



***TAYLOR COUNTY SCHOOL  
SYSTEM***

***2024-2025***

***EMPLOYEE INFORMATION  
HANDBOOK***

**318 North Clark Street  
Perry, Florida 32347  
Phone: 850-838-2500**

**Alicia Beshears  
Superintendent of Schools**

## **Taylor County School Board**

**Mrs. Alicia Beshears**  
Superintendent of Schools  
Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

## **School Board Members**

**Ms. Brenda Carlton**  
Chairperson  
Area 2  
7055 Puckett Rd.  
Perry, Florida 32348  
584-7454 (Home)

**Ms. Bonnie Sue Agner**  
Area 1  
2450 Fair Road  
Perry, Florida 32347  
223-2092 (Home)

**Ms. Deidra Dunnell**  
Area 5  
410 Judson Dr.  
Perry, Florida 32348  
584-7327 (Work)  
584-5971 (Home)

**Mr. Danny Lundy**  
Vice Chairman  
Area 4  
4445 Lauren Henderson Rd.  
Perry, Florida 32347  
584-4979 (Home)

**Ms. Jeannie Mathis**  
Area 3  
P.O. Box 501  
Steinhatchee, Florida 32359  
584-3218 (Home)

### **School Board Attorney**

**Ms. Angela Ball**  
P. O. Box 734  
Perry, Florida 32348  
(850) 584-8960

## Administrative and Supervisory Staff

### Director of Personnel

**Ms. Kiki Puhl**

Superintendent's Office  
Administrative Complex  
318 North Clark St.  
Perry, FL 32347  
(850) 838-2500

### Coordinator of Maintenance

#### & Facilities

**Mr. Dan Anderson**

Superintendent's Office  
Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

### Director of Instruction

**Ms. Jill Rudd**

Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2541  
FAX (850) 838-2557

### Director of Finance

**Ms. Lacey Moneyham**

Finance Office  
Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2503  
FAX (850) 838-2504

### Technology and Curriculum Specialist

**Mr. Ryan Diaz**

Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

### Supervisor of Food Service

Finance Office  
Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
(850) 838-2593  
FAX (850) 838-2504

### Transportation Coordinator

**Mrs. Wendy Slaughter**

1004 East Bay Street  
Perry, Florida 32347  
(850) 838-2505  
FAX (850) 838-2684

### Supervisor of ESE/Student

#### Services

**Ms. Sabrina Bethea**

ESE Office  
Administrative Complex  
318 North Clark Street  
Perry, Florida 32347  
(850) 838-2536  
FAX (850) 838-2537

### MIS Coordinator

**Ms. Pam Padgett**

Administrative Complex  
318 North Clark St.  
Perry, Florida 32347  
850-223-4410

## Other Personnel

### Administrative Assistant to the Superintendent/ Coordinator of Employee

#### Benefits

**Ms. Shanna Dodimead**  
Superintendent's Office  
Administrative Complex  
318 N. Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

#### Personnel Specialist

**Mrs. Kristina Anderson**  
Superintendent's Office  
Administrative Complex  
318 N. Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

#### Receptionist/Clerk Typist

**Ms. Sandy Murphy**  
Superintendent's Office  
Administrative Complex  
318 N. Clark St.  
Perry, Florida 32347  
(850) 838-2500  
FAX (850) 838-2501

#### Payroll Technician

**Mrs. Lisa English**  
Finance Office  
Administrative Complex  
318 N. Clark St.  
Perry, Florida 32347  
(850) 838-2585  
FAX (850) 838-2504

#### District School Social Worker

**Ms. Rhonda Brooks**  
Taylor County Elementary School  
1600 East Green Street  
Perry, Florida 32347  
(850) 838-2530  
FAX (850) 838-1379

#### Community Health Nursing Supervisor

##### Cruce

**Ms. Katie Crews**  
Perry, Florida 32347  
(850)584-5087

#### Instructional Union President

**Summer Sadler**  
Taylor County Elementary School  
1600 E. Green Street  
Perry, Florida 32347  
(850) 838-2506

#### Non-Instructional Union President

**Donna Faircloth**  
Taylor County Elementary  
1600 East Green Street  
Perry, Florida 32347  
(850) 838-2530

## **Taylor County Schools**

### Perry Primary School & Pre-K Program

**Ms. Misty Smyrnios, Principal**

1000 Howard Street.  
Perry, Florida 32347  
Grades K-2  
(850) 838-2506  
FAX (850) 838-2556

### Taylor County Elementary School

**Mr. Chuck Finley, Principal**

1600 East Green St.  
Perry, Florida 32347  
Grades 3-5  
(850) 838-2530  
FAX (850) 838-1379

### Steinhatchee School

**Mr. James Bray, Principal**

Post Office Drawer 790  
1109 Southeast First Avenue  
Steinhatchee, Florida 32359  
Grades K-8  
(352) 498-3303  
FAX (352) 498-6050

### Taylor County Middle School

**Ms. Kasey Roberts, Principal**

601 E. Lafayette St.  
Perry, Florida 32347  
Grades 6-8  
(850) 838-2516  
FAX (850) 838-2559

### Taylor County High School

**Ms. Heather McCoy, Principal**

900 Johnson Stripling Road  
Perry, Florida 32347  
Grades 9-12  
(850) 838-2525  
FAX (850) 838-2521

### Big Bend Technical College

**Ms. Jodi Tillman, Director**

3233 Highway 19 South  
Perry, Florida 32348  
Grades 9-12 & Adult  
(850) 838-2545  
FAX (850) 838-2546

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## **Social Security Numbers**

*In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number by the Taylor County School District. The Taylor County School District collects and uses your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, the Taylor County School District collects your social security number for the following purposes: employment application, criminal history check (FDLE, FBI, local law enforcement agencies), Department of Homeland Security Federal I-9 form, Federal W4, W2, 1099 and other IRS documents, Federal Social Security taxes (FICA), unemployment reports (Florida Department of Revenue), Florida Retirement System documents and reports, Workers' Compensation documents and reports, Direct Deposit documents, authorizations and other documents for optional retirement programs such as 403(b) and FICA Alternative Programs, documents and reports related to Group benefits such as health, dental and life insurances, documents and reports related to supplemental deductions, documents and reports for the Florida Department of Education, Bureau of Educator Certification, Florida Department of Education, Office of Professional Practices Services and other FL-DOE departments as required, documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required, other purposes specifically required or authorized by local, state or federal law. For additional information see School **Board Policy 7.381**.*

## **Benefits Notification**

You are a valuable employee to the Taylor County School Board (TCSB). We appreciate our employees and have designed "Employee Benefits" to show you that appreciation.

For discussion, here, we will divide Employee Benefits into several categories. These categories are as follows:

1. Legally Required Board Paid Benefits
2. Voluntary Board Provided Benefits
3. Optional Payroll Tax Deferred Benefits
4. Paid Leave Benefits

### **Legally Required Board Paid Benefits**

Benefits that are required by State or Federal Law are referred to as Legally Required Board Paid Benefits. Benefits you receive in this are:

1. Membership in the Florida Retirement System
2. Social Security Contribution
3. Workers' Compensation Coverage
4. Unemployment Compensation Coverage



## **Florida Retirement System**

With your TCSB employment, you have membership in the Florida Retirement System (FRS). For this benefit, the Board pays FRS \$7.92 for each \$100 earned, and beginning July 1, 2011, all members are required to pay \$3.00 for each \$100 that they earn.

