

Bay District Schools Employee Handbook



William V. Husfelt, III
Superintendent of Schools

School Board Members

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(Revised 0919)

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, and terms of the current ratified collective bargaining agreement.

Revised August 2019

For the most current version of this document, please visit the BDS website @ www.bay.k12.fl.us.

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DISTRICT VISION, MISSION, CORE BELIEFS

Vision: Bay District Schools will develop high academic achievers in an effort to produce successful, innovative leaders (citizens) for tomorrow's world.

Mission: Bay District Schools will deliver a high quality education in a collaborative, safe, and respectful environment. We are passionate in our commitment to inspire students in the acquisition and use of knowledge, skills, and character in preparation for fulfilling life and work in the global economy, and diverse world.

Core Beliefs: We believe that...

- Everyone must have a passionate commitment to academic excellence through high standards.
 - Relationships of students and adults must show empathy, care, and trust.
 - Compassion, conviction, and intense dedication to student academic success should stand as our hallmark.
 - A professional teaching environment must be collaborative, innovative, and progressive.
 - Data is revered as a means to provide feedback to students, refine instructional practice, and drive intervention decisions.
 - Connections with the community will help to enhance student engagement.
 - Technology skills are essential in the global economy.
 - Equitable distribution of academic and operational resources will promote student success.
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EMPLOYMENT STANDARDS-CODE OF ETHICS

The District School Board has high expectations for all employees. The primary concern for administrative, instructional, and support 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
- The 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.

NON-DISCRIMINATION, EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION

The Bay County School Board does not discriminate on the basis of race, color, religion, national origin, sex (gender), marital status, disability (Section 504/ADA of the federal guidelines), sexual orientation, gender identity, age or legally-protected characteristics in its educational program and activities.

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

No person shall on the basis of race, color, religion, sex, national origin, disability, age, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to 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 Bay District Schools.

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.

Examples of prohibited discrimination and/or harassment:

- Any slurs, innuendos or other verbal or physical conduct reflecting upon an individual's race, ethnic background, gender or disabling condition which has the purpose or the effect of creating an intimidating, hostile or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.
- The denial of or the provision of aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment, on the basis of sexual advances or requests for sexual favors.
- Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment or a student's educational opportunities; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive working or educational environment.
- Any act of retaliation against an individual who reports a violation of the District's policies on harassment, alleged discrimination and/or discrimination, or who participates in the investigation of a harassment, alleged discrimination or discrimination complaint will not be tolerated.

Reporting of Complaints:

All complaints of discrimination or harassment shall be reported to the District's Executive Director of Human Resources and Employee Support Services within forty eight (48) hours of the filing of the complaint with the principal or site administrator. A complaint may be filed at any time directly with the Executive Director of Human Resources. Any individual has the right to file a sexual harassment complaint with the Office for Civil Rights, the Department of Justice, or State or Federal Court with proper jurisdiction at any time.

Any employee who knowingly violates this policy shall be subject to disciplinary action up to and including termination. Any employee who observes the occurrence of sexual harassment between students, between adults, or between an adult and a student on school board property, on a school bus or at a school-sponsored function shall take action to stop the inappropriate behavior and report it immediately to the site administrator, Title IX Coordinator or the District Executive Director of Human Resources.

This policy prohibits retaliation or reprisal by anyone against a person for filing a complaint, participating in the investigation of a complaint, or serving as a witness. All matters involving sexual harassment complaints shall respect individual privacy and remain confidential consistent with School Board Policy and the Florida School Code.

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.

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.

DRUG FREE WORKPLACE

It is the intent of the Bay County School Board to comply with the Drug-Free Workplace Act of 1986 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. 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.

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.

SELF-REPORTING ARRESTS/CONVICTIONS/DISPOSITIONS

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.

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.

WORKERS' COMPENSATION

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. You may contact Bay District Schools Risk Management Department with any questions.

PAYROLL

PAYROLL PROCESSING PROCEDURES

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 schedule adopted for the particular budget year. Such salary 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 schedule.

PROFESSIONAL DEVELOPMENT

INSERVICE EDUCATION

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. Access to information about inservice education is available online through the Human Resources Portal.

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.

JURY DUTY

Any teacher 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 form must be completed prior to jury duty. TDY forms are found on the District website under Employees, Resources & Links. A copy of your summons must be attached to your TDY form.

