16.07	17.25
Account Clerk	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
<b>CUSTODIAL</b>								
Other Maintenance Personnel (Custodial Asst)	Minimum wage							
Custodian	8.85	10.69	11.48	11.92	12.24	12.55	12.86	14.04
Head Custodian	11.04	12.99	13.94	14.39	14.72	15.05	15.34	16.51
<b>FOOD SERVICE</b>								
Food Service Helper	Minimum wage							
SFS Worker/Assistant	10.09	11.94	12.73	13.19	13.49	13.85	14.13	15.33
Assistant Food Service Manager	12.58	14.61	15.54	16.00	16.34	16.69	16.93	18.15
Satellite Ass't, SFS Manager	12.58	14.61	15.54	16.00	16.34	16.69	16.93	18.15
Training Coordinator/Secretary	13.10	15.06	16.00	16.45	16.78	17.11	17.40	18.57
Bookkeeper Food Service	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Equipment Mechanic	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
<b>HR/FINANCE</b>								
Operations Specialist	11.48	13.45	14.43	14.87	15.24	15.54	15.86	17.05
Clerk, Internal Services	11.59	13.67	14.67	15.12	15.42	15.80	16.07	17.25
<b>INSTRUCTIONAL</b>								
Self Care Aide	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
FL First Start Parent Educator	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
Parent Educator - Title I / Migrant Ed	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
Migrant Ed. Advocate/Recruiter	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
Paraprofessional	9.26	11.13	11.91	12.34	12.68	13.02	13.31	14.46
Adult Migrant & Seas. Farmworker Asst.	10.68	12.66	13.57	14.08	14.44	14.80	15.17	16.44
Pre-K Associate	10.68	12.66	13.57	14.08	14.44	14.80	15.17	16.44
<b>MAINTENANCE</b>								
Deliveryman	10.58	12.50	13.42	13.84	14.17	14.49	14.78	16.00
Grounds Maintenance Technician	10.58	12.50	13.42	13.84	14.17	14.49	14.78	16.00
Laborer, Operations	10.58	12.50	13.42	13.84	14.17	14.49	14.78	16.00
Distribution Specialist	11.59	13.67	14.67	15.12	15.42	15.80	16.07	17.25
Electrician I	11.94	13.98	15.00	15.43	15.80	16.11	16.40	17.56
Painter	11.94	13.98	15.00	15.43	15.80	16.11	16.40	17.56
Supplies Specialist, Maintenance	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Fencing Specialist	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Carpenter	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Lead Painter	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Lead Worker	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Planning Specialist	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Tradesworker	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Cabinet Maker	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Air Condition & Refrig. Mechanic	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Electrician	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Electronics Technician, Maintenance	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Equipment Mechanic	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Locksmith	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Plumber	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
Foreman, Maintenance:								
Lead HVAC	18.28	20.58	22.09	22.55	22.87	23.23	23.52	24.69
Lead Cabinet Maker	18.28	20.58	22.09	22.55	22.87	23.23	23.52	24.69

MEDIA/DATA ENTRY								
Computer Repair Technician Assistant	10.58	12.50	13.42	13.84	14.17	14.49	14.78	16.00
Data Entry Operator, School	11.04	12.99	13.94	14.39	14.72	15.05	15.34	16.51
Senior Data Entry Operator	12.59	14.56	15.50	15.94	16.29	16.61	16.89	18.07
Media Technician	13.28	15.46	16.59	17.02	17.36	17.69	17.98	19.16
Data Analyst	13.38	15.67	16.83	17.25	17.57	17.93	18.20	19.41
Computer Repair Technician	13.92	16.18	17.36	17.76	18.12	18.42	18.73	19.91
Communications Technician	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04
MEDICAL								
Nurse Assistant (CNA)	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
Nurse, Practical (LPN)	13.28	15.46	16.59	17.02	17.36	17.69	17.98	19.16
OT Assistant / Licensed	18.28	20.58	22.09	22.55	22.87	23.23	23.52	24.69
Nurse Registered (RN)	24.56	26.64	28.59	29.03	29.38	29.81	30.05	31.25
SCHOOL SAFETY								
Clerk, Internal Services	11.59	13.67	14.67	15.12	15.42	15.80	16.07	17.25
TRANSPORTATION								
Bus Aide	8.94	10.77	11.59	12.03	12.34	12.67	12.97	14.14
Parts Clerk	10.58	12.50	13.42	13.84	14.17	14.49	14.78	16.00
Clerk, Internal Services	11.59	13.67	14.67	15.12	15.42	15.80	16.07	17.25
Mechanic II	12.13	14.05	14.97	15.39	15.71	16.04	16.33	17.54
Bus Driver	12.19	12.99	13.94	14.39	14.72	15.05	15.34	17.68
Paint & Body Repairman	12.39	14.46	15.51	15.95	16.29	16.63	16.93	18.09
Parts Manager	13.91	16.18	17.37	17.76	18.12	18.42	18.72	19.90
Mechanic	14.71	16.79	17.84	18.29	18.60	18.95	19.27	20.42
Lead Mechanic	15.73	18.12	19.45	19.89	20.23	20.58	20.85	22.04

Current employees will maintain credit for the experience previously granted. Personnel employed by The Putnam County School District for the first time will begin their employment with the lessor of actual years of experience or three (3) years of documented job-related experience and earn a year of experience for payroll purposes for each year they work. If an employee earned experience during a previous tenure with The Putnam County School District, full credit will be granted and the employee will earn a year of experience for payroll purposes for each year they work. Employees on Board Approved leave will not be considered to have broken their employment with The Putnam County School District. School-based Food Service workers will be furnished up to 181 meals per year.

