

Human Resources and Employee Relations

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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Hiring Freeze/ Reduction In Force

On Tuesday, June 18, 2008, the School Board approved a Reduction-in-Force for the following positions: Clerk-Typist, School Secretary, Sites Worker, Inventory Specialist, Stock Control Specialist, Support Specialist and Bus Attendant. Personnel affected by the RIF will be laid off from employment but will retain recall rights for a period of up to two years. In addition, a small number of support and instructional positions are also still on the surplus list. All positions impacted by the RIF and the Surplus List are frozen until these employees are placed or recalled.

Despite the budget and personnel reductions already implemented, the District's budget situation remains uncertain. As a result, this hiring freeze has been expanded to include all support and administrative positions until further notice. The following link provides the guidelines for administrators regarding the hiring freeze restrictions. [FY09 Staffing Center](#)

For specialized, skilled positions such as information specialist, secretary to the principal, bookkeeper, building supervisor or network support specialist, principals may work directly with their Personnel Specialist to advertise these positions for **internal personnel only**. Recently non-reappointed personnel may also be considered for these positions with the approval from the Chief Human Resources Officer. See the link for a full list of positions considered specialized. For other general positions such as custodian and helping teacher, principals may work directly with their Personnel Specialist to hire a **temporary employee**. These temporary positions may become regular positions later in the year if the budget shortfall improves.

In a situation where the principal believes there is a real need to make an exception to the above guidelines, s/he can request an exception by completing the exception form which can be obtained by clicking the link below: [Exception Request Form](#) .

Exception requests are reviewed on a weekly basis and principals will be notified as to the disposition of their request.

Ethics in Education Act

The Ethics in Education Act lists specific convictions which would prohibit a person from obtaining or renewing a teaching certificate or employment by a school district. These offenses include those listed in Section 435.04 Florida Statutes and are closely aligned with the disqualifying offenses contained in our current hiring guidelines. Human Resources staff members are already working on revising our current Board policies to meet the new requirements of the law.

One of the most important components of the act **requires Districts to conduct an employment history check by contacting the employees previous employer** and documenting these efforts whenever hiring a new administrative or instructional employee. Principals should keep this new requirement in mind when hiring new teachers, educational paraprofessionals and assistant principals.

Human Resources staff will be providing more information about the new requirements soon at our Summer Institute and future principal meetings. If you have any questions about these new requirements, particularly those requirements related to the reference check, please contact me at 337-8503.



Important Dates

July 4, 2008

Independence Day
District Offices Closed

August 11, 14 & 15, 2008

Professional Duty Days

August 12 & 13, 2008

District In-Service Days

August 18, 2008

1st Student Day

September 1, 2008

Labor Day
Schools &
District Offices Closed

Important Links

[Personnel Services](#)
[FY09 Staffing Center](#)

[Surplus Lists](#)

Questions or comments?

E-mail us @
marcbm@leeschools.net
or call 461-8441