Highlights and benefits of FRS include 8 years of service starting on July 1, 2011, or 6 yrs for those hired before July 1, 2011, to vest or guarantee your membership and benefits upon retirement. Years of service may be gained while working with the TCSB, another Florida School District, a State agency, or some Florida counties and cities. Any time credited to you at FRS will remain in your account even if you leave the state to live and/or work elsewhere. In other words, under current law, once you accumulate 8 years of service under FRS, you have a retirement benefit. For more information about the Florida Retirement System, please contact Chris Olson at 838-2500.

## **DROP (Deferred Retirement Option Program)**

The Deferred Retirement Option Program became effective 7-1-98. The DROP Program is an alternative method for payout of retirement benefits for up to 60 months for non-instructional staff and 60 months for teachers after a member reaches his or her normal retirement date. The DROP allows an employee to save (accumulate with interest) all retirement benefits payable during the DROP, while continuing employment and receiving a salary as if no retirement had occurred. For more information on DROP participation, contact Chris Olson, Superintendent's Office, Administrative Complex, (838-2500).

## **Social Security**

For each \$1.00 that you pay into the Social Security Administration, the School Board contributes \$1.00 towards your benefits. The total amount contributed by the School Board is \$7.65 for Every \$100.00 you earn, up to a maximum of \$7,886.40.

Social Security has a number of benefits available to you and/or your dependents, including a retirement benefit, disability benefits and Medicare with hospital and medical insurance. Contact the local Social Security Administration office for more information.

## **Workers' Compensation**

Florida law requires that TCSB provide Workers' Compensation protection for you. If you have a job-related injury or illness while on the job or while traveling on District business, Workers' Compensation will pay your medical expenses and part of your salary if you must be off work after the accident occurs. When an injury occurs, it must be reported to the employee's supervisor, and a "Notice of Injury" form must be signed by the immediate supervisor and the employee. This form must be submitted online within 24 hours to Chris Olsen.

### **Family Medical Leave Act of 1993**

The Family Medical Leave Act of 1993 requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

### **Unemployment Compensation**

If you are laid off or your employment is terminated through no fault of your own, you may be eligible for Unemployment Compensation benefits. The Unemployment Compensation program pays you a portion of your salary for that period of time whenever you are between jobs and actively seeking employment. Your nearest office of Unemployment Compensation (WORKFORCE, 850-973-4291) can provide you with information

### **Voluntary Board Provided Benefits**

#### **Insurance**

Insurance benefits are provided to all Taylor County School Board employees who are employed in regular, full-time positions. Employees must enroll within 30 days of initial employment. As part of your benefit package, TCSB contributes \$3,100 toward your insurance plan. Once enrolled with your selected plan, changes may only be made during our annual open enrollment period. All premiums are payroll deducted from September through June of each school year. Insurance premiums are not payroll deducted during the summer months of July and August although your insurance coverage continues during these months. Information on insurance benefits may be obtained by contacting Chris Olson at the Superintendent’s Office, Administrative Complex, at 838-2500.

### **Optional Financial Programs**

To help you plan toward your retirement and boost your income at that time in your life, several optional financial programs are in place.

You have a number of variable annuities, mutual funds, and tax deferred compensation plans from which to choose. You have various choices for optional insurance coverage for life, cancer, disability, etc. These providers have been approved to offer these products to you through payroll deduction and, in some cases, on a pre-tax basis, which will reduce your federal tax liability.

You should compare, at Open Enrollment each year, these companies, their products and related risks, their service, and the return on your investment and make a decision that best suits your needs.

Participation may begin once a year; however, School Board Policy requires 15 employees to participate before a company may be granted a payroll deduction slot. Take this into consideration as you make a decision on participation.

Contact Lisa English in the Finance Office, 838-2585, for further information.

### **Direct Deposit**

All substitutes and new employees are required to have direct deposit of their pay. All employees are encouraged to have your check automatically deposited in the bank of your choice. The form may be obtained from your site's payroll clerk or the Finance Office. Once both the employee and the bank complete the form, and a copy returned to the Finance Office, the funds will begin to be automatically transferred to your bank.

### **Paid Leave Benefits**

To add to your value as an employee, the District provides a number of different types of Paid Leave Benefits as follows:

- Sick Leave
  - . Personal
  - . Emergency
- Paid Terminal Sick Leave - to be paid when you retire or leave our employment
- Bereavement Leave
- Annual Leave
- Jury or Witness Duty
- Illness- in-the- Line- of- Duty Leave
- Military Leave
- Holidays
- Sick Leave Bank
- Professional Leave (may be paid or unpaid)
- Miscellaneous Non-Pay Related Benefits

### **Sick Leave**

As a regular employee of TCSB, you earn one day of Sick Leave each month that you work full time during the year. Part-time employees earn a day that is proportionate to their hours worked per day. In other words, an employee working six hours per day in a regular position earns six hours per month sick leave.

You may use your accrued Sick Leave for your personal illness or the illness of any member of your immediate family. Your accrued Sick Leave may also be used for the death of any member of your larger family group.

A claim for sick leave shall be filed in writing with the immediate administrator or supervisor within 5 days upon the return of the employee to duty. A portion (5 days for instructional staff, 6 days for non-instructional staff) of your Sick Leave may also be used for Personal or Emergency reasons. You should refer to your applicable negotiated contract or School Board policies for specific guidelines on Personal or Emergency Leave.

An employee of the Taylor County School District may transfer sick leave to an unrelated member of the School District for their use in cases of injury or illness. Refer to TCSB Policy 7.23.

The value of your Sick Leave time can be calculated by multiplying your hourly rate of pay by your hours of accrued Sick Leave. There is no cap on the number of Sick Leave days that you can accrue. Sick Leave value is also discussed below under Terminal Sick Leave Pay. Additionally, the first four days of sick leave are advanced with the first paycheck of the new school year. Consequently, no more sick leave accrues to your balance after February or March.

### **Paid Terminal Sick Leave**

The Board, through policy and applicable negotiated contracts, will pay you for a portion of your unused sick leave when you retire or leave the system. Should you die while still employed, your beneficiary would receive this benefit.

Current percentages of reimbursement for unused sick leave are as follows:

- 1-3 years service - 35%
- 4-6 years service -- 40%
- 7-9 years service - 45%
- 10-12 years service - 50%
- 13 or more years service - 100%

### **Annual Leave**

Annual Leave is another valuable benefit for all employees appointed to authorized 12 month positions. To determine the value of your Annual Leave, simply multiply your hourly rate of pay by the number of accumulated Annual Leave hours. You should refer to your applicable negotiated contract or School Board policies for specific guidelines on Annual Leave.

Your Annual Leave is designed for vacations, rest, and relaxation, and you should use it for such; however, before you use your Annual Leave time, it must be earned, credited, and approved by your supervisor. To request leave, submit a Leave Request Form to your supervisor as far in advance of the day you wish to take leave as is possible.

