

# Bay District Schools Employee Handbook



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# CONTENTS

<b>Introduction</b> .....	2
District Vision, Mission & Core Beliefs .....	2
Code of Ethics .....	3
Social Media Code of Conduct .....	3
Non-Discrimination, Equal Employment, Affirmative Action & Harassment Policies .....	4
Title IX .....	4
American Disabilities Act .....	6
Veterans' Preference .....	6
Drug Free Workplace.....	6
<b>General Employment Procedures &amp; Information</b> .....	7
Fingerprinting Requirements.....	7
Self-Reporting Arrests/Convictions .....	7
Insurance .....	7
Workers' Compensation.....	7
Performance Evaluations/Assessment.....	7
Payroll Procedures .....	8
Direct Deposit .....	8
Professional Development .....	8
Full-time Employees: Sick Leave, Personal Leave, Annual Leave, Unpaid Leave .....	9
Jury Duty .....	10
Illness-in-the-Line-of-Duty .....	10
Unemployment Compensation.....	10
Florida Retirement System (FRS) .....	11
Severe Weather Closure Pay Procedures .....	11
<b>Instructional Personnel</b> .....	13
Probationary Period .....	13
Outside Leave Accumulation .....	13
Absences & Substitutes during Leave .....	13
Salary & Direct Deposit.....	14
Instructional Transfers .....	14
<b>Support Personnel</b> .....	15
Probationary Period .....	15
Salary .....	15
Support Transfers .....	15
<b>Non-Bargaining Personnel</b> ( <i>Administrative, Licensed, Confidential, Safety &amp; Security</i> ).....	16
Probationary Period .....	16
Salary .....	16
Transfers .....	16
<b>Helpful Resources</b> .....	17
<b>Statement on Collection of Social Security Numbers</b> .....	18

*This document is intended for general employee information and standards. It is NOT intended to supersede current Florida Statute, lawful rules of the State Board of Education, rules of and actions of the Bay District School Board or terms of the current ratified collective bargaining agreements.*

# BAY DISTRICT SCHOOLS



## *Our Vision*

Bay District Schools will develop all students to their highest potential to produce successful, innovative citizens and leaders for tomorrow's world.

## *Mission Statement*

Bay District Schools will deliver a high-quality education in a collaborative, safe, and respectful environment. Our commitment is to inspire students in the development of character with the acquisition and use of knowledge and skills as we prepare them for life and work in a diverse, global economy.

## *We believe that...*

- 1. Everyone must have a passionate commitment to academic excellence through high standards.**  
We will set standards and establish environments that create high-performing schools where everyone is accountable and responsible for maintaining academic excellence and sound management.
- 1. Relationships of students and adults must show empathy, care and trust.**  
We will build relationships that enhance each student's opportunities to excel in a rigorous curriculum regardless of their place of residence, ethnicity, socioeconomic status, native language, or special needs.
- 2. Compassion, conviction, and intense dedication to student academic success should stand as our hallmark.**  
We will ensure that effective teachers and principals lead each classroom and school environment with academic excellence and innovative teaching practices.
- 3. A professional teaching environment must be collaborative, innovative, and progressive.**  
We will foster collaborative teamwork, critical thinking, mastery of content, personal growth and a school-wide learning culture among students and teachers alike.
- 4. Data is revered as a means to provide feedback to students, refine instructional practices, and drive intervention decisions.**  
We will use data and program evaluations to determine student, teacher, school, and district gains in student achievement.
- 5. Connections within the community will help enhance student engagement.**  
We believe responsible citizens are the foundation of our society, and that comprehensive learning must take place at home, in school, and in the community.
- 6. Technology skills are essential in today's global economy.**  
We will provide our students with opportunities to acquire the technology skills necessary to compete in the local and global workforce.
- 7. Equitable distribution of academic and operational resources will promote student success.**  
We will distribute resources in an equitable manner to ensure the requirements and needs of each facility are met.

For a full list of employee policies, reference **School Board Policy on the Bay District Schools website** ([www.bay.k12.fl.us](http://www.bay.k12.fl.us), *Our District, Policies*).

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## EMPLOYMENT STANDARDS - CODE OF ETHICS

The District School Board has high expectations for all employees. The primary concern for ALL employees is to be “aware of the importance of maintaining 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 guidelines as appropriate:**

- All school board policies
- All city, county, state, and federal laws and ordinances
- *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.

Any support employee who fails to exercise the best professional judgment and integrity shall be subject to penalties as provided by law, and district disciplinary actions, up to and including termination.

