

Human Resources and Employee Relations Division

To be a World-Class School System it takes a World-Class Team

The e-Newsletter
of the Division of Human Resources
and Employee Relations

HR Times



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Phase II Navigator Implementation: Computer Literacy Important

- The January 2010 Phase 2 implementation of PeopleSoft provides employees self-service opportunities, such as the ability to change addresses, view benefits, open enrollment, etc. Also included in this phase is the entry of service requests by Building Supervisors.
- Training for PeopleSoft Phase 2 implementation will be conducted during the months of November and December.
- Some employees may be lacking basic computer skills, a prerequisite to PeopleSoft training.
- Tech Specialists might be able to assist staff at your school with some basic computer skills prior to PeopleSoft training classes.
- In order to help facilitate basic computer skills training at your school, the Adult Ed department has prepared material they will share with Tech Specialist at the November 2nd regularly scheduled Tech Specialist meeting.
- Please encourage your Tech Specialist to conduct basic computer skills training for staff at your school that might be in need of basic training.

Probationary Termination: All Employee Groups

At this time of year, one of the most commonly asked questions involves probationary termination. Basically there are three types to consider.

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Highly Qualified Compliance Paraprofessionals

A revised timeline has been released from FDOE regarding the highly qualified requirements for instructional paraprofessionals at **all schools**; not just Title I. The new guidelines require that all instructional paraprofessionals (including helping teachers) must meet the highly qualified requirements **prior to the beginning of the 2010-2011 school year**. This one (1) year deadline is a drastic change from the original timeline which provided a two (2) year window of opportunity for our employees to meet this requirement. (Continued on Page 3)

PeopleSoft Help Desk

Call our Customer Care
Team if you need help with
PeopleSoft:

337-8695

Probationary Release (from Page 1)

Teachers: The probationary period of a new teacher is defined by Section 1012.33, Florida Statutes which states that, "The first **97 days** of an initial contract is a probationary period. During the probationary period, the employee may be dismissed **without cause** or may resign from the contractual position without breach of contract." If a teacher started the year on August 17, 2009, the 97th contract day would be January 14, 2009, (fiscal year calendar which includes paid holidays). Board Action would have to take place prior to the 97th day and therefore the Board would need to act at the December 2009 Board Action meeting at the very latest. The December Board meeting has not been scheduled at this time. The last scheduled Board Action meeting is November 17, 2009, which means the recommendation for termination would need to be received by Personnel Services no later than the Board agenda item cut-off date to be taken forward for action at this meeting.

SPALC Support Staff: The probationary period for SPALC employees is defined by Article 7.01 of the SPALC collective bargaining agreement which states that "**PROBATION:** All employees shall be on probationary status for a period twelve (12) months from the date of initial employment."

Confidential/Technical Staff: The probationary period of a Salary Schedule N employee is defined by School Board Policy 5.05 which states that "Except as provided in the Support Personal Association of Lee County (SPALC) contract, all non-instructional personnel shall be employed on probationary status for a period of 60 work days from the first day a new employee begins work. The Director of Personnel Services may extend the probationary period an additional 30 work days." The probationary period for Salary Schedule N employees may be extended for a period of 30 days with permission from Human Re-

sources. Contact Georgianna McDaniel or Dr. Greg Adkins to request an extension.

Process:

1) Notify the employee that you are planning to recommend termination during the probationary period in accordance with the 97-day rule.

2) Provide notice in writing. Use the example provided in the following link:

<http://hr/pdf/Termination%20Resources/Probationary%20Term%20Sample%20Letter.pdf>

3) Notify Georgianna McDaniel or Dr. Greg Adkins via e-mail no later than the Board Action meeting deadline.

4) The employee will continue to work until the date of Board Action. The date of Board

Action is typically the last day the employee works unless there is an earlier resignation.

Remember that under the 97-day rule the teacher can be terminated without cause.

This means there is no requirement of documentation or prior action. It is important to

note however that an employee cannot be terminated because the person is a member

of a protected class (i.e., you cannot terminate someone due to their race, religion, disability,

ethnic background, etc.).

Highly Qualified Compliance Paraprofessionals

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In the next few weeks, Principals will be receiving additional information and (guidance, including a report indicating the current credential level of each staff member affected by this requirement. Many employees may have already earned the appropriate credentials and simply need to submit official documentation to Personnel Services, while others may need to take the ParaPro exam. Please encourage staff to submit any credential information not already on file and, if needed, to register for a ParaPro preparation class and exam.

ParaPro Exam Preparation Class and Exam Schedule

To register for a class, please contact the lead instructor, Ashley LaMar at RonaldAL@leeschools.net. All classes meet at the LCPEC. Additional information on the ParaPro exam can be found on the ETS website at <http://www.ets.org/parapro>.

Class 1	09/05/2009	09/12/2009	09/19/2009	10/03/2009	10/10/2009	10/17/2009 Exam date
Class 2	10/24/2009	11/07/2009	11/14/2009	11/21/2009	12/05/2009	12/12/2009 Exam date
Class 3	02/20/2010	02/27/2010	03/06/2010	03/13/2010	03/20/2010	03/27/2010 Exam date
Class 4	04/17/2010	04/24/2010	05/01/2010	05/08/2010	05/15/2010	05/22/2010 Exam date

Reminder: All new hires, transfers, and reassignments at **all schools** must meet the highly qualified credential requirements. Please contact your Personnel Specialist to review the applicant's credentials for compliance before offering employment or making assignment changes.