### **Jury or Witness Duty Leave**

You earn full pay and benefits when you are in court for the following reasons:

- Summoned to appear as a juror
- Summoned to appear as a defendant or witness in an action arising out of and in the course of your employment with TCSB
- Summoned to appear as a witness (except as a character witness) in any civil or criminal action in which you are not the defendant or the plaintiff

Any payments you receive from the court must be remitted to the Taylor County School Board. You should return to work as soon as possible.

### **Illness-in-the-Line-of-Duty Leave**

The Board provides Illness-in-the-Line-of-Duty Leave for any employee who sustains a personal injury in the discharge of their duty or becomes ill from any contagious or infectious disease contracted in schoolwork. Refer to your negotiated contract for specific information on Illness-in-the-Line-of-Duty Leave.

### **Military Leave**

The School Board provides up to two hundred forty (240) working hours of Military Leave with pay for you if you are a member of the Army Reserve, National Guard, Military or Naval Service and are ordered to report for temporary duty. You must provide certification from the military unit that training time could not be performed on non-work time.

### **Holidays**

You are provided paid holidays by the Board. Holidays are designated annually by the School Board in the school calendar. The number of holidays you receive is determined by your work year and your negotiated contract. Holidays are a valuable benefit to TCSB employees. To determine the value of your holidays, multiply your hourly rate of pay by your hours per day, by the number of holidays you have during the year.

### **Sick Leave Bank**

The School Board maintains a Sick Leave Bank for your use. The Sick Leave Bank is designed to help you cope with extended catastrophic injury/illnesses. For more information about the School Employees Voluntary Sick Leave Bank, refer to your negotiated contract and/or School Board Policy. In order to participate in the Sick Leave Bank, individual must have been employed by the TCSB for at least one year and have accumulated a minimum of 5 days sick leave. Contact Finance, at 838-2585, for further information.

### **Professional Leave**

Professional Leave days with or without pay shall be granted to employees for the purpose of attending or participating in professional meetings relating to educational workshops, seminars or conferences and for visitation for the purpose of observing instructional techniques or programs.

### **Board Policy/Leave of Absence of Administrative and Instructional Personnel**

A leave of absence constitutes permission granted by the School Board or by District policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon expiration of leave provided his/her contract is still in effect. Any absence of administrative or instructional staff members from duty should be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request for leave to be granted retroactively shall be denied. Leave for sickness or other emergencies shall be granted in advance if prompt report is made to the proper authority. No leave, except military leave, shall be granted for a period in excess of one (1) year at a time with or without pay as provided by Florida Statutes, State Board of Education Rules, or School Board Rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of required service days.

### **Board Policy /Absence of Non-Instructional Employees**

A leave of absence constitutes permission granted by the School Board or by District policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave provided his/her contract is still in effect. Any absence of a non-instructional staff member from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request for leave to be granted retroactively shall be denied. Leave for sickness or other emergencies shall be granted in advance if prompt report is made to the proper authority. No leave, except military leave, shall be granted for a period in excess of one (1) year at a time or any other period of time beyond the current contractual period. Leave may be with or without pay as provided by Florida, State Board of Education Rules, and the School Board Rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of required service days.

### **Continuation of Health Coverage (COBRA)**

After your employment with TCSB has terminated (other than for gross misconduct) or if your hours are reduced, you are eligible to continue your Healthcare Program through our group. This continuation of coverage is provided under a Federal Law known as COBRA. The law also provides that your dependents may continue in the group even after their dependence eligibility has terminated. Your spouse/dependents are covered under several other circumstances as well.

These circumstances are as follows:

- \* Death of spouse/parent
- \* Spouse's/parent's termination (other than gross misconduct) or reduction in hours
- \* Divorce or legal separation (from spouse/of parents)
- \* Spouse/parent becomes eligible for Medicare

If any of these events occur to you, and your spouse or dependents wish to continue in the healthcare program through TCSB, you must contact Chris Olson at 838-2500 for additional

information and to enroll. You must contact Shanna Dodimead immediately following any one of the above events should you desire to continue in the healthcare program through the TCSB.

Upon enrollment through COBRA, you will be notified of the premium amount. Premiums must be paid by the first of each month for coverage that month. Paying premiums on time is your responsibility. TCSB will not bill you for COBRA payments.

### **Unpaid Leave**

The Board allows you, with the recommendation and approval of your supervisor and the Superintendent to take Unpaid Leave for various non-work related reasons. Unpaid Leave may be granted for reasons such as parental leave, educational leave, and time to care for an ill parent or child, or for personal health reasons.

Unpaid Leave must be approved before you stop work. When you are on approved Unpaid Leave, you may continue your benefits with TCSB. Contact Shanna Dodimead, Superintendent's Office, 838-2500, to assure that you have taken necessary action to continue benefits.

For more information regarding Unpaid Leave, refer to School Board Policy, your applicable negotiated contract, and your supervisor.

### **School Board Meetings**

School Board meetings are held the first and third Tuesday of each month, unless rescheduling is necessary due to holidays or special events. The Board meetings are held at the Administrative Complex, 318 N. Clark Street, at 6:00 p.m. All regular meetings are open to employees and to the general public. For more information regarding School Board meeting dates, agenda item deadlines, etc., contact Shanna Dodimead, Administrative Assistant to the Superintendent, at 838-2500.

### **Equity Statement-Grievance Procedure**

The Taylor County School Board complies with all state statutes, including statutes on veteran's preference and the Florida Education Equity Act, as well as all federal statutes, including the Americans with Disabilities Act. The Taylor County School Board does not discriminate against any applicant for employment or admission, whether student or employee, on the basis of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background of the individual. Any claim that there has been a violation, misinterpretation, or misapplication regarding any of the above mentioned statutes may be processed as a grievance as herein provided, but limited to the intent of this procedure and related in no way to a negotiated contract. The Taylor County School Board will work to ensure confidentiality to the extent possible for any claim made.

If a person believes there is a basis for a grievance, he or she shall discuss the alleged grievance with the site administrator. If the site administrator is the offending person, the report should be made to the next higher level of administration or supervision. If satisfactory relief is not given, a complaint may be filed with the Superintendent of Schools. Summary of the conference shall be recorded on district forms entitled "Conference Form Affirmative Action" or "School Conference Form Affirmative Action (Student Complaint)."

Any applicant, employee, or student claiming to have been discriminated against because of sex, race, religion, ethnic or national origin, age, marital status, disability, or educational background may file a complaint with the Superintendent of Schools, provided such complaint is filed within sixty days after the initial complaint is made to the principal or administrator. Within five workdays of receipt of such complaint, the superintendent shall send the complainant a written acknowledgment of the complaint, advising that it will be acted on according to procedures set forth in the complaint procedures.

In any complaint alleging discrimination, the superintendent shall, within ten workdays after the complaint has been received, designate a three-member panel to investigate the charges.

The panel will be charged with conducting an investigation of the complainant's charges. The three-member investigative panel will be organized as follows. The superintendent will appoint one member from the affirmative action advisory committee, one member will be recommended by the complainant, and the third member, who will chair the panel, will be appointed by the other two members of the panel.