### **Employee Code of Conduct for Social Media** (School Board Policy 3.143)

Bay District Schools recognizes the use of technology in education and encourages its employees to learn to utilize new technology tools to enhance the learning experience for students. The District also recognizes its responsibility to teach, encourage and ensure the safe and responsible use of these tools.

Employees are to be mindful of the requirements outlined in the Florida Department of Education’s *Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida*. See Florida Administrative Code 6B-1.001 and 6B-1.006. All District employees’ online behavior should reflect the same standards of honesty, respect, and consideration that are used face-to-face, and be in accordance with the highest professional standards. Comments related to the District should always meet the highest standards of professional discretion. In addition, as is prohibited in all other forms of contact between employees and students, inappropriate personal communications with students using social media is prohibited.

Employees will be expected to follow the same professional conduct guidelines online as they would in the workplace and may be personally liable for anything they post to social media sites and platforms. Employees who violate any provisions of this Employee Code of Conduct for Social Media do so at the risk of disciplinary actions, which may include, but are not limited to, termination of employment, legal action, and/or referral to law enforcement as appropriate.



## **NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION**

No person shall on the basis of race, ethnicity, color, religion, sex, gender, gender identity, sexual orientation national origin, disability, age, genetic information, pregnancy, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to harassment or 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 the School Board. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

The School Board complies with the Immigration Reform and Control Act of 1986 and Florida Statute 448.095. 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.

### **Discrimination/Harassment:**

The Bay District 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 commitment to equal opportunities and the prohibition of discrimination or harassment practices. 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. Bay District School Board Policy forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The District will not tolerate harassment by any of its employees, students, volunteers or agents, vendors and service providers who have access to Bay 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 Bay District Schools' policy.

### **Title IX - Non-Discrimination on the Basis of Sex in Education (School Board Policy 2.133)**

The School Board takes seriously its obligations to ensure that no student or employee suffers discrimination on the basis of sex, as defined in Title IX of the Education Amendments Act of 1972 ("Title IX"). Title IX requires that "[n]o person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681(a). Title IX prohibits harassment of both male and female students and/or employees regardless of the sex of the harasser.

## Reporting of Complaints:

Reporting procedures are outlined in School Board Policy 2.111. Except as otherwise provided in School Board Policy 2.133 for complaints involving sexual harassment, the following reporting and investigatory procedures shall apply:

- Employees who are covered by a collective bargaining agreement shall follow the grievance procedures set forth in their respective collective bargaining agreements.
- Employees and applicants for employment should follow the procedures set forth in School Board Policy 3.104.
- Any student or any other person who has a reasonable and good faith belief that he/she or another student has been the subject of discrimination, alleged discrimination or harassment in violation of this policy shall communicate the allegation verbally or in writing to the student's principal or his/her designee. If the complaint involves the student's principal, the complaint shall be directed to the Executive Director of Human Resources. Except as otherwise provided in Policy 7.207 for allegations of bullying or harassment between students and Policy 2.133 for allegations of sexual harassment, the complaint will be addressed as outlined in Policy 2.111

Title IX Coordinator  
Maria Lang  
Bay District Schools  
1311 Balboa Ave  
Panama City, FL 32401  
850-767-4322

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## **AMERICAN 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". Bay District Schools complies with the American Disabilities Act.

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## **VETERANS' PREFERENCE**

Bay District Schools complies with the veterans' preference rules according to Florida Statute #295.07 (2). Questions should be addressed to the Executive Director of Human Resources.

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## **DRUG FREE WORKPLACE** (School Board Policy 5.116)

It is the intent of the Bay County School Board to comply with the Drug-Free Workplace Act of 1988 and other applicable law which requires the School Board to maintain a drug-free workplace. The School Board has authorized the Superintendent to develop procedures to carry out this policy. There is a zero tolerance policy on the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol. These substances are prohibited on all school board property and at school sponsored activities. Employees are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance.

The Bay County School Board's policy is to employ a work force free from use of illegal drugs and abuse of alcohol, at any school function, either on or off the job. Any employee determined to be in violation of the policy by participating in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is subject to disciplinary action which may include termination. It is a standard of conduct of employees of Bay District Schools that employees shall not use illegal drugs or abuse alcohol.

### **Current Employee Drug and Alcohol Abuse Screening**

The Bay County School Board will maintain screening practices to identify employees who use illegal drugs or abuse alcohol on the job. It shall be a condition of continued employment for all employees to submit to drug screening when there is a reasonable suspicion to believe that an employee is using an illegal drug, or is already abusing or has used any drug or alcohol.

