



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

(863) 534-0781 • FAX (863) 534-0737

July 30, 2009

Board Members

CHAIRMAN
FRANK J. O'REILLY
DISTRICT 1

LORI CUNNINGHAM
DISTRICT 2

HAZEL SELLERS
DISTRICT 3

DICK MULLENAX
DISTRICT 4

KAY FIELDS
DISTRICT 5

MARGARET A. LOFTON
DISTRICT 6

TIM HARRIS
DISTRICT 7

C. WESLEY BRIDGES, II
General Counsel

Administration

GAIL F. MCKINZIE, Ph.D.
Superintendent

HRS Memo #10-002
Contact: Linda Searcy, SPHR
Director of Personnel
534-0532/51351

MEMORANDUM

TO: Principals, Assistant Principals and Principal's Secretaries

FROM: Ron Ciranna, J.D., Assistant Superintendent, Human Resource Services

SUBJECT: Instructions for Processing New Teachers and Paraeducators Who Will Work Prior to Attending New Employee Orientation

In support of Dr. McKinzie's request that teachers and paraeducators be at their work sites at the beginning of their contract period without any unnecessary delays, we will team with you to facilitate this process. The following directions apply only to those new teachers and paraeducators who are hired at the last minute and are therefore unable to attend New Employee Orientation (NEO) prior to August 17. Once this initial period is over, all pre-employment requirements will resume on a normal schedule.

The teacher or paraeducator who has been hired but has not completed NEO in time to report at the beginning of the contract schedule must complete the following minimum requirements.

- The new teacher must have a valid Conditional Employment Agreement (CEA)
- Have drug screening and fingerprint clearances verified in Human Resource Services (HRS). Your new teacher may schedule an appointment at Support Services if s/he can provide a copy of a current valid CEA. A new paraeducator may schedule an appointment if s/he can provide a short memo signed by you, the Principal, on your school letterhead stating that s/he has been offered a paraeducator position. Your Personnel Assistant will continue to enter scheduling information as ePAFs are approved.
- Provide documents to HRS that are necessary to enter the employee into the SAP system. Note: we cannot enter an employee in the system without a Social Security Card, W-4, and other vital information. If the employee has not been entered into the system s/he cannot be paid, and you will not be able

to schedule them at your site. We cannot be flexible on this as the data must be entered in time for payroll processing.

You will supply each new hire with the usual packet that contains the document instructions. Please instruct the new employee to telephone the appropriate Personnel Assistant who serves your school to make an *appointment* to bring the completed packet to HRS no later than August 10th. It is recommended that this phone call be made while the new employee is at your site to pick up the packet. Without the receipt of required documentation in HRS, **the new employee may not start.**

The employees who start to work in this three week window (August 17 – September 4) who have not attended NEO will be scheduled for NEO on the first available date. Each will have to complete a Temporary Duty Assignment form for the date in order to be eligible for substitute coverage. Please note that NEO will continue to be held at the district office.

The Professional Development Department will provide instructions for completing the TIPS requirement.

CC: Dr. Gail F. McKinzie, Superintendent of Schools
Associate Superintendents
Assistant Superintendents
Senior Directors
Human Resource Services
Professional Development
Support Services
Payroll