The benefits listed below are available to full time employees:

1. Life Insurance - one times annual salary (maximum \$50,000.00).
2. Retirement - Board paid retirement (as set by the Florida Legislature)
3. FICA/Medicare - Board portion currently 7.65% of salary (as set by the Federal Government)
4. Section 125 Cafeteria Plan - enrollment fees paid by the Board.
5. Group Health Insurance

For those employees meeting the requirements of Article 16 of the collective bargaining agreement, an additional amount will be added to the above rates.

The Superintendent may award \$250.00 to each school's nominee for Putnam County Support Associate of the year.

The hourly rate of compensation for additional grant funded employment opportunities will be negotiated with PFT/U prior to the submission of the grant application if compensation will be at less than the employee's hourly rate of pay.

Upon recommendation of the supervisor, and with approval of the Superintendent, classified personnel may receive a supplement not to exceed \$3,000.00 annually for other duties assigned.

Classified Personnel who work one (1) day over half the year for their pay type will advance to the next step on July 1st.

Board Approved  
16-Jun-20

District School Board of Putnam County  
Instructional Salary Schedule  
2020-2021

LEVEL	BACHELOR DEGREE	WITH MASTER'S DEGREE
0	\$ 37,346	\$ 39,492
1	\$ 38,241	\$ 40,387
2	\$ 39,136	\$ 41,282
3	\$ 40,032	\$ 42,177
4	\$ 40,928	\$ 43,072
5	\$ 41,822	\$ 43,967
6	\$ 42,718	\$ 44,862
7	\$ 43,612	\$ 45,757
8	\$ 44,508	\$ 46,652
9	\$ 45,403	\$ 47,547
10	\$ 46,298	\$ 48,442
11	\$ 47,193	\$ 49,337
12	\$ 48,089	\$ 50,232
13	\$ 48,983	\$ 51,127
14	\$ 49,879	\$ 52,022
15	\$ 50,775	\$ 52,917
16	\$ 51,670	\$ 53,812
17	\$ 52,565	\$ 54,707
18	\$ 53,460	\$ 55,602
19	\$ 54,356	\$ 56,497
20	\$ 55,250	\$ 57,392
21	\$ 56,146	\$ 58,287
22	\$ 57,041	\$ 59,182

A teacher on the Performance Pay Schedule will be awarded the following increases as an adjustment to base salary:

Evaluation Rating	Salary Adjustment
Highly Effective	\$897.00
Effective	\$896.75

Employees who work one (1) day over half the year will automatically advance to the next level on July 1st.

**Advanced Degree Supplement Schedule  
Master's Degree**

Years of Experience	Supplement
0-2	\$2,146
3-4	\$2,323
5-7	\$2,273
8-9	\$2,717
10-12	\$2,714
13-14	\$3,416
15-17	\$4,339
18-19	\$4,333
20+	\$4,646

These supplement amounts are already included in the Grandfathered Salary Schedule Master's Degree column. They are not in addition to the Master's Degree column.

Specialist Degree - add \$1,500 to the Master's Degree Salary.

Doctor's Degree - add \$3,000 to the Master's Degree Salary.

\*Physical Therapist, Occupational Therapist, School Psychologist - hired before June 30, 2014 - \$67,601 (12 months) or \$56,334 (10 months).

\*Physical Therapist, Occupational Therapist, School Psychologist - hired after June 30, 2014 - Instructional salary schedule plus \$7,000 supplement (10 months).

\*Speech/Language Pathologist - hired before June 30, 2016 - \$56,661 per year with Certification of Clinical Competence (3-C's) (10 months).

Speech/Language Pathologist - hired after June 30, 2016 - Instructional salary schedule plus \$7,000 supplement (10 months).

Program and Resource Specialist/Migrant Education/Title I Basic salary: \$65,868 (12 Months).

JROTC Instructors and Senior Army Instructors hired after 2/29/00 will be paid the minimum salary required by our contract with The Army. New hires as of 1/2015 will be a 11 month position.

Teacher - Title I/Migrant Ed. Salary: \$54,614 (12 months).

12 month instructional personnel will be paid at a factor of 1.2 of the 10 month salary (20% more) unless specifically addressed above.

\*Physical Therapists, Occupational Therapists, and School Psychologists hired after June 30, 2014 will be placed on the Instructional Salary Schedule (in accordance with their degree and years of experience) and receive an annual supplement of \$7,000. Those hired before June 30, 2014 will be grandfathered in at their current salary (\$67,601 for 12 months, \$56,334 for 10 months) with the option to move to the new 10 months salary (Instructional Salary Schedule plus \$7,000 supplement) at the time of their choosing.

\*Speech/Language Pathologists hired after June 30, 2016 will be placed on the Instructional Salary Schedule (in accordance with their degree and years of experience) and receive an annual supplement of \$7,000. Those hired before June 30, 2016 will be grandfathered in at their current salary (\$56,661 for 10 months per year with Certification of Clinical Competence - 3 C's) with the option to move to the new 10 month salary (Instructional Salary Schedule plus \$7,000 supplement) when they reach level 11.