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# GENERAL EMPLOYMENT PROCEDURES & INFORMATION

## FINGERPRINTING REQUIREMENTS

All current employees shall be subject to a Level II background check every five years at a time determined by law or administrative procedure. The cost for the background check is the responsibility of individual at the time of fingerprinting, unless negotiated contract reflects agreed upon arrangement. If it is discovered during the period of employment that a regular employee has a prior criminal record and that the employee did not provide this information at the time of hire, the employee may be subject to disciplinary action, including dismissal for falsified application, or otherwise having misled the District. For more information, contact Bay District Schools Department of Safety and Security.

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## SELF-REPORTING ARRESTS/CONVICTIONS/DISPOSITIONS (School Board Policy 4.124)

An 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 his or her site administrator within 48 hours of the arrest. In addition, the employee shall self-report to his or her site administrator 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 decriminalized traffic violation within 48 hours after the final judgment. The site administrator must report this information to the Superintendent or designee within a period of 24 hours thereafter.

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## INSURANCE

Health, dental, vision, and group life are available to all full-time employees. Other supplemental insurance such as cancer, dependent life, long-term care and disability insurance are also available through payroll deduction. You may contact Bay District Schools Insurance Department with any questions.

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## WORKERS' COMPENSATION – INJURIES TO PERSONNEL (School Board Policy 3.112)

Workers' compensation is a benefit to which every employee is entitled under FL Statute 440.134. If a work-related injury is sustained, regardless of how minor the injury may be, it must be reported immediately to a supervisor or principal.

Complete the BDS Employee Report of Injury Sustained While at Work form, available from your administrator or designee office, within 24 hours. Contact Bay District Schools Risk Management Department with any questions.

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## PERFORMANCE EVALUATIONS/ASSESSMENT

Employees of Bay District Schools receive at least one formal evaluation each calendar work year. Evaluations are compliant with current Florida Statutes.

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## **PAYROLL**

Bay District Schools annually adopts a schedule covering all classifications of employees of the school system. The schedule shall be the sole instrument used in determining the annual, monthly, weekly, daily, or hourly compensation for employees of the Board. All employees are paid semi-monthly with the exception of administrators, who are paid monthly. All Board employees shall be paid in accordance with the Salary Placement Schedule adopted for the particular budget year. Such Salary Placement Schedule shall include the payroll periods for the fiscal year. Payroll schedules are available online.

A person whose services are terminated shall be paid the full salary balance due at the next regular pay period following termination. Any exception must be approved by the Superintendent in writing. Except for deductions required by law, no deductions may be made from an employee's salary without specific written authorization of the employee.

In the event it is determined that an incorrect amount has been paid an employee, the difference shall be immediately adjusted between the Board and the employee so that the amount actually received for the fiscal year is consistent with the Salary Placement Schedule.

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## **DIRECT DEPOSIT**

Direct Deposit is mandatory; however, the first paycheck you receive is an actual paper paycheck. The same is applicable if you make a change to your bank account information.

Paydays are the 16<sup>th</sup> and the last day of the month unless they fall on a weekend or holiday, then payday is on the preceding workday. Paycheck details are accessible through the HR Portal.

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## **PROFESSIONAL DEVELOPMENT**

Bay District Schools' Office of Staff Development coordinates a system of professional development for all employees to enable the school community to meet state and local achievement standards and goals. The program is developed to enable success in school improvement as described in Florida Statute 1012.98.

All professional development within Bay District Schools is coordinated and monitored by the Office of Staff Development. For more information about professional development, see the Professional & Staff Development section on Bay District Schools website.

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## **SICK LEAVE - FULL-TIME EMPLOYEES ONLY**

Sick leave is defined as personal illness or disability of the employee or illness or death of a member of the immediate family. "Immediate family" shall be defined as a spouse, parent, child, brother, sister, grandparent, parent-in-law, other close relative, or any relative or dependent who resides within the employee's household.

Each employee employed on a full-time basis, except Administrative personnel, shall be entitled to four (4) days of sick leave as of the last day of the first month of employment of each contract year and shall thereafter earn one day of sick leave for each month of employment, which shall be credited to the member at the end of the month and which shall not be used prior to the time it is earned and credited to the member; provided, that the member shall be entitled to earn no more than one (1) day of sick leave times the number of months of employment during the year of employment; provided, that such leave shall be taken only when necessary because of sickness as herein described. Such sick leave shall be cumulative from year to year, and provided further, there shall be no limit on the number of days of sick leave an employee may accrue.