SICK LEAVE

Sick leave is defined as personal illness or disability of the teacher 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 teacher's household. Each member of the instructional staff employed on a full time basis shall be entitled to four (4) days of sick leave as of the first day 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 prescribed. Such sick leave shall be cumulative from year to year, and provided further, there shall be no limit on the number of sick leave days a member of the instructional staff may accrue. Accumulated sick leave may be paid at retirement in accordance with district policy. All leaves except sick leave and personal leave shall be applied for at least five (5) working days in advance of the date leave is to commence except in cases of emergency. Leaves may be taken in increments of one-half day or full day.

PERSONAL LEAVE

Each full-time teacher shall be entitled to six (6) days leave for personal reasons each school year. Such leave shall be charged to the teacher's accrued sick leave and shall not be cumulative. Personal leave may not be taken on the workday preceding or following a holiday except with the approval of the facility manager. Teachers will not be required to give reasons for personal leave.

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.

ILLNESS-IN-THE-LINE-OF-DUTY

Any teacher shall be entitled to illness-in-the-line-of-duty with full pay when the teacher 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.

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.

AESOP

Teachers will be required to use the district's automated phone-computer system (AESOP) to secure substitutes. After entering an absence into the AESOP system, 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. AESOP training manual is available at each cost center. For more information contact Bay District Schools Human Resources Department.

SALARY

Credit on the salary schedule shall be given 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 file. Instructional Personnel who have **retired** and are newly hired, shall not receive credit on the salary 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:

Maximum credit is given on the salary schedule for each year of 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. In addition to public school experience, teachers will be granted full credit for 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.)

PERFORMANCE EVALUATIONS/ASSESSMENT

All instructional employees of Bay District Schools receive at least one formal evaluation each calendar work year.

INSTRUCTIONAL TRANSFERS

Full-time teachers who desire to transfer to another instructional position at another school within the district shall complete an online transfer request form located on the Bay District Schools website @ www.bay.k12.fl.us until the final date of the contract year. If your contract is renewed for the upcoming school year, you may access the transfer form 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 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) work days, and vacancies which occur during the summer shall be posted for four (4) work days.

DIRECT DEPOSIT

Direct Deposit is mandatory; however, the first paycheck you receive is an actual paycheck. The same is applicable if you make a change to your bank account information. Paydays are on the 16th and the last day of the month unless it falls on a weekend or holiday, then payday is on the preceding work day. Paycheck details are accessible through HR Portal. 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).

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, on the date you are offered the position, it is your responsibility to notify unemployment that you “have assurance to return to your job” for a school district. 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 is as follows: **“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.”**

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. 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.

Notes:

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.

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 form must be completed prior to jury duty. TDY forms are found on the District website under Employees, Resources & Links. A copy of your summons must be attached to your TDY form.

SICK LEAVE

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 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. Accumulated sick leave may be paid at retirement in accordance with district policy.

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.

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.

ANNUAL LEAVE

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 and 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.

UNPAID LEAVE

The following types of unpaid leave are available for full-time employees: Maternity/Paternity, Child Care, Family Medical and Personal Leave. For more information contact Bay District Schools Human Resources Department.

SALARY

Credit may be given to support 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 schedule may be given to support employees up to ten (10) years of previous satisfactory experience.

PERFORMANCE EVALUATIONS/ASSESSMENT

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

SUPPORT TRANSFERS

Only **full-time** employees may submit a “transfer form” on the Bay District School’s website, www.bay.k12.fl.us. You may transfer from the date your contract begins through the date it ends. If your contract is renewed, you may request to 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 District online application. Notice of vacancies shall be posted for five (5) work days during the school year. Vacancies which occur during the summer months shall be posted for four (4) work days. All openings for support positions shall be posted on the BDS website.

DIRECT DEPOSIT

Direct Deposit is mandatory; however, the first paycheck you receive is an actual paycheck. The same is applicable if you make a change to your bank account information. Paydays are the 16th 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.

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, on the date you are offered the position, it is your responsibility to notify unemployment that you “have assurance to return to your job” for a school district. 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 is as follows: **“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.”**

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. 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.