\*Mental Health Counselors (10 month contract) will be placed on the Instructional Salary Schedule (in accordance with their degree and years of experience) and receive an annual supplement of \$7,000.00.

District School Board of Putnam County  
Instructional Salary Schedule  
2020-2021

The Superintendent may award \$250 to each school's nominee for Putnam County Teacher of the Year

Upon recommendation of the Principal or supervisor, and with approval of the Superintendent, instructional personnel may receive a supplement not to exceed \$3,000.00 annually for other duties assigned not currently covered by existing supplements.

The hourly rate of compensation for additional grant funded employment opportunities will be negotiated with PFT/U prior to the submission of the grant application if compensation will be at less than the employee's hourly rate of pay.

The benefits listed below are available to full-time employees:

1. Life Insurance - 1 times annual salary (maximum \$50,000).
2. Retirement - Board paid retirement (as set by the Florida Legislature).
3. FICA/Medicare - Board portion currently 7.65% of salary.
4. Section 125 Cafeteria Plan - enrollment fees paid by The Board.
5. Group Health Insurance.

**Differentiated Pay:** Beginning with the 2007-2008 school year, the District will offer eligible and approved instructional personnel differentiated compensation in one or more of the qualifying areas that follow:

1-Additional Responsibilities---eligible and approved personnel may receive additional supplements for other duties assigned by their site supervisor as listed on the attached Supplement Salary Schedule (Appendix "C").

2-School Demographics---eligible and approved personnel may receive up to \$2500 as a one time supplement to relocate to schools which have been identified by the District as "hard to staff" schools.

3-Level of Job Difficulty---eligible and approved personnel may receive up to \$2500 as a supplement for difficult duties or challenging instructional assignments not normally associated with their job description. This includes Exceptional Education teachers who have been assigned as full-time teachers in a standard classroom but are additionally responsible for the writing of individual Education Plans for students at their work site.

4-District or State Defined Critical Shortage Areas---the District may award up to \$2500 as a one time supplement to attract teaching personnel for instructional assignments determined by the District or State to be critical teacher shortage areas.

All teachers new to Putnam County shall receive credit with the Florida Retirement System (FRS) for all previous teaching experience in Florida and be placed at the same step on the salary schedule as other Putnam County teachers with the same number of years of experience for which the new teacher has an effective or higher summative evaluation (See Article 10, para. 8). Teachers from out of state or from non-public schools (recognized by a national or regional accrediting association) who held a state issued teaching credential during the time of service shall receive credit for experience which qualifies under Article 10, section A, para 8 and be placed at the same step on the salary schedule as other Putnam County teachers with the same number of years of experience.

Board Approved  
June 16, 2020

**DISTRICT SCHOOL BOARD OF PUTNAM COUNTY**  
**SUPPORT PERSONNEL SALARY SCHEDULE**  
**2020-2021**

	0	1	2	3	4	5
<b>MINIMUM</b>	18,746	22,978	29,516	38,243	43,897	51,838
	to	to	to	to	to	to
<b>MAXIMUM</b>	60,000	70,000	80,000	100,000	110,000	120,000

The Superintendent will assign each employee a salary within the range specified above.

**Advanced Degrees/Professional Certification**

Specialist Degree – add \$1,500 to salary

Doctorate Degree – add \$3,000 to salary

Certified Public Accountant – add \$2,000 to salary

**Administrative Differentiated Pay Plan**

In addition to base salary, the District will utilize with the approval of the Superintendent, criteria listed below to provide an **Administrative “Differentiated Pay Plan”** for salary enhancements where appropriate:

- 1- **Additional Responsibilities or Duties assigned** – eligible and approved administrative personnel may be awarded an annual supplement of up to \$3,465.00 for **additional duties and responsibilities** as assigned;
- 2- **School Demographics** – eligible and approved administrative personnel may be awarded an annual supplement of up to \$3,465.00 to relocate/serve at schools that have been identified by the District as **“hard to staff”** due to the demographic profile of the school;
- 3- **Level of Job Difficulty** – eligible and approved administrative personnel may be awarded an annual supplement of up to \$3,465.00 for the **level of job difficulty** or challenge inherent in the school or job assignment;
- 4- **District or State Defined Critical Shortage** – eligible and approved administrative personnel may be awarded an annual supplement of up to \$3,465.00 for school assignments where there is a **District or State defined critical administrative shortage** for the particular grade levels covered by the school, due to the unique structure of the school, or where unique credentials, trainings, experiences, or unique expertise is required;
- 5- **Pay for Performance** – eligible and approved administrative personnel may be awarded an annual supplement of up to \$3,465.00 for **exceptional performance** as evidenced through annual evaluation or student performance improvement.

**DISTRICT SCHOOL BOARD OF PUTNAM COUNTY**  
**SUPPORT PERSONNEL SALARY SCHEDULE**  
**2020-2021**

A Principal/Assistant Principal on the Performance Pay Schedule will be awarded the following increases as an adjustment to base salary:

<u>Evaluation Rating</u>	<u>Salary Adjustment</u>
<u>Highly Effective</u>	<u>\$300.00</u>
<u>Effective</u>	<u>\$225.00</u>

The benefits listed below are available to full-time employees:

1. Life Insurance – 1 times annual salary (maximum \$50,000.00).
2. Retirement – Board paid retirement (as set by the Florida Legislature).
3. FICA/Medicare – Board portion currently 7.65% of salary.
4. Section 125 Cafeteria Plan – enrollment fees paid by The Board.
5. Group Health Insurance

Board Approved  
June 16, 2020

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## **Probationary Period for Non-Instructional Employees**

Non-instructional employees shall serve a probationary period upon initial employment. If a collective bargaining agreement does not provide for the conditions of a probationary period then the following shall govern the implementation of this policy:

The probationary period shall begin the first day of regular employment.