*Note: 12-month Administrative personnel will accrue 1 day of Sick Leave per month.*

Accumulated sick leave may be paid at retirement in accordance with School Board Policy.

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## **PERSONAL LEAVE - FULL-TIME EMPLOYEES ONLY**

Each full-time employee shall be entitled to six (6) days leave for personal reasons each school year. Such leave shall be charged to the employee's accrued sick leave and shall not be cumulative.

**Personal leave may not be taken on the work days preceding or following a holiday except with the approval of the facility manager.** Employees will not be required to give reasons for personal leave.

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## **ANNUAL LEAVE – 12-MONTH, FULL-TIME EMPLOYEES ONLY**

All full-time personnel employed on a **12-month** basis shall be entitled to annual leave cumulative to no more than 480 hours at the end of any fiscal year. In instances when the employee cannot use the accumulated leave due to the action of the Board, the hours accumulated shall be unlimited. The annual leave allowance shall be:

- 4 hours monthly, 0-4 year employees
- 6 hours monthly, 5-9 year employees
- 8 hours monthly, 10-14 year employees
- 10 hours monthly, 15 years & up employees

Credit for annual leave shall be posted as of the last day of each month. Annual leave shall be scheduled so there will be minimum disruption of the school system. Annual leave shall not be earned while an employee is on Workers' Compensation.

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## JURY DUTY

Any employee called for jury duty during school hours, or who is subpoenaed to testify during school hours in any judicial or administrative matter, shall be entitled to full salary for such time. (This does not apply to plaintiffs.)

A TDY - Jury Duty leave form must be completed **prior** to jury duty utilizing the District's online leave system. A copy of the summons **must** be uploaded to the TDY for approval.

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## ILLNESS-IN-THE-LINE-OF-DUTY

Any employee shall be entitled to illness-in-the-line-of-duty with full pay when the employee has to be absent from his/her duties because of personal injury received in the discharge of duty or because of illness from any contagious or infectious disease contracted in the school work. Applications for and duration of leave shall meet requirements as specified in current Florida Statute.

Reinstatement of such leave must be applied for within five (5) working days upon returning to work. This request must be in writing to the principal. Such leave shall not exceed ten (10) work days during any school year.

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## UNPAID LEAVE

The following types of unpaid leave are available to full time employees: Maternal/Paternal, Professional, Enhanced Leave, Family Medical Leave, Child Care and Illness. For more information contact Bay District Schools Human Resources Department.

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## UNEMPLOYMENT COMPENSATION

Employees do not pay unemployment taxes, employers do. Bay District Schools is billed quarterly for every dollar paid to previous employees.

In the event you are laid off and then rehired, it is your responsibility to notify unemployment that you "have assurance to return to your job" for a school district on the date you are offered the position. If you receive a "letter of assurance" at the close of the school year, you are **not eligible** to receive unemployment compensation since you have "assurance" to return to your same position. Should you apply and receive payment in error, your claim will be protested by BDS. Employees on Continuous Contract or Professional Services Contracts are **not eligible** to draw unemployment.

No employee should file for unemployment compensation during school holidays or breaks. The Florida law specifically for school districts states: "**Individuals shall not be paid benefits for weeks of unemployment between school terms, school years, or during established school vacation periods, if the individual has reasonable assurance of returning to work after the holiday/break or being rehired for the next school term.**"

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## FLORIDA RETIREMENT SYSTEM

All full-time and part-time employees are enrolled in the Florida Retirement System. Information is available on the Florida Retirement System website at [www.myfrs.com](http://www.myfrs.com). Membership in the Florida Retirement System (FRS) requires working in a full or part time regularly established position in a state agency, county government, district school board, state university, community college or a participating city or special district.

New employees will receive information from the Florida Division of Retirement within 90 days of the first day of employment. At that time, you will be asked to review and choose between the Pension Plan or Investment Plan.

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## SEVERE WEATHER CLOSURE PAY PROCEDURES

The past and current practice for severe weather closings due to emergency circumstances are outlined below. Additional information or any changes will be communicated per incident, therefore be sure to monitor District email and the various media outlets.

