

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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Important Dates

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

September 29, 2008
Hurricane Make-Up Day

Important Links

Important HR Key
Points from Summer
Leadership:
[http://hr.leeschools.net/pdf/
Docs/Human Resources
Update PowerPoint.ppt](http://hr.leeschools.net/pdf/Docs/Human Resources Update PowerPoint.ppt)

[FY09 Staffing Center](#)

Questions or comments?

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

Hiring Update: Instructional

Recent student enrollment data reveals a significant trend shift which necessitates a change in District hiring practices for at least the short term. Declining enrollment in several schools, with the possibility of an overall decrease in enrollment district-wide, translates into a decreased need for teachers. To prevent over hiring and decrease the resultant negative impact, new instructional positions will now be approved as open-end or for surplus teachers only. This hiring requirement will remain in effect until the student enrollment and budget situation stabilizes and a demonstrated need for additional teachers based on actual student need materializes.

It is important to educate prospective open-end teachers about the differences and similarities between open-end and regular positions. Open end positions:

- Have no insurance/benefits
- Do not accrue sick leave
- Are eligible for retirement if the position is a regular, vacant position
- Must be filled by certified and highly qualified teachers
- Cannot be retroactively changed to a regular position
- Must be intended to be at least 30 calendar days in length

It is the intent of the District to re-evaluate the employment situation after the 20 day count. An examination of school and district-wide student enrollment data will be conducted to determine if shifts in instructional units and changes in hiring practices need to occur.

If the principal determines that an exception to the open-end hiring requirement is necessary, s/he can complete the exception form found at the following link: <http://learn/dept/personnel/StaffingCenter.htm>. Exception requests will be reviewed on a weekly basis to allow for timely advertising of positions. If you have specific questions regarding hiring, please contact Greg Adkins at 337-8503.

Ethics in Education Act – Important Information

The new Ethics in Education Act requires administrators to perform a reference check with the previous employers for all instructional and administrative staff. It is also important that this reference check is completed and sent to Personnel Services as soon as possible to insure new personnel are processed for payroll in a timely manner. If you cannot reach the previous employer after diligent efforts you must document your efforts in writing.

The link to the Leadership Institute's PowerPoint Ethics in Education Act presentation is as follows:
<http://attorney.leeschools.net/Docs/Ethics in Education Act PowerPoint.ppt>