The probationary period shall be as per negotiated by union contract for the extent of the contract.

The probationary period may be extended if the Superintendent determines necessary.

A probationary employee who is recommended for termination (not renewed) shall not have right of appeal nor have a written explanation.

Probationary employees shall be entitled to the same benefits that are provided other employees in the same work position.

Probationary employees are considered "at-will" employees, which means either the probationary employee or the Putnam County School District may terminate the relationship at any time.

## **Probationary Period for Instructional Employees**

Instructional employees are hired on a probationary contract status for the first year, which means either the probationary instructional employee or the Putnam County School District may terminate the relationship at any time within the probationary period.

## **Administrative Employees**

Administrative employees are placed on annual contract beginning the first day of regular employment. Administrative employees are those in administrative exempt, non-bargaining positions.

## Resignation/Retirement

When an employee decides to resign or retire from PCSD, a resignation letter must be submitted to the principal, administrator, Human Resources or Superintendent for board approval.

The Department of Education requires an exit form be completed by each instructional employee upon termination and submitted via the Human Resources Department. Instructional employees are encouraged to have a personal exit interview with Human Resources to obtain this information.

## DROP

The Deferred Retirement Option Program (DROP) as defined in Chapter 121, Florida Statutes, is an alternative method of deferred payment of retirement benefits for up to 60 or 96 months after an eligible member of the Florida Retirement System reaches his/her normal retirement date but wishes to continue employment with a Florida Retirement System employer. In order to participate, the employee must submit a binding letter of resignation, establishing a deferred termination date.

DROP will allow the participant to defer all retirement benefits payable during the DROP period. Upon termination of DROP, the participant will receive the DROP benefits and their regular retirement benefits under Chapter 121 Florida Statutes.

## Oath of Loyalty

Florida law requires that all State employees sign an Oath of Loyalty. This form is a part of the new hire orientation paperwork and should be completed at the time of employment.

## Fingerprinting

Florida Law requires that all employees be fingerprinted. It is the responsibility of a newly hired or rehired employee to pay the fees associated with fingerprinting established by Florida Department of Law Enforcement (FDLE). Employees must be fingerprinted before they can begin work.

Putnam County School District may require employees to be fingerprinted again at any time during their employment.

## Self-Reporting Rule

As required by the provisions of State Board of Education, the Principles of Professional Conduct of the Education Profession in Florida, and Florida Statutes, all employees are required to comply with "Self-Reporting Rule" for arrest and convictions. Under the rule employees are required to report to the District within 48 hours any arrests/charges involving the abuse of a child and/or possession of a controlled substance or any disqualifying offense. In addition, self-reporting is required for any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation with 48 hours after the final judgement.

## Professionalism

All employees are expected to demonstrate professional and appropriate behavior. All employees are expected to abide by school and School Board rules, and State and Federal laws. Each employee is held to a high standard of professionalism in setting examples for students. Under no circumstances shall any employee be permitted to use profane or obscene language in his/her relationship with students. All employees should avoid saying anything derogatory about a colleague to anyone inside or outside the district. Employees should show respect for the positions held by subordinates, colleagues and superiors in the school district.

As an employee, you represent PCSD to every parent, student and community member you come in contact with. Parents expect our schools to be a safe place for their children; a place where education is provided in a secure, pleasant environment. As an employee, it is your job to assure the people we serve that our schools are safe and PCSD employees are friendly, caring people who value parents and their children. We pride ourselves on being a public service entity that makes every effort to "go the extra mile."

Remember that you are a role model for our students and other employees. Your behavior is observed and it impacts students and colleagues' behavior today and in the future. Because of this, your behavior must be exemplary.

## Attendance and Promptness

Because we serve the public, the importance of getting to work on time and being present every day is most important. The public expects and has a right to demand prompt and efficient service. If you must be absent, it is your responsibility to notify your supervisor at once. This allows him/her to reassign your work and maintain a high standard of service. Excessive absenteeism may be grounds for disciplinary action or dismissal. We cannot operate as effectively when an employee is absent.

## Use of School Board Property

The School Board provides you with necessary equipment, materials and vehicles to carry out the job assigned to you. If you are assigned any equipment, it becomes your responsibility to exercise care in its operation. Personal use of vehicles, materials, supplies, tools or other equipment is not permitted. Violation could result in discharge, prosecution or both.

All employees shall maintain safe and sanitary conditions in their work areas. Unauthorized use, theft or vandalism of School Board property or the property of others is prohibited. Violation of this rule will result in disciplinary action up to and including dismissal.

## Rest Periods and Lunch

Employees who are scheduled to work four (4) hours will be granted a fifteen (15) minute break period. Employees who work an additional four (4) hours per day will be granted an additional fifteen (15) minute break period. These break periods will not apply to bus drivers except those that work as aides or lunchroom workers in the system in addition to their regular bus driver's schedule. The break or rest period will be scheduled by the supervisor and whenever possible will occur near the middle of the shift. The Supervisor or Principal, however, may vary the scheduling of such rest periods, when, in his/her opinion, the demands of the work require such a variance.