All personnel scheduled to work will be paid according to the following for any closure day(s). This includes part-time, full-time, support, confidential, licensed, instructional and administrative. **All employees who had previously requested leave for these date(s) were not scheduled to work and the leave will stand.**

- **Twelve (12) Month Personnel:** Those scheduled to work will be paid for any closure date(s) and should be reported as working their normal hours/shift for the date(s). If leave has been requested for the closure date(s) (not TDY) the individual is not scheduled to work, therefore will be reported as not having worked and will be charged leave for the date(s).
- **Instructional Personnel:** Those scheduled to work will be paid for any closure date(s) and should be reported as working their normal hours/shift for the date(s). If leave has been requested for the closure date(s) (not TDY) the individual is not scheduled to work, therefore will be reported as not having worked and will be charged leave for the date(s). (Past practice & ABCE Article 8.9)
- **Licensed Personnel:** Those scheduled to work will be paid for any closure date(s) and should be reported as working their normal hours/shift for the date(s). If leave has been requested for the closure date(s) (not TDY) the individual is not scheduled to work, therefore will be reported as not having worked and will be charged leave for the date(s).
- **Support Personnel:** Those scheduled to work will be paid for any closure date(s) and should be reported as working their normal hours/shift for the date(s). If leave has been requested for the closure date(s) (not TDY) the individual is not scheduled to work, therefore will be reported as not having worked and will be charged leave for the date(s).

## SEVERE WEATHER CLOSURE PAY PROCEDURES - continued

- Individuals currently serving in a **Pre-Conditional Substitute, Conditional Substitute or Temporary Instructor** position should be reported and paid for the date(s) if they were scheduled to be present. If leave has been requested for the closure date(s) (not TDY) the individual is not scheduled to work, therefore will be reported as not having worked and will be charged leave for the date(s).
- **Temporary employees** and **Substitutes** will **NOT** receive payment for any closure date(s) and will only be paid for actual hours worked if it is a delayed start or early release situation.

If employees are instructed to report to work and do not, they will be required to take leave for the day. Those who reported as instructed and worked until the end of the work day, should be reported as working their normal hours for the day.

### **If make-up day(s) are required:**

1. Additional payment will not be received for working the make-up day as payment has been received previously.
2. If an individual was paid previously and does not work the make-up day(s), a dockage/recovery will be applied.
3. If an individual was charged leave, the leave will be reinstated if the individual works the make-up date(s).

# INSTRUCTIONAL PERSONNEL

## PROBATIONARY PERIOD

All newly employed instructional staff are placed on a probationary period of one year as provided in Florida Statutes. During the probationary period, the employee may be dismissed without cause or may resign from employment without breach of contract.

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## OUTSIDE LEAVE ACCUMULATION

Unused accumulated sick leave acquired by a teacher in another Florida District shall be accepted in Bay County according to the terms of this paragraph as follows: for each day of sick leave earned by said transferring teacher in this school district, said teacher shall be entitled to another day of credit from the verified accumulated sick leave in another Florida School District.

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## ABSENCES & SUBSTITUTES

Teachers will be required to use the district's online leave system to secure substitutes. After entering an absence into the District's online system and requesting a substitute, a teacher has no further responsibility for securing a substitute teacher.

It is important that the teacher enter the absence in a timely manner allowing time for the absence to be filled. Absence Management guides are included for all employees at Onboarding. For more information contact Bay District Schools Human Resources Department.

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## **SALARY - Instructional**

Credit on the Salary Placement Schedule shall be given to a teacher for each year of honorable military service, up to a maximum of three (3) years. A DD214 must be presented at the time of hire and a copy kept in the employee's personnel file.

Instructional Personnel who have **retired** and are newly hired, shall not receive credit on the Salary Placement Schedule for any years of experience that have been used by the employee to qualify for retirement, whether in Florida or outside the State.

### **Prior experience shall be granted as follows for pay purposes:**

Credit is given on the Salary Placement Schedule for each year of verified, full-time, public-school teaching service earned in the state of Florida or outside the state and for which the employee received a satisfactory performance evaluation. The maximum placement is 25 years for Instructional employees.

In addition to public school experience, teachers will be granted full credit for verified years taught in an accredited non-public school, provided the employee received a satisfactory performance evaluation. (The Bay District School Board will determine the recognition of accredited agencies for private schools.)

**See DIRECT DEPOSIT, page 8:** If you work the full school year, your final instructional paycheck for the school calendar year will be accompanied by three additional paychecks, all deposited into your account on the same day (totaling 24 paychecks for the contract year in accordance with the Payroll Schedule).

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## **INSTRUCTIONAL TRANSFERS**

Full-time teachers who desire to transfer to another instructional position within the district shall complete an online Transfer Application located on the Bay District Schools website, [www.bay.k12.fl.us/careers](http://www.bay.k12.fl.us/careers), until the final date of the contract year.