In no instance shall any member of the investigative panel be directly involved in the complaint or occupy a position that would represent the school board in any subsequent litigation.

Within thirty calendar days after receipt of the assignment, the investigative panel shall submit a report to the superintendent, which will include, but not be limited to the following:

- (a) Affidavits by the complainant,
- (b) Affidavits by witnesses testifying on behalf of the complainant,
- (c) Affidavits by any witnesses testifying on behalf of the school board,
- (d) Affidavits by the school board as to the facts of the issue,
- (e) Statement of position by the school board, together with any documents in support of that position,
- (f) Records and documents gathered in evidence from the school board,
- (g) The investigative panel's summary and recommendation to the superintendent.

Within ten workdays after receipt of the investigative panel's recommendation, the superintendent shall make a decision as to the recommendation that will be made to the school board and within twenty workdays of the panel's recommendation; the complainant will be notified of the board's action by certified mail. In the event the board's decision favors the complainant, the superintendent shall affect a resolution that will provide relief for the complainant and all others similarly situated from the discriminatory practice.

The superintendent or any other officer or employee of the school system shall be prohibited from taking any retaliatory action against any person involved in the discriminatory proceedings. For discrimination issues contact: Kiki Puhl, Director of Personnel, 850-838-2500, Taylor District Schools, 318 N. Clark St., Perry, FL 32347



## **Taylor Education Foundation**

The Taylor County School Board authorized the Taylor Education Foundation in 1995. The purpose of the foundation is to provide scholarships to at-risk students, general scholarships, teacher mini-grants, and student recognition.

The Foundation is funded by payroll deduction from instructional and non-instructional School Board employees, School Board members, School District administrators, private donations, license for learning tags, state matching funds, and memorials. Contributions to the foundation are tax deductible.

Our goal is to provide even more support to the students and teachers of Taylor County in this school year. If you have not authorized a payroll deduction for the Foundation, we urge you to do so. If you are one of our supporters, we thank you, and we hope you will continue to support us in this rewarding endeavor. Contact Kiki Puhl, 838-2500, for further information.

## **Professional Development**

Inservice credit for staff development in our district is earned in a variety of ways that include conferences, workshops, online courses, etc. School sites conduct in-house training to meet individual teacher needs as outlined in each teacher's Individual Professional Development Plan (needs assessment). Staff development activities are planned and implemented as a result of student growth and achievement data, teacher priorities and interests, needs assessment at each school site, priorities outlined in School Improvement Plans, and priorities outlined in the district's Strategic Plan. The school district uses the PAEC ePDC for records maintenance and for tracking inservice activity in the district. Student growth and achievement is the primary goal of staff development activities in our schools.

For further information, contact Kiki Puhl at 838-2500 in the Superintendent's Office, Administrative Complex.

## **Standards of Conduct for Public Officers**

All employees are governed by the provisions of Section 112.313, Florida Statutes, Standards of Conduct for Public Officers, Employees of Agencies, and Local Government Attorneys.

Consistent with that law, no employee of the Board shall:

1. Accept anything of value including a payment, gift, favor or service that might reasonably tend to influence him/her in the discharge of the employee's official duty;
2. Use his/her position to secure special privileges or exemptions for himself or others;
3. Hold employment or engage in any business or professional activity which might reasonably require or induce to disclosure of confidential information acquired by reason of the employee's position.
4. Hold employment or a contractual relationship that will create a continuing or frequently recurring conflict between the employee's private interests and the performance of district duties, subject to the exemptions stated in Section 112.313(12), Florida Statutes;

5. Use confidential information gained by reason of his/her position for personal gain or benefit; or
6. Engage in any business, employment, or contractual relationship which might impair the employee's independence of judgment in performance of public duties including renting or leasing any realty, goods, or services on behalf of the district from any business entity of which the employee or the employee's spouse or child is an officer, partner, director, or proprietor or in which the employee, spouse, or child has a material interest or, acting in a private capacity, selling any realty, goods, or services to the district. These prohibitions are subject to the exemptions stated in Section 112.313(12), Florida Statutes.

Grounds for discipline or dismissal shall include, but not be limited to, incompetency, gross immorality or an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, conviction of a misdemeanor, felony or other criminal charge other than a traffic offense, other conduct inconsistent with these Principles of Conduct. Employees will be provided with notice and an appeal procedure appropriate to the nature of the discipline.

Any employee who has been arrested for or charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance shall notify the Superintendent within 48 hours of the arrest. In addition, the employee shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. Within 5 calendar days from receipt of notification from an employee or a law enforcement agency that an employee has been arrested, the Superintendent shall notify each member of the Board of such arrest and shall provide such further information as may be available. Within a reasonable time thereafter, the Superintendent shall take such action as may be appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of dismissal proceedings of such employee in order to protect the health, safety and welfare of students, other employees and members of the public. In addition, the Superintendent shall, on behalf of the school district, file such information with the Florida Department of Education within 30 calendar days following notification from any law enforcement agency or other reliable source as may be required for certified staff pursuant to Section 231.262(1)(c), Florida Statutes and Section 231.28(5), Florida Statutes.

### **Professional Teaching Certificate Renewal**

Five-year professional teaching certificates must be renewed no later than June 30 of the last year of the validity period of the certificate. A minimum of 120 inservice points is required to renew a certificate. Certificates can be renewed by earning inservice credit, taking college courses (six semester college credit hours) and by taking and passing subject area exams. 60 points is required per subject area to renew a certificate. However, a total of 120 points is required to renew a certificate. Multiple subjects may not all have to be renewed each validity period. Beginning July 1, 2014, a person renewing a Professional Certificate must earn at least one (1) semester hour of college credit or the equivalent twenty (20) inservice points in the instruction of students with disabilities. This does not add to the required 120 points for renewal.

For further information, contact Kiki Puhl, at 838-2500 in the Superintendent's Office in the Administrative Complex.

## **Vacancy Announcements**

All instructional and non-instructional vacancy announcements will be advertised internally and to the public concurrently for at least six (6) working days according to the terms of the instructional and non-instructional contract.

## **Aids Policy Statement**

Taylor District Schools has adopted AIDS policies for students and employees.

### **Student Aids Policy**

Students with HIV, ARC, and or AIDS, who are not debilitated or exhibiting symptoms or behavior that would facilitate transmission of the virus will be served in the regular classroom.

### **Employee Aids Policy**

All employees diagnosed as having HIV Disease or AIDS including clinical evidence of infection with the AIDS associated virus and receiving medical attention may wish to continue work. As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their condition is not a threat to themselves or others, employees shall be assured of continued employment. Federal and State laws also mandate, pursuant to the laws protecting disabled individuals, that those individuals not be discriminated against on the basis of their handicaps, and that if it becomes necessary, some reasonable accommodation be made to enable qualified workers to continue to work.

A complete description of the Student and Employee AIDS Policy is located in the School Board Policy Handbook, at each school site and on the district website at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us) .

### **Sexual Harassment Policy Statement**

Taylor District Schools has adopted sexual harassment policies and will not tolerate sexual harassment by any of its students, employees or volunteers based on race, color, sex, age, disability, creed, marital status, or national origin.