Employees who work directly with students will be provided breaks as permitted by their duties. Employees earning breaks may not combine such breaks to gain early dismissal or release time.

Employees who work six (6) or more continuous hours inclusive of breaks or rest periods will be scheduled for a meal break of at least thirty (30) minutes.

## Grievance

The purpose of this procedure is to secure, at the lowest possible administrative level, the equitable solutions to violations of the contract. Both parties agree that the proceedings will be kept as informal and confidential as is appropriate.

Refer to the contract for grievance procedures.

## Child Abuse

Each school district employee is considered a "mandatory reporter". All employees have an affirmative duty to report all cases of actual or suspected cases of child abuse or neglect and shall have immunity from liability if such cases are reported in good faith. The failure of an employee to report suspected cases of child abuse shall subject the employee to disciplinary measures. Report child abuse to Human Resources or directly to the Department of Children & Families at <http://www.dcf.state.fl.us/abuse/report> or by calling 1-800-96-ABUSE.

## Weapons Prohibited

Weapons are not allowed on campus by anyone except Law Enforcement or someone authorized by Law Enforcement and/or the superintendent. Employees, students and parents are prohibited from carrying any gun, pistol, sword, knife, razor or any other item which may be used as a weapon on school grounds, into any school building, on a school bus or in an automobile or other vehicle parked on the school grounds or adjacent thereto. Employees, students and parents who fail to comply with this policy may be arrested, suspended from duty or expelled.

## Alcohol and Drug-Free Workplace

No employee shall possess, consume or sell alcoholic beverages or be under the influence of alcohol on the job or in the workplace. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in the Controlled Substances Act (21 U.S. Code § 812) and as further defined by Code of Federal Regulations 21 or Florida Statutes, Chapter 893, without a valid prescription.

“Workplace” is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of a school- owned vehicle or any other school-approved vehicle is used to transport students to and from school or school activities or any off-school property during a school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

As a condition of employment each employee will abide by the terms of this policy and the PCSD Drug Free Workplace Procedures as negotiated by PCSD and the union. Employees are required to notify the Superintendent of any criminal drug statute arrest or conviction within 48 hours. Identified employees must be in compliance with Board policy.

The School Board shall notify the appropriate agency within 10 days after receiving such notice from an employee or otherwise receiving actual notice of such conviction and take one of the following actions, within 30 days of receiving such notice, with respect to any employee who is so convicted:

1. Require such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency;
2. If the employee fails to participate satisfactorily in such program, the employee may be non-renewed or his/her employment may be suspended or terminated, at the discretion of the School Board; or
3. Take appropriate personnel action against such an employee, up to and including termination.

## Tobacco Use in District Facilities (Policy 1215, 3215, 4215, 5512, 7434)

All uses of tobacco products in any form are prohibited on the campus of any District-owned facility or District-owned vehicle.

## Operation of School Board Vehicles

Some employees, as part of their duties, are assigned PCSD owned vehicles. These vehicles are to be used for school business only. Safety belts must be worn at all times in PCSD owned vehicles equipped with them. Any employee assigned a vehicle who has excessive at-fault traffic citations is subject to disciplinary action and may have his/her driving privileges cancelled and/or employment terminated.

## Sexual Harassment

The School Board forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The Board will not tolerate sexual harassment, or any other form of illegal harassment, by any of its employees, students, volunteers or agents. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers and to all vendors or service providers who have access to School Board facilities.

## Internet Safety and Use (Policy 7540.04)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology and information resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The School Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The District encourages staff to utilize the network/internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, communication skills and tools that are essential to both life and work. The District encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.

The School Board may not be able to technologically limit access, through its technology resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Pursuant to Federal law, the School Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the School Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The School Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against

access to materials that are prohibited under the CIPA. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosures, use, and dissemination of personal information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District technology resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying procedures.

Staff members are responsible for appropriate behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The School Board does not approve any use of its technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures.

General school rules for behavior and communication apply. Users who disregard this policy and its accompanying procedures may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

Users granted access to the Network/Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Network/Internet not authorized by this policy and its accompanying procedures. Furthermore, pursuant to State law, staff members shall not use the District's technology resources to knowingly distribute to a minor any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format and/or by any manner. Any staff member who knowingly distributes any such material to a minor also commits a felony under State law, and is subject to disciplinary action up to and including termination.

An employee's personal or private use of social media may have unintended consequences. While the School Board respects its employees' First Amendment rights, those rights do not include permission to engage in conduct that violates School Board policies, the Code of Ethics of the Education Profession in Florida, the Principles of Professional Conduct for the Education Profession in Florida, or any other state or Federal laws, and may result in disciplinary action. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

## Teacher Certification

The Human Resources Department has been designated by the Superintendent to work directly with the Bureau of Educator Certification, Florida Department of Education and to assist personnel with certification issues.

An individual recommended for an instructional position shall be properly certified, be eligible for certification, meet conditions prescribed in State Board of Education rules or qualify for employment or re-employment as a non-degreed vocational education or adult education teacher.