If your contract is "renewed" for the upcoming school year, you may access the Transfer Application throughout the summer months as well as upcoming school year. If your contract is "non-renewed" for the upcoming school year and has expired, you need to access and apply for any job vacancies through the regular online application.

All openings for instructional positions shall be posted on the Bay District School Board website. Vacancies which occur during the school year are posted for five (5) working days. Vacancies which occur during the summer shall be posted for four (4) working days.



## **SUPPORT PERSONNEL**

### **PROBATIONARY PERIOD**

The probationary period for ten (10) month employees shall be ninety (90) working days and for twelve (12) month employees shall be one hundred and twenty (120) working days beginning the first day the employee reports for work. During the probationary period, the employee may be dismissed without cause or may resign from employment without breach of contract.

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### **SALARY** (BESPA Master Contract 19.2)

Credit may be given to Support employees for each year of honorable military service, up to a maximum of six (6) years. A DD214 must be presented at the time of hire and a copy kept in the employee's file.

Related credit on the Salary Placement Schedule may be given to support employees up to fifteen (15) years of previous satisfactory experience. This experience includes years that have been used by the employee to qualify for retirement, whether in Florida or outside the State, and military service credit.

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### **SUPPORT TRANSFERS**

Only current, **full-time** employees may submit a Transfer Application on the Bay District School's website, [www.bay.k12.fl.us/careers](http://www.bay.k12.fl.us/careers). You may apply as a transfer from the date your contract begins through the date it ends. If your contract is renewed, you may apply as a transfer throughout the summer months as well.

If your contract is "non-renewed" for the following school year and has expired, you will need to apply for job vacancies through the regular online application.

Notice of vacancies shall be posted for five (5) working days during the school year. Vacancies which occur during the summer months shall be posted for four (4) working days. All openings for support positions shall be posted on the BDS website.

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## **NON-BARGAINING PERSONNEL** (Administrative, Confidential, Licensed, Safety & Security)

### **PROBATIONARY PERIOD**

The probationary period for ten (10) month employees shall be ninety (90) working days and for twelve (12) month employees shall be one hundred and twenty (120) working days beginning the first day the employee reports for work. The probationary period for Licensed employees is one year, beginning the first day of the new position. During the probationary period, the employee may be dismissed without cause or may resign from employment without breach of contract.

The probationary period for **Administrative** employees shall be ninety-seven (97) working days from the initial contract day or any initial date following a break in service (School Board Policy 4.109).

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### **SALARY**

Credit may be given to non-bargaining employees for each year of honorable military service, up to a maximum of three (3) years. A DD214 must be presented at the time of hire and a copy kept in the employee's file.

Related credit on the Salary Placement Schedule may be given to non-bargaining employees up to fifteen (15) years of previous satisfactory experience which includes the military experience.

Non-bargaining employees who have **retired** and are newly hired, shall not receive credit on the Salary Placement Schedule for any years of experience that have been used by the employee to qualify for retirement, whether in Florida or outside the State.

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### **TRANSFERS**

Only current, **full-time** employees may submit a Transfer Application on the Bay District School's website, [www.bay.k12.fl.us/careers](http://www.bay.k12.fl.us/careers). You may apply as a transfer from the date your contract begins through the date it ends with proof of required education for the new position per the job description qualifications. If your contract is renewed, you may apply as a transfer throughout the summer months as well.

If your contract is "non-renewed" for the following school year and has expired, you will need to apply for job vacancies through the regular online application.

If you have applied with a Transfer Application and the new position is in a different employee category on the Salary Placement Schedule, you will need to resign your current position and be offered a new recommendation for hire.

Notice of vacancies shall be posted for five (5) working days during the school year. Vacancies which occur during the summer months shall be posted for four (4) working days. All openings shall be posted on the BDS website.

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## HELPFUL RESOURCES

To access the following resources, visit the Bay District Schools' (BDS) website at [www.bay.k12.fl.us](http://www.bay.k12.fl.us) and follow the instructions below.

**Bay District School Board Policies:** BDS website, under "Our District" select "Policies"

**Calendar:** BDS website, Quick Links on home page (lower right side) "Calendar".

**Contracts ABCE & BESP:** BDS website, under "Our District" select "Policies", click either ABCE or BESP Contract (bottom center)

**Employee Handbook:** BDS website, under "Employees" select "Human Resources" then click "Employee Handbook" (left side).

**Frontline Absence Management:** BDS website, under "Employees" select "Absence Management". Also available via Launchpad.