A complete description of the student and employee sexual harassment policy is located in the School Board Policy Handbook, at each school site and on the district website at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us).

### **Bullying Policy Statement**

The Taylor County School District is committed to protecting its students, employees and applicants for admission from bullying, harassment or discrimination for any reason and of any type. A “Harassment or Intimidation (Bullying) Reporting Form” is available on the district’s website at [www.taylor.k12.fl.us](http://www.taylor.k12.fl.us) or at each work/school site’s front office.

### **Nursing Mothers –Break Time**

Section 7 of the Fair Labor Standards Act of 1938 (29 USC 207)(r)(1) As amended, an employer shall provide:

1. A reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk; and a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, which may be used by an employee to express breast milk.
2. An employer shall not be required to compensate an employee receiving reasonable break time for any work time spent for such purpose.
3. This shall not preempt a State law that provides greater protections to employees than the protections provided.

### **Drug Free Workplace Policy**

Drug abuse by employees interferes with the education and work processes and compromises the safety and well-being of staff and students. In order to establish and support a clear standard of conduct for employees, the Taylor County School System adheres to the following provisions regarding alcohol and other drugs.

No Taylor County School Board employee shall unlawfully manufacture, distribute, dispense, possess, be under the influence of or use on or in the workplace, alcohol, amphetamines, cannabinoids, cocaine, phencyclidine(PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of these substances, as well as any other controlled substance defined in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and by the regulation (21 CFR 1300.11 through 1300.15). School Board employees, on or off duty, will not influence students to use or abuse illegal drugs. Workplaces in the District shall be considered as work performance sites, School Board property, any school-owned vehicle or school approved vehicle for transporting students to or from school activities; and off-school property during any school-sponsored or school-approved activity, event, or function in which students are under District jurisdiction.

School Board employees on duty will not use or take prescription drugs above the level recommended by the prescribing physician and will not use prescribed drugs for purposes other than for what the prescribed drugs were intended. In addition, the employee will not distribute or dispense such drugs, except as provided for in School Board Rule JHCD, School Health Services Program.

Agencies with whom the Taylor County School Board contracts must present evidence that they have established guidelines for a Drug-Free Workplace.

As a mandatory condition of employment, individuals must abide by the provisions of this School Board Policy, as well as any other Board policies concerning alcohol and drug use and/or testing.

### **Policy Guidelines**

(1) Employees are required to notify their supervisor of any criminal drug statute conviction for a violation occurring in the workplace described herein. The notification shall take place no later than five (5) days after conviction.

The Superintendent, in accordance with applicable Florida Statute and State Board of Education Rules, shall contact the appropriate Federal Agency within ten (10) days when any employee notifies a Supervisor of such a conviction or when a notice of conviction is received. Federal Agency refers to any agency in which the School Board has a grantor/grantee relationship at the time the notification is received of any employee conviction.

(2) The School Board, based on the Superintendent's recommendation, shall take one (1) or both of the following actions within thirty (30) days of receiving notification of a violation of this policy, which would include refusal to submit to an alcohol or drug test or receiving a positive confirmed alcohol (.04 and above) and/or drug test.

(a) Initiate appropriate disciplinary action against the employee which may be referral for prosecution, nonrenewal, suspension, or termination of employment as provided in Sections 230.23(5) and 231.26 Florida Statutes, or pursuant to the Master Contract between the Taylor Education Association and the Taylor Non-Instructional Association.

(b) Allow the employee to participate in an alcohol or drug abuse assistance or rehabilitation program approved by the School Board. Failure of an employee to satisfactorily complete such a program shall result in nonrenewal, suspension, or termination of employment.

(3) The School Board shall offer assistance and information on drug abuse in order to maintain a drug-free workplace by providing School Board employees with:

(a) An annual written notice of this rule and of the disciplinary action which may be imposed for alcohol and/or drug use.

(b) A notice of this policy must be posted in an appropriate and conspicuous location at each work site.

(c) Information on workshops concerning the dangers of alcohol and drug abuse and,

(d) An Employee Assistance Program with references to a program, which will provide counseling, treatment or rehabilitation.

(4) Questions or concerns regarding this policy should be directed to the Taylor County School Board Director of Personnel

### **Definitions**

(a) Alcohol - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

(b) Alcohol Use - The consumption of any beverage, mixture, or preparation containing alcohol. FOR THOSE WHO HOLD A COMMERCIAL DRIVER'S LICENSE AS A CONDITION OF EMPLOYMENT AND/OR PERFORM A SAFETY SENSITIVE FUNCTION, THIS INCLUDES ANY MEDICATION CONTAINING ALCOHOL.

(c) Breath Alcohol Technician (BAT) - an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

(d) Confirmation Test - For alcohol testing means a second test, following a screening test with a result of 0.92 grams or greater of alcohol per 210 liters of breath, that provides quantitative data of alcohol concentration. For controlled substance testing, it means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and

which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

(e) Driver - any person who operates a commercial motor vehicle. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle.

(f) Drug - alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the substances listed herein.

(g) Evidential Breath Testing (EBT) - a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on the NHTSA's Conforming Products List of Evidential Test Measurement Devices (CPL).

(h) Medical Review Officer - a licensed physician responsible for receiving laboratory results generated by an employer's drug testing program that has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

(i) Prescription or Nonprescription Medication - a drug or medication obtained pursuant to a prescription as defined by FS Section 893.02 or a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

(j) Prohibited Conduct - the following alcohol and controlled substance-related activities are prohibited:

- (1) Manufacturing, distributing, dispensing, possessing, being under the influence of, or using, on or in the workplace, alcohol or any controlled substance.
- (2) Reporting for or remaining on duty while having a breath alcohol concentration of 0.04% or greater.
- (3) Being on duty or operating a commercial vehicle while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. For operators of commercial motor vehicles and/or those employees in safety sensitive positions, this includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- (4) When required to take a post accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- (5) Refusing to submit to a required alcohol or controlled substance test.
- (6) Reporting for duty or remaining on duty when the employee uses any controlled substance, except when instructed by a physician. In the case of employees holding commercial driver's licenses and/or performing safety sensitive functions, a physician must have advised that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle and/or perform safety sensitive functions.
- (7) Reporting for duty or remaining on duty if the employee tests positive for controlled substances.

(k) Refusal to Submit ( to an alcohol or controlled substance test) - an employee (1) fails to provide adequate breath and/or urine for testing without a valid medical explanation after he/she has received notice of the requirement for testing, or (2) engages in conduct that clearly obstructs the testing process.

If an employee refuses to submit to a required alcohol and/or drug test, the employee is subject to discipline, up to and including dismissal.

If a job applicant refuses to submit to a required alcohol and/or drug test, the employer may refuse to hire the applicant.

(l) Safety Sensitive Functions - any of those on-duty functions as listed below:

- (1) All times at a carrier or shipper or shipper plant, terminal, or facility, or other property waiting to be dispatched, unless the driver has been relieved from duty by the employer.
- (2) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any given time.
- (3) All time spent at the driving controls of a commercial motor vehicle.
- (4) All time, other than driving time, spent on or in a commercial motor vehicle.
- (5) All time unloading a commercial vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or giving receipts for shipments loaded or unloaded.
- (6) All time spent performing the driver requirements associated with an accident.
- (7) All time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

(m) Screening Test (a.k.a. initial test) - in alcohol testing, it means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system. In controlled substance testing it means an immunoassay screen to eliminate “negative” urine.