All current instructional personnel are required to renew their professional certificates online with the Department of Education. Human Resources and/or Curriculum & Instruction will work with instructional personnel in providing renewal paperwork and in-service history for renewal. It is the responsibility of instructional personnel with professional certification to ensure they earn at least 120 in-service points within the validity period of their current certification for renewal. Please note twenty (20) points must be in the area of ESE.

Instructional personnel, who are applying for their first professional certificate, will apply directly through the FLDOE website. It is the responsibility of instructional personnel with temporary certification to meet the requirements set by the Florida Department of Education and defined in the Statement of Status of Eligibility.

## Teaching Out of Field

The employment or assignment of out-of-field teachers may occur when a qualified and appropriately certificated teacher is unavailable. Any teacher who is employed or assigned out-of-field shall be required to satisfy the course credit requirement in State Board of Education Rule if he/she is appointed in a subsequent school year(s). The deadline for earning the six semester hours of college credit or equivalent in-service in the appropriate field shall be one calendar year from the date of initial appointment to the out-of-field teaching assignment.

Each principal shall report to the Superintendent any teacher who is assigned to teach a subject(s) for which he/she is not properly certificated. Such reports shall be filed at the beginning of each school year or when changes occur and shall include the following information; teacher's name, the certificate area(s) on the Florida Educator Certificate, the out-of-field assignment, and the justification. The School Board minutes shall reflect such approvals.

Recommendations will be given to a teacher to assist in meeting in-field certification requirements.

## Performance Evaluations

The performance of each employee is a key to the overall success of the PCSD in carrying out its mission, goals and programs. Supervisors and employees are strongly encouraged to discuss job performance and goals in an informal, day-to-day basis so the employee can better understand what the job requirements are, as well as what the supervisor expects of him/her in their job. The success of the school system depends upon the combined efforts of employees, managers, supervisors and administrative staff. The performance evaluation system is designed to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals that would improve student performance, job performance and the quality of service provided.

The Superintendent shall develop or select personnel performance assessment systems for all staff. Each member of the staff shall receive an annual evaluation by his immediate administrative supervisor. The purpose of the evaluation shall be to improve the services of personnel in all departments. The administrative supervisors and department heads shall use the evaluation form provided by the Superintendent.

# EMPLOYEE BENEFITS

## Overview of Benefits

Eligible employees of the PCSD are provided a wide range of benefits. A number of the benefits such as, social security, state retirement, FMLA and unemployment compensation cover all employees in manner prescribed by law. Benefit eligibility is dependent upon a variety of factors including employee classification. Some benefits require contributions from the employee. Human Resources can identify the benefits for which you are eligible.

The following benefits are available to eligible employees: Health

Insurance	Life Insurance
Payroll Deduction	Retirement
Auto Mileage-Travel	Sick Leave/Personal Leave
Sick Leave Bank	Direct Deposit (Payroll)
Flexible Spending Account	Paid Holidays
Training	

## Auto Mileage/Travel (Policy 6550)

Reimbursement is provided to employees for travel when approved by the employee's supervisor, Superintendent and/or School Board. Mileage is reimbursed at the maximum rate set by the Internal Revenue Service. No reimbursement is given for travel between the employee's home and work site. Travel requests must have prior administrative approval.

Request for reimbursement must be submitted in a timely manner and if any reimbursement is requested, an approved TDE and program agenda must be attached.

## Retirement

As a newly hired employee, you may be eligible for retirement benefits as you begin your career and most certainly when you end your career, as well as other times during your career as you make changes in the types of positions and type of service you hold in our District. Florida Retirement System currently provides three options of Retirement Benefits for eligible employees.

Contributions are made to eligible retirement accounts, while some are self-contributory and some contributions are made by the employer. Contribution rates change every year and change as your employee classification might change.

## Retiree Insurance and Medicare

Employees who retire from the Putnam County School District are welcome to remain on the group health, dental/vision and life insurance. However, retirees are financially responsible for the full monthly premium.

Retirees who are age 65 are eligible for Medicare; Medicare is divided into separate parts: Medicare A (hospitalization), Part B (physicians) and Part D (prescription coverage). These three (3) components together will safely replace the School Board's group health insurance plan and, in most cases, will cost the retiree much less.

The Florida Retirement System (FRS) provides to qualified retirees a Health Insurance Subsidy (H.I.S) in the amount of \$5 for each year of service with an FRS employer (minimum benefits of \$30 and maximum of \$150). The H.I.S paperwork is sent to new retirees around the time their first retirement check is received. Once the H.I.S. paperwork has been submitted to FRS and the subsidy begins, the H.I.S. will remain in effect regardless of where health insurance is held. If an employee retires, maintaining the PCSD group health insurance and later changes to another carrier, the H.I.S. will remain in effect. The H.I.S. benefit will remain active until the State of Florida initiates a change in this benefit.

For more information regarding the Medicare Supplements available, please contact Tammy Collins at (386) 329-0661.

## Terminal Leave

Upon the retirement or death of an employee, employees may be paid for unused sick leave accumulated through the end of the last full month worked, but not including the last partial month worked.

Administrators' terminal pay for unused sick leave accrued shall be compensated at no more than the daily rate of pay applicable at the time the leave of earned. Our classified and instructional employee terminal pay does not carry the same requirement. The number of years of Putnam County School service determine the percentage of leave that can be paid at any given termination date. Annual Leave pay can never be paid in excess of sixty (60) days cumulative in the course of an employee's career.