HELPFUL RESOURCES

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

AESOP: BDS website, under "Employees" select "AESOP" under "Resources and Links"

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/BESPA: BDS website, under "Our District" select "Public Information" then select "Policies", click either ABCE or BESPA Contract (bottom center)

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

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

Bay District Schools
1311 Balboa Avenue
Panama City, Florida 32401
Phone: 850-767-4100

www.bay.k12.fl.us

HUMAN RESOURCES CONTACTS



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

If you have questions or require assistance, please call one of the staff members below:

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| <i>Shirley Baker</i> | Executive Director of Human Resources & Employee Support Services | 850-767-4223 bakersy@bay.k12.fl.us |
| <i>Amanda Stein</i> | Certification & Compliance Administrator | 850-767-4267 steina@bay.k12.fl.us |
| <i>Holly Buchanan</i> | Title IX Coordinator | 850-767-4322 buchahd@bay.k12.fl.us |
| <i>Karen Bowen</i> | Assistant to the Executive Director of Human Resources | 850-767-4278 bowenkl@bay.k12.fl.us |
| <i>Beth Gribble</i> | Human Resources Specialist Administrative Employees, Temporary Instructors | 850-767-4224 gribbee@bay.k12.fl.us |
| <i>Linda Theus</i> | Instructional Staffing Specialist Full-Time Support Employees & Retirement | 850-767-4236 theusls@bay.k12.fl.us |
| <i>Allison Hatfield</i> | Human Resources Specialist Instructional Employees | 850-767-4234 hatfian@bay.k12.fl.us |
| <i>Patsy Hammitt</i> | Human Resources Specialist Part-Time Support Employees | 850-767-4233 hammipy@bay.k12.fl.us |
| <i>Shauna Tolbert</i> | Human Resources Specialist Online Applications & Onboarding | 850-767-4231 tolbesc@bay.k12.fl.us |
| <i>April Lord</i> | Substitute Registrar AESOP / Substitutes | 850-767-4230 lordar@bay.k12.fl.us |
| <i>DeLora Rogers</i> | District Receptionist | 850-767-4100 rogersds@bay.k12.fl.us |

Human Resources Web Portal: The Human Resources Portal enables employees to view benefits, payroll information and personal information on the District website. Registration must be completed to access this information. The Portal allows employees to add/change their emergency contact information, home telephone number and home address.

CHARTER SCHOOLS

Individuals who work at a charter school in Bay County **ARE EMPLOYED DIRECTLY BY THE CHARTER SCHOOL**. While a charter school is part of Bay District Schools, employees of charter schools are not employed by Bay District Schools. Charter school contact information is listed below.

Bay Haven Charter Academy

2501 Hawks Landing Blvd.
Panama City, FL 32405
Phone: 850-248-3500
Fax: 850-248-3514
Web: www.bayhaven.org
Email: bayhaven@bay.k12.fl.us

Central High

1250 W. 17th Street, Suite A
Panama City, FL 32405
Phone : 850-866-4148
Fax : 850-615-0552
Web: www.baycentralhs.org
Email: info@baycentralhs.org

Chautauqua Learn and Serve Charter School

1118 Magnolia Avenue
Panama City, FL 32401
Phone: 850-785-5056
Fax: 850-785-5071
Web: www.chautauqua-school.org
Email: woodhca@bay.k12.fl.us

North Bay Haven Charter Academy

1 Buccaneer Drive
Panama City, FL 32407
Email: bayhaven@bay.k12.fl.us

Elementary K-5

Phone: 850-248-0205
Fax: 850-215-0644
Web: nk5.bayhaven.org

Middle & High School 6-12

Phone: 850-248-0801
Fax: 850-248-1201
Web: n6-12.bayhaven.org

Palm Bay Elementary

1104 Balboa Ave
Panama City, FL 32401
Phone: 850-215-0770
Fax: 850-763-7613
Web: www.palmbayelementary.org
Email: info@palmbayelementary.org

Palm Bay Prep Academy

1104 Balboa Ave
Panama City, FL 32401
Phone: 850-215-0770
Fax: 850-763-7613
Web: www.palmbayprep.org
Email: info@palmbayprep.org

Rising Leaders Academy

1527 Lincoln Ave.
Panama City, FL 32405
Phone : 850-215-0844
Fax : 850-215-1711
Web: www.risingleadersacademy.org
Email: jabersa@bay.k12.fl.us

University Academy

1980 Discovery Loop
Panama City, FL 32405
Phone: 850-481-4410
Web: www.university-academy.org
Email: wsmith@university-academy.org

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, 15 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]