### **Types of Drug and/or Breath Alcohol Testing**

The Taylor County School Board will conduct drug and/or breath alcohol testing under the following circumstances:

(a) Pre-employment drug and/or breath alcohol testing

Pre-employment drug testing will be required of all job applicants within the Taylor County School System. Pre-employment Breath Alcohol Testing is required of all employees holding a Commercial Driver’s License as a condition of employment and/or those performing safety sensitive functions. Refusal to submit to a drug test or a positive confirmed drug test may be used as a basis for refusal to hire the job applicant.

Job applicants testing positive will not be eligible for employment with the Taylor County School System for one year from the date of the test.

(b) Fitness-for-duty drug testing will be required of all members of an employment classification or group that are routinely scheduled for an employee fitness-for-duty medical examination. Any employment classification or group of employees driving district owned vehicles will be routinely scheduled for an employee fitness-for-duty medical examination.

(c) Random drug and/or breath alcohol testing will be required of all employees holding a Commercial Driver’s License as a condition of employment and/or those performing safety sensitive functions.

Random alcohol and drug testing shall be conducted in accordance with the following requirements:

- 1) For non-DOT regulated, safety sensitive positions a separate random pool for drug and alcohol testing shall be administered at a minimum annual rate of 25 percent of the average number of driver positions. This rate may increase or decrease based on the reported violation rate for the entire industry of Commercial Motor Vehicle Drivers
- 2) For DOT regulated drivers random drug testing shall be administered at a minimum annual rate of 50 percent of the average number of driver positions as outlined in DOT: FMCSA 49 CFR Part 382
- 3) The employer shall ensure that drivers selected for random alcohol or drug testing proceeds immediately to the testing site upon notification of being selected.
- 4) A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, immediately prior to performing or immediately after performing safety sensitive functions.

(d) Reasonable suspicion drug and/or breath alcohol testing will be required of all employees under the following circumstances:

(1) \*Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of drugs or alcohol.

\*Abnormal conduct or erratic behavior, not attributable to other factors, while at work.

\*Physical evidence of drug use, such as possession of drug paraphernalia.

\*A significant pattern of deteriorating job performance.

\*Causing or contributing to an accident caused by a human error in judgment or performance.

\*A report of drug use, provided by a reliable and credible source, which has been independently corroborated.

\*Evidence that an individual has tampered with a drug test during his employment with the Taylor County School Board.

\*Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on Taylor County School Board property, or while operating a vehicle, machinery, or equipment of the Taylor County School Board.

(2) If testing is conducted based on reasonable suspicion, the supervisor shall promptly detail in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing. A copy of this documentation shall be kept confidential by the employer and retained for at least one year.

(3) General supervisory procedures for any employee reporting for work or on the job visibly impaired are as follows:

(a) An employee with an apparent state of physical impairment who is unable to perform their required duties will not be allowed to work. If possible, the employee's supervisor shall seek another supervisor's opinion to confirm the employee's status. Then the supervisor shall consult privately with the employee to determine the cause of the observation. If, in the opinion of the supervisor, the employee is considered impaired, the employee shall be sent to the testing site by taxi or other safe transportation alternative, accompanied by the supervisor or another employee if necessary. An impaired employee shall not be allowed to drive.

(b) The supervisor shall immediately contact the Superintendent's Office and advise of the facts regarding the question of the employee's fitness to work. A decision, based on the factual circumstances, will be made by the Superintendent's Office to determine the employee's medical fitness to work. Medical screening, if required, shall be arranged as expeditiously as possible. The subject employee shall be directed to comply with screening as a condition of employment. Appropriated bargaining agents will be notified.



(c) Where evidence exists of a substance abuse problem, the supervisor will provide a referral to the Employee Assistance Program. However, it is the responsibility of each employee to seek assistance and to engage in treatment to resolve his/her problem.

(d) Based upon the specific medical report attesting to the employee's fitness to work, the Superintendent's Office will facilitate appropriate follow-up action, and communicate directly with the employee, the site supervisor, and the appropriate bargaining agent.

(e) Post accident drug and/or breath alcohol testing will be required of all employees (when the employee is at fault) involved in a serious or repetitive accident on the job causing personal injury to self or others and/or significant property damage.

(1) In the case of an accident involving a commercial motor vehicle, post accident alcohol and controlled substance testing is required as soon as practical following the accident when:

- \* the accident involves a fatality
- \* the driver of the district owned vehicle receives a citation for a moving traffic violation
- \* an injury is treated away from the scene
- \* a vehicle is required to be towed from the scene

(2) When a required controlled substance test has not been administered within a reasonable time frame following the accident, the following actions shall be taken:

Time Elapsed - 2 hours

Action Taken - If the employee has not submitted to an alcohol test at this time, the employer shall prepare and maintain on file a record dating the reason a test was not promptly administered.

Time Elapsed - 8 hours

Action Taken - Cease attempts to administer alcohol test and prepare and maintain records above.

Time Elapsed - 32 hours

Action Taken - If the employee has not submitted to a controlled substance test at this time, the employer shall cease attempts to administer the test, and prepare and maintain the record described above.

(3) An employee who is subject to post accident testing must remain available, or the employer may consider the employee to have refused to submit to testing.

(4) An employee subject to post-accident testing must refrain from consuming alcohol for eight hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

(5) Nothing in this policy should be construed as to require delay of necessary medical attention for injured people following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(f) Follow-up drug and/or breath alcohol testing will be required of all employees who, while in the employment of the Taylor County School Board, enter an employee assistance program for alcohol and/or drug related problems, or an alcohol or drug rehabilitation program. These employees must submit to unannounced alcohol and/or drug tests as a follow-up to such program and on a quarterly, semi-annual, or annual basis for up to two years thereafter. Employees holding a Commercial Driver's License as a condition of employment and/or in safety sensitive positions shall be subject to a minimum of six follow-up drug and/or alcohol tests in the first twelve months.

(g) Return-to-duty drug and/or breath alcohol testing - before an employee returns to duty after engaging in prohibited conduct regarding alcohol misuse and/or controlled substance use, the employee shall undergo a return-to-duty alcohol test indicating a breath alcohol content of less

than 0.02%, and/or a controlled substance test with a result indicating a verified negative result for controlled substance use.

### **Drug Testing Procedures**

A laboratory performing drug testing for the Taylor County School System must provide documentation of certification by the National Institute on Drug Abuse (NIDA), HRS, and the Department of Health and Human Services.

Testing will utilize techniques and procedures as established by the laboratory.