All calculations dealing with terminal pay for accumulated sick leave and annual leave and with annual payment for accumulated sick leave shall be based on state law. Employees can get information and forms from Debra Crowley in Human Resources.

Newly hired employees to the District may be eligible to transfer leave from other school Districts. Employees transferring to another school District should check with their newly assigned District to review their policy for transferring leave. All questions concerning leave transfer should be addressed to Human Resources.

## Insurance

Employees are provided an opportunity to participate in Board approved insurance plans that offer a variety of covered services. Employees are encouraged to select the benefit package that best meets their family's needs. The Board authorizes pre-tax payroll deductions and pays a board contribution for each employee who enrolls in the group health plan. For those employees who do not elect group health insurance coverage through the District, they may elect to enroll in the disability insurance plan or hospital indemnity plan at no cost to the employee.

Employees are responsible for premiums above the board contribution for each health plan and for adding coverage for family members to their health, dental/vision/disability or life insurance plans. Insurance coverage is available after employee works thirty (30) days, then insurance starts the 1<sup>st</sup> day of the next month.

If an employee's insurance needs change, it is the employee's responsibility to inform the Insurance Department within 30 days of the qualifying event. Events such as marriage, divorce, birth/adoption of a child, spouse loss of job, loss of other insurance, etc. are considered qualifying events.

## COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under an employer-sponsored plan when a "qualifying-event" would normally result in the loss of eligibility. Under COBRA, the employee or beneficiary pays the full premium amount for coverage at the employer's group rates. The district's COBRA Administrator will provide each eligible employee with a written notice describing rights granted under COBRA as well as the necessary documentation to enroll in COBRA coverage.

## Training Opportunity

A variety of training activities are provided throughout the year for employees to have the opportunity to keep up-to-date of changes in the field of education. Professional development/in-service programs are designed to help employees improve student performance, job performance, foster personal growth, as well as, assist employee in meeting professional regulations and standards. Credit for participation in professional development/in-service training is awarded based on the District's approved Master In-Service Plan and State Board of Education regulations.

The Curriculum & Instruction Department works with the directors of Secondary and Elementary Education to ensure all credit earned is tracked for certification purposes.

## Employee Assistance Program

The Employee Assistance Program is intended to help employees who are suffering from personal problems, which could affect and interfere with their work performance. The goal of this program is to help employees who develop such problems by providing consultation and/or referring the employee to other resources for assistance to prevent the condition or problem from progressing to a degree where the employee cannot work effectively. Confidentiality of information is maintained, except in situations where such information is prohibited by law or judged to be in violation of best practices and professional ethics. Employees will not place their job(s) in jeopardy nor be discriminated against because of participation in the Employee Assistance Program. Employees needing this service or desiring further information should contact Human Resources.

# EMPLOYEE LEAVE

## Leave Requests

Leave is permission, granted in advance by the Board upon written request for an employee to be absent from his / her duties for a specific period of time with the right of returning to employment upon expiration of the leave. The employee must always supply a reason when applying for leave. Leave must be officially granted in advance and may not be granted retroactively. Sick leave and emergency personal leave are considered to be granted in advance when the employee submits a completed leave request form to the proper authority on the day he / she returns to work. Principals and supervisors may approve or disapprove leave requests but will forward all requests to the District office for final disposition.

## Sick Leave

Sick leave is credited to employees beginning with four (4) days of sick leave on the first day of employment each fiscal year.

During any fiscal year employees may not earn more than a total of one (1) day of sick leave for each complete month of employment including the four (4) days initially credited.

Sick leave may be used for personal illness (including illness or disablement related to pregnancy, illness, or disablement due to an abortion, and illness or disablement due to the birth of a child provided the matters prescribed in these parenthesis shall not be applicable to an employee on maternity leave) or illness or death of a child, spouse, parent, brother, sister, grandparent, grandchild, aunt, uncle, niece, nephew, child's spouse, father-in-law, mother-in-law, sister-in-law, brother-in-law, step-parents, step-children, or a person then residing in the same household as the employee.

The unused portion of allotted sick leave benefits shall accumulate without limit.

To continue to remain on leave with a sick or disabled family member when sick leave balance has been exhausted the employee shall request personal leave without pay.

## Personal Leave Chargeable to Sick Leave

Eligible employees may use up to six (6) days of accumulated sick leave each fiscal year as allowed by law for personal reasons as defined herein. These days will be deducted from your sick leave balance.

Personal leave will be granted in half-day or full-day units only.

Days immediately before or after a holiday or vacation period will not be approved, except in cases of emergency or extenuating circumstances approved by the principal/supervisor. Personal leave is not cumulative.

Except in an emergency, the application for leave shall be submitted to the principal or supervisor in advance

of the beginning date of the leave.

### **Annual Leave**

The vacation of an employee shall be taken at a time or times approved by their immediate supervisor.

The following stipulations apply to vacation leave:

The allocation of earned vacation is credited to employees monthly.

Employee will submit request prior to beginning their vacation for approval from the principal or department head.

Terminal payment of earned vacation shall be limited to the maximum allowed by State statute.

Continuous service shall not be deemed interrupted by the granting of leave with or without pay. The period of time on leave without pay shall not be counted in computing the amount of service that makes an employee eligible for vacation time. Continuous service is terminated by discharge or resignation. Continuous service shall not include employment as a substitute or temporary employee.