**Salary Placement Schedule:** BDS website, under "Employees" select "Human Resources" then click "Salary Placement Schedule" (left side)

**Bay District Schools**  
1311 Balboa Avenue  
Panama City, Florida 32401  
Phone: 850-767-4100  
[www.bay.k12.fl.us](http://www.bay.k12.fl.us)

## HUMAN RESOURCES

The Human Resources Department is located on the first floor of the Nelson Building at 1311 Balboa Ave. in Panama City, FL.

**850-767-4231**

**[hr@bay.k12.fl.us](mailto:hr@bay.k12.fl.us)**

**Statement on Collection, Use or Release  
of Social Security Numbers of Employees and Others\*\***

Bay District Schools is authorized to collect, use or release social security numbers (SSN) of employees and other individuals\* for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law [Fla. Stat. §1 19.071 (5) (a) 2 & 3].

1. Employment eligibility, report to IRS, SSA, UC, and FAWI , including for W-4's and I-9's [Required by federal statute and regulation 26 U.S.C. 6051 and 26 C.F.R. 31.601 1 (b)-2,26 C.F.R. 301.6109-1 and 31.3402(f)(2)-1, and Fla. Stat. § 119.071 (5) (a) 6]
2. Receipts to employees for wages and Statements required in case of sick pay paid by third parties [Required by federal statute 26 U.S.C. 6051 and Fla. Stat. §119.071 (5) (a) 6]
3. Verification of an alien's eligibility for employment, including I-9 [Authorized by 8 U.S.C. 1324a(b) and 8 C.F.R. 274a.2]
4. Income tax withholding (including for annuity and sick leave) Payroll deductions on Form W-2 [Required by 26 U.S.C. 3402 26 C.F.R. 31.6051-1 and Fla. Stat. § 119.071(5) (a) 6]
5. Teacher retirement system benefits and contributions [Authorized by Fla. Stat. § 238.01 et seq., including 238.07, and Fla.Stat. § 11 9.071 (5) (a) 6]
6. Retirement contributions required for enrollment in Florida Retirement System (FRS) Investment Plan, second election retirement plan enrollment, or for participation in and contributions to FRS [Required by Fla. Admin. Code 19-1 1.010, 19-1 1.006 and 19-1 1.007 and Fla. Stat. § 11 9.071 (5) (a) 2 & B or required by Fla. Stat. § 121.051 and 121.071 and Fla. Admin. Code 19-1 3.003 and Fla. Stat. § 1 19.071 (5) (a) 2 & 6]
7. Reports pertaining to deferred vested retirement programs [Required by 26 C.F.R. 301.6057-1 and Fla. Stat. §1 19.071 (5) (a) 6]
8. Payments and plan relating to the retiree prescription drug subsidy under 42 C.F.R. 5 423.34 and 42 C.F.R. § 423.886 [Authorized by 42 C.F.R. 423.884 and Fla. Stat. § 1 19.071 (5) (a) 6]
9. Educator Certification or licensure application, renewal, or add-on, or non-employee registration for professional development for in-service points or incentive pay [Required by Fla. Stat. §5 101 2.56, and 119.071 (5) (a) 6, and/or authorized by Fla. Stat. §5 1012.21and 119.071(5) (a) 6 ]
10. Criminal history, Level 1 and level 2 background checks/identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11C-6.003 and Fla. Stat. § 119.071 (5) (a) 6]
11. Registration information regarding sexual predators and sexual offenders [Authorized by Fla. Stat. § 943.04351 and required by Fla. Stat. § 1 19.071 (5) (a) 2 & 6]
12. Reports on staff required to be submitted to Florida Department of Education (DOE), including but not limited to Out of- County/Out-of-State Verification of Highly Qualified [Authorized and required by Fla. Stat, § 119.071 (5) (a) 2 & 6 and/or EDGAR at 34 CFR 80.40(a) or Fla. Stat. § 1008.32]
13. Social security contributions [Required by Fla. Admin. Code 605-3.010 and Fla. Stat. § 1 19.071 (5) (a) 2 & 61
14. State directory of new hires (including for determining support obligations and eligibility for several federal and state programs) [Required by federal law 42 U.S.C. 653a and Fla. Stat. § 409.2576 and Fla. Stat, § 119.071 (5) (a)]
15. Notice to Payor and Income Deduction notices for child support, or for alimony and child support [Required by Fla. Stat. § 61.1301 (2)(e) and Fla. Stat. 5 119.071 (5) (a)]
16. Child support enforcement [Required by 45 C.F.R. 307.1 1 and Fla. Stat. § 61.1 3,742.10 or 409.256.3 or 742.031]
17. Garnishment payment pursuant to a Notice of Levy [Required by Fla. Admin. Code 12E-1.028m and Fla. Stat. § 11 9.071 (5) (a)]
18. Request from depository for support payments [Required by Fla. Stat. § 61.1 81. (3)(b) and Fla. Stat. § 119.071 (5) (a)]
19. Record of remuneration paid to employees [Required by federal regulation 20 C.F.R. 404.1225, Fla. Admin. Code 60BB-2.032, and Fla. Stat. § 11 9.071(5) (a) 6]