- (a) All testing for controlled substances shall be performed on urine specimens and be accomplished by means of an initial screen (Enzyme Immunoassay or EIS), followed by a confirmation of any positive findings by Gas Chromatography/Mass Spectrometry or GC/MS.
- (b) The following cut-off levels shall be used on the screening test to determine whether specimens are negative for the following five classes of drugs:

#### Initial Test Levels (mg/ml)

Marijuana Metabolites	100
Cocaine metabolites	300
Opiate metabolites	300
Phencyclidine (PCP)	25
Amphetamines	1000

All specimens identified as positive by the initial test shall be confirmed using Gas Chromatography/Mass Spectrometry (GC/MS) techniques at the cutoff levels listed below:

#### Confirmatory Test Levels (mg/ml)

Marijuana Metabolites	15
Cocaine Metabolites	150
Opiates (Morphine-Codeine)	300
Phencyclidine (PCP)	25
Amphetamines	500
(Amphetamines-Methamphetamines)	

- (c) Specimen collection procedures will be as follows:

- \* The collector must positively identify the donor as the individual selected for testing. If the donor's identity cannot be established, the testing shall not proceed.
- \* If requested by the donor, the collector is required to provide his/her identification.
- \* Collector writes the donor's social security number or employee I.D. number in the space provided on the form.
- \* The donor shall be asked by the collector to remove any coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the donor's urine specimen. All personal belongings, such as a purse or briefcase, shall remain with the removed garments.

- \* The donor shall be instructed to wash and dry his or her hands prior to urination, and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.
- \* The donor shall be given a plastic container for collection of all urine to be tested. The individual may provide his/her specimen in the privacy of a restroom, stall, or otherwise partitioned area that allows for individual privacy.
- \* At the collection site, toilet bluing agents shall be placed in toilet tanks wherever possible, so the reservoir of water always remains blue. There shall be no other source of water in the enclosure where urination occurs.
- \* The collector receives the specimen from the donor. The collector verifies that at least .60 ml. of urine was provided for the split specimen method. If the required amount of urine is not provided, the collection is void. Several voids may **NOT** be combined to obtain sufficient quantity for the sample.
- \* The collector will inspect the sample for unusual color, odor, or other signs of adulteration and will check the collection area for evidence of tampering.
- \* In the presence of the donor, the collector will record the temperature of the specimen within four minutes.
- \* In the presence of the donor, the collector will split the specimen and seal each bottle with a custody seal.
- \* Collector will complete the chain of custody section of the Custody and Control Form in the presence of the donor.
- \* Collector has the donor read the verification statement on the Medical Review Officer copy of the Custody and Control Form and has the donor complete his/her name, date, phone numbers, date of birth and signature.
- \* Collector completes the Custody and Control Form.
- \* Collector gives the donor his/her copy of the form and allows the donor, at this time, to write any prescriptions (that he or she may be taking at this time) on the back of their copy only.
- \* Collector prepares the specimen for shipping.
- \* While performing any part of the chain of custody procedures, it is essential that the specimen and custody documents be under the control of the collector. The collector must not leave the site collection area until the specimens are properly secured.

(d) An employee whose urine sample has tested positive for a controlled substance has the option (within 72 hours of being notified by the MRO) of having the other portion of the split sample tested at another laboratory. If the second portion of the sample also tests positive, then the employee is subject to the sanctions in this policy. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions are imposed.

### **Breath Alcohol Testing Procedures**

- (a) Testing for alcohol shall be performed on breath specimens collected by Breath Alcohol Technicians (BATs). Training requirements for Breath Alcohol Technicians include a course of instruction equivalent to the DOT model course as determined by the National Highway Transportation Safety Administration (NHSTA) and must provide

documentation that the individual has demonstrated competence in the operation of the specific Evidentiary Breath Testing Device (EBT) he/she will use.

(b) The EBT instrument use in breath alcohol testing shall be a testing instrument found on the National Highway Transportation Safety Administration's Conforming Products List.

The EBT must have the ability to detect mouth alcohol as opposed to deep lung (alveolar) alcohol.

(c) Visual and aural privacy will be considered at all collection sites.

(d) Procedures for an initial screening for Breath Alcohol Testing will be as follows:

- \* Employees must provide positive identification.
- \* BAT shall explain procedure.
- \* An individually sealed mouthpiece is opened in view of the employee and placed on EBT.
- \* BAT instructs employee to blow for at least 6 seconds.
- \* EBT prints directly onto form.
- \* BAT shows employee display test results.
- \* If test result is less than .02, no further testing is authorized. BAT transmits results to the employer in a confidential manner.
- \* If test result is .02 or greater, a confirmation test will be performed.

(e) Procedures for confirmation testing for Breath Alcohol Testing are as follows:

- \* Confirmation testing may be conducted by a different BAT.
- \* The BAT shall instruct the employee not to eat, drink, or put anything into his/her mouth.
- \* The waiting time shall be at least 15 minutes from the time of the screening test, but not more than 20 minutes.
- \* Steps for testing in screening section shall be followed.
- \* EBT prints results on the form and the BAT shows the employee the result displayed in The EBT.
- \* BAT shall transmit the results immediately and confidentially to the employer.

(f) If the result of an employee's breath alcohol test indicates a breath alcohol concentration of 0.02 or greater, not less than 0.04, the employee shall not be permitted to perform safety sensitive functions until the start of the next regularly scheduled duty period, but not less than 24 hours following the administration of the test.

(g) If an employee has 2 consecutive breath alcohol test results of 0.02 or greater, but less than 0.04, they will be subject to the appropriate disciplinary action, up to and including termination.

(h) If an employee's breath alcohol test indicates a breath alcohol concentration of 0.04 or greater, that is considered to be a positive test for alcohol. Such an employee will be immediately removed from safety sensitive functions and will be subject to disciplinary action, up to and including termination.

(i) Within five working days after receipt of a positive confirmed test result from a testing laboratory or site, an employer shall inform an employee or job applicant, in writing of such

positive test result, the consequence of such results, and the options available to the employee or job applicant.

(j) Applicants and employees testing positive have the opportunity for review of test results with the Director of Personnel within five days of written notice of positive test results. The employer shall provide to the employee or job applicant, upon request, a copy of the test results.

(k) No employer shall discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the employer, for an alcohol or drug-related problem if the employee has not previously tested positive for alcohol or drug-related problems, or entered an alcohol or drug rehabilitation program.

(l) It is the responsibility of the employee or job applicant to notify the laboratory of any administrative or civil action pursuant to this policy.

(m) An employee or job applicant testing positive has the right to appeal to the Public Employees Relations Commission or applicable court.

(n) Medical records, and information relating directly thereto, will be maintained in strict confidentiality. Any laboratory contract shall provide that the contractor's records are to be kept confidential under provisions of Florida Laws. Taylor County School System shall establish a system of maintaining records to include both the district's and the contractor's record of applicant and employee urinalysis and breath alcohol results.

The contract and the record maintenance system shall have specific provisions that require that employee records are maintained and used with the highest regard for employee privacy consistent with Florida's Public Records Act and the purpose of achieving and maintaining a drug-free workplace.

(o) Specimens collected will not be used to conduct any other analysis or test unless otherwise authorized by law.

(p) Applicants will be informed in advance of the requirements of a negative drug screen as a condition of employment.

(q) Applicants for designated positions will be informed of the requirement of screening required after employment, under existing labor contracts, statutes, and Board Rules except as otherwise provided.