Employees who are employed on 12-month contract shall accrue annual leave, exclusive of holidays, based on the following schedule:

<b>Continuous and Creditable Service</b>	<b>Days Per Month Earned</b>
1 through 5 years	1 day per month-12 workdays per year
6 through 10 years	1 ¼ days per month-15 workdays per year
More than 10 years	1 ½ days per month-18 workdays per year

### **Extended Leave without Pay**

An employee who exhausts all accumulated sick leave, but who continues to be sick or disabled and unable to return to employment, may be granted leave upon submitting a request for a leave of absence for a maximum of one (1) calendar year. All requests for this type of leave shall be supported by a statement from a Florida-licensed medical doctor indicating the inability of the employee to perform normal work duties for the period of requested leave. Extended illness leave and FMLA shall not run consecutively.

The Board agrees to continue its contribution to an employee's group health and life plans for any employee on Board-approved unpaid leaves for a period/amount not to exceed the lesser of eighty (80) days or three (3) months (ten (10) month basis) of Board contributions.

An employee who is granted an unpaid leave of absence shall accrue no benefits during the period of Extended Leave Illness and may continue employee benefits by paying all of the required costs in a timely basis as prescribed by the District and in compliance with Section 125 provisions.

## Sick Leave Bank

Any School Board employee who is a member to the bargaining unit shall be eligible to participate in the Sick Leave Bank after one year.

To become a member of the Sick Leave Bank, a bargaining unit member shall voluntarily contribute one (1) of their accumulated sick leave days within the first month of eligibility.

The Sick Leave Bank will be active when 25 sick leave days have been contributed.

Member may request in writing up to 30 days from the Sick Leave Bank Committee.

Committee will review application submitted for final approval.

## Bereavement Leave

Employees may receive bereavement leave to attend a funeral of their immediate family member(s) (*Spouse, Parent, Sibling, Child, Grandparent, Step-Relative, Grandchild or In-laws*).

Three (3) regularly scheduled workdays of paid leave are provided.

Documentation is required to be submitted with the Leave Request Form.

Bereavement leave cannot be carried from year-to year.

## Maternity Leave

During an employee's 7th month of pregnancy they should contact Human Resources. Leave for a natural delivery is 6 weeks and cesarean delivery is 8 weeks. Maternity leave is unpaid unless you request to use your leave time.

## Injury or Illness In Line-Of-Duty Leave (ILOD)- Worker's Compensation

Risk Management must have received the "First Report of Injury" prior to the receipt of the completed leave of absence form for in line-of-duty leave to be approved.

ILOD may be up to a maximum of ten (10) days within any fiscal year. A doctor's statement with specific dates and a copy of the First Report of Injury must be attached to the request for leave.

The ten (10) days of ILOD leave are applicable only to the fiscal year in which the illness or injury occurs.

The term "injury" is defined as the result of an event, which causes an employee to suffer an initial injury or a re-injury or an aggravation of an injury for which the employee had previously been granted injury in line-of-duty leave.

## **Military Leave**

Regular employees who are members of the reserve in the United States Armed Forces or members of the National Guard of the United States Military or Naval Services shall receive up to a maximum of seventeen days paid military leave during any work year if they are ordered by an Armed Services or National Guard to report to temporary duty. As a condition of granting military leave, the employee must provide a copy of their orders and must provide certification from the military unit that equivalent training could not be performed during employee's non-work time. Board policy and all collective bargaining agreements, provide for situations where the Board, at its sole discretion, may grant an additional thirteen days paid military leave up to a maximum of thirty days. These situations are intended for occasions where the President calls employees to active military duty.

## **Jury Duty and Court Service Leave**

May be granted to employees if summoned to court for jury duty or subpoenaed as a witness before a court or regulatory agency, except in any action in which the employee is a party. This will be categorized as Temporary Duty Elsewhere (TDE).

A copy of the subpoena or jury duty summons as well as a certification of service from the court must be attached to the request for leave.

Employees may request personal leave or vacation for legal action in which they are personally involved.

## **Temporary Duty Elsewhere**

May be granted for an employee to be absent on school business. Temporary Duty Elsewhere leave needs to be approved in advance.

Leave forms are available on the [www.putnamschools.org](http://www.putnamschools.org) website (Departments>Human Resources>Employee Forms). Leave forms must be submitted for approval to the employee's direct supervisor. It is the employee's responsibility to submit leave forms.

## Family Medical Leave Act (FMLA)

An employee who works for covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- ✓ Have worked for the employer for at least 12 months
- ✓ Have at least 1,250 hours of service in the 12 months before taking leave
- ✓ Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
- ✓ Forms are available on our Human Resources webpage. [www.putnamschools.org](http://www.putnamschools.org)

For purposes of determinations related to the restoration of an eligible employee to an equivalent position, such determinations shall be made on the basis of established Board policies and practices, and collective bargaining agreements. The "established policies" and collective bargaining agreements used as a basis for restoration must be in writing, must be made known to the employee prior to the taking of FMLA leave, and must clearly explain the employee's restoration rights upon return from leave.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave,\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## EMPLOYER RESPONSIBILITIES

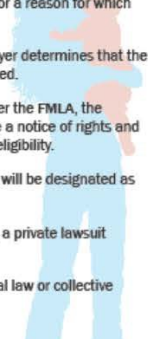
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

**1-866-4-USWAGE**  
(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



WH1420 FEB 04/16