20. Unemployment benefits and short term compensation plan [Required by Fla. Stat. Ch. 443, including 443.1 116, and Fla. Stat. § 11 9.071 (5)(a)6]
21. Unemployment reports from District [Required by Fla. Admin. Code 60BB-2.023 and Fla. Stat. § 11 9.071 (5) (a) 6]
22. Income information disclosure to HUD [Required by federal regulation 24 C.F.R. 5.214 et seq. and Fla. Stat. § 119.071 (5)(a)6]
23. Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided Including for IRS form W-9. [Required by 26 C.F.R. § 31.3406-0,26 C.F.R. § 301.6109-1, and Fla. Stat. § 119.071 (5) (a) 2 & 6]
24. Tort claims and tort notices of claim against the School Board [Required by Fla. Stat. § 768.28 (6), and Fla. Stat. § 1 19.071 (5) (a) 6]
25. Reporting to and reports of worker's compensation injury or death, including for DWC-1 [Required by Fla. Stat. §440.185 and Fla. Admin. Code 69L-3.003 et seq. and Fla. Stat. 5 11 9.071(5) (a) 6]
26. Worker's compensation petitions for benefits and responses thereto [Authorized by Fla. Admin. Code 60Q-6.103 and Fla. Stat. § 11 9.071 (5) (a) 6]
27. The disclosure of the social security number is for the purpose of the administration of health benefits for a District employee or his or her dependents [Required by Fla. Stat. § 119.071 (5)(a) 6]
28. The disclosure of the social security number is for the purpose of the administration of a pension fund administered for the District employee's retirement fund, deferred compensation plan, or defined contribution plan [Required by Fla. Stat. § 11 9.071 (5)(a)6]
29. Use of motor vehicle information from the Department of Motor Vehicles for the District to carry out its functions and to verify the accuracy of information submitted by agent or employee to District, including to prevent fraud, in connection with insurance investigations, and to verify a commercial driver's license [Authorized allowed by federal law 18 U.S.C. 2721 et seq. and Fla. Stat. § 119.071 (5) (a) 6]
30. Authorization for direct deposit of funds by electronic or other medium to a payee's account [Required by Fla. Admin. Code 6A-1.0012 and Fla. Stat. § 119.071(5) (a) 6]
31. Identification of blood donors [Authorized by 42 U.S.C. 405 (c)(2)(D)(i)]
32. Employee's and former employee's request for report of exposure to radiation [Authorized by 41 C.F.R. 50-204.33 and .3]
33. Collection and/or disclosure are imperative or necessary for the performance of the District's duties and responsibilities as prescribed by law, including but not limited for password identification to the District's network [Authorized by Fla. Stat. § 119.071 (5) (a) 6 and required by Fla. Stat. § 119.071(5) (a) 2]
34. The disclosure of the social security number is expressly required by federal or state law or a court order [Required by Fla. Stat. §5 1012.56 and 119.071(5) (a) 6]
35. The individual expressly consents in writing to the disclosure of his or her social security number [Allowed by Fla. Stat. § 1 19.071 (5) (a) 6]
36. The disclosure of the social security number is made to prevent and combat terrorism to comply with the USA Patriot Act of 2001, Pub. L. No. 107-56, or Presidential Executive Order 13224 [Required by Fla. Stat. § 1 19.071 (5) (a) 6 ]
37. The disclosure of the social security number is made to a commercial entity for the permissible uses set forth In the federal Driver's Privacy Protection Act of 1994,IS U.S.C. Sec. 2721 et seq.; the Fair Credit Reporting Act, 15 U.S.C. Sec. 1681 et seq.; or the Financial Services Modernization Act of 1999,15 U.S.C. Sec. 6801 et seq., provided that the authorized commercial entity complies with the requirements of paragraph 5 in Fla. Stat. § 119.071 [Allowed by Fla. Stat. § 119.071 (5)(a)6 ]
38. The disclosure of the social security number is for the purpose of the administration of the Uniform Commercial Code by the office of the Secretary of State [Required by Fla. Stat. § 119.071 (5)(a)6]