(r) Drug Screen results may be transmitted electronically to the Personnel Office. Principals and site personnel will be notified of results by the Personnel Office.

(s) Employees will receive notice of the most common medications, brand or common name, as well as chemical name, which may alter or affect a drug test.

(t) Employees will receive notice of names, addresses, and telephone numbers of employee assistance programs and local alcohol and drug rehabilitation programs.

(u) The Taylor County School Board will follow the Workers' Compensation requirement for a drug-free workplace program as established by s. 440.101 and s. 440.102, Florida Statutes.

## **Drug List**

A listing of the most common drugs or medications that might affect a drug test is as follows:

Alcohol - all liquid medication containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof), Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof), and Listerine is 26.9% (54 proof).

Amphetamines - Obetrol, Biphphetamine, Desoxyn, Dexedrine, Didrex

Cannabinoids - Marinol (Dronabinol, THC)

Cocaine - Cocaine Hcl topical solution (Roxanne)

Phencyclidine - not legal by prescription

Methaqualone - not legal by prescription

Opiates - Paregoric, Parapectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, etc.

Barbiturates - Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad, etc.

Benzodiazepines - Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax

Methadone - Dolophine, Methadose

Propoxyphene - Darvocet, Darvon N, Dolene, etc.

NOTE:

The Taylor County School Board bans any synthetic drug such as bath salts, synthetic marijuana, and any substance that mimics methamphetamine. The ban prohibits the use, possession or distribution of these substances on school grounds.

*ANY EMPLOYEE OR JOB APPLICANT MAY CONSULT WITH THE TESTING LABORATORY OR MRO DIRECTLY FOR TECHNICAL INFORMATION REGARDING PRESCRIPTION OR NON-PRESCRIPTION DRUGS.*

## **Tobacco Use in District Facilities**

The use of any and all tobacco products is prohibited at all facilities owned or operated by the Taylor County School Board. The use of tobacco products is also prohibited in all vehicles owned or operated by the Board. The following definitions apply:

- A. The term "tobacco" as used herein, shall include all tobacco products, including but not limited to cigarettes, chewing tobacco, snuff, pipes, cigars, etc.
- B. The term "tobacco free facility" shall mean the entire campus including all buildings and all outside areas, including but not limited to practice fields, playgrounds, football fields, baseball fields, softball fields, soccer fields, tennis courts, open areas, etc.
- C. The term "vehicle" shall include, but not be limited to, school buses, vans, trucks, station wagons, cars, etc.

### **Weapons on School Board Property**

Florida Statutes support district procedures stating that persons shall not possess any firearm, electric weapon or electric device, destructive device or projectile device or other weapon on the property of any school, any school bus stop, any facility having a school-sponsored activity, a district facility or any district property.

Check with your site administrator for more specific procedures and for information regarding situation of this type at your worksite.

### **Confidential Student Records Access**

Access to records of students by school staff is restricted. Every student shall have a right of privacy with respect to the educational records kept on him/her. No school shall permit the release of such record, reports or information without the written consent of the student's parents/guardian, or of the student if he/she is qualified. However, personally identifiable records/reports of a student may be released to the following persons/organizations without the consent of the student or student's parents:

1. Officials of schools, community colleges or institutions of higher learning in which the student seeks or intends to enroll; and a copy of such records or reports shall be furnished to the parent, guardian, or student upon request.
2. Other school officials who have legitimate educational interests in the information contained in the records.
3. School readiness coalitions and the Florida Partnership for School Readiness in order to carry out their assigned duties.
4. A court of competent jurisdiction in compliance with an order of that court or that attorney of record pursuant to a lawfully issued subpoena, upon the condition that the student and the student's parent are notified of the order or subpoena in advance of compliance therewith by the educational institution or agency.
5. Parties to an interagency agreement among the Department of Juvenile Justice, school and law enforcement authorities, and other signatory agencies for the purpose of reducing juvenile crime.

### **Reporting Abuse and Neglect**

The School Board strongly prohibits any action or omission constituting child abuse, neglect, or abandonment by any of its employees, agents, volunteers, or by other persons affiliated in any way with the School District. Further, all employees, agents and volunteers of the School District must comply with Florida law requiring reporting of child abuse, neglect or abandonment.

Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, shall report such knowledge or suspicion to the Department of Children and Family Services. Each report of known or suspected child abuse, abandonment, or neglect shall be made immediately to the Department of Children and Family Service's abuse hotline, on the single statewide toll-free telephone number. The teacher or staff member may also contact the principal, the school designee, district office or support person to let them know the case has been reported.

### **Reporting Educator Misconduct (F.S. 1006.061)**

The TCSD investigates when there is cause to believe the educator has broken the law or violated State Board of Education Rules, which includes the Code of Ethics and Principles of Professional Conduct. These laws and rules outline the standards of conduct expected of certified educators in Florida. All employees and agents of a public school district, charter school or private school have an obligation and legal responsibility to report misconduct by instructional personnel and school administrators which affects the health, safety or welfare of a student.

### **District Policy on Religious Neutrality and Protecting Religious Liberty**

The School Board of Taylor County is committed to the concept of religious neutrality and to the protection of religious liberty for all students and employees. District Policy 2.30, **Religious Freedoms**, addresses this and can be found on the district's website under *Information for Employees, District Policy Handbook*.

### **Network Acceptable Use Policy**

The Taylor County School District's *Network Acceptable Use Policy* is posted on the district's website. It is available under *Information for Employees, FORMS, Network Acceptable Use Policy*.

### **Code of Ethics**

The Taylor County School District has adopted *The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida* as the standard for all of its employees. Copies can be obtained from each site administrator and can be found online at fldoe.org; click on "Code of Ethics."



**ALCOHOL/DRUG AND VIOLENCE PREVENTION**  
**RESOURCES AND REFERRALS**

**Emergency Response**  
**911**

**Greenleaf Center**  
**1-800-247-2747**

**Taylor County Sheriff's Office**  
**Non-emergency, 584-4225**

**Twelve Oaks Alcohol & Drug Recovery**  
**1-800-622-1255**

**City of Perry Police**  
**Non-emergency, 584-5121**

**Focus on Recovery Helpline**  
**1-800-283-2600**

**Apalachee Center**  
**584-5613/5617**

**Florida's Abuse Registry Hotline**  
**1-800-962-2873**

**Department of Children and Families**  
**1-850-973-1505**

**Turn About, Inc.**  
**1-850-671-1920**

**Routing Service for Drug & Alcohol Abuse**  
**1-800-662-4357**

**Community Resource Directory for Referral**

**Hotline for Abuse, Neglect & Exploitation Of Children, Adults, Elderly**  
**1-800-962-2873**

**Florida Alcohol and Drug Abuse Association**  
**1-850-878-2196**

**Al-Anon/Alateen**  
**1-850-222-2294**

**Tallahassee Counseling & Referral**  
**1-850-224-6333**

**Refuge House Hotline**  
**584-8808**

**Domestic Violence Hotline**  
**1-800-500-1119**

**National Runaway Switchboard**  
**1-800-786-2929**

**Department of Juvenile Justice**  
**838-3660**  
**Alcohol Hotline Information and Referral**  
**1-800-252-6465**

