

Polk County Schools 2009-2010

Teacher Relocation Bonus Eligibility Requirements

Human Resource Services Division
1907 S. Floral Avenue Bartow, FL 33830
www.polk-fl.net

To be eligible for the Polk County School District's relocation incentive bonus of \$1500, all qualifying new teachers must complete **all** requisite steps listed below and be hired by **September 30, 2009 (December, 2009 graduates, must be hired by February 1, 2010.)**

1. **Sign a Conditional Employment Agreement** in order to fill a teaching vacancy.
2. **Meet** the conditions of employment described on the **Conditional Employment Agreement** pertaining to Certified, Qualified, and Highly Qualified, and meet the eligibility requirements for hire in Polk County as described in Board Policy 3.001.

(*See back of this form for *Special Provision Requirements for Reading and ESE Teacher Candidates.*)

3. **Relocate within the borders** of Polk County, either from out-of-state or from another Florida county, to specifically fill a teaching vacancy. Relocation must be made within the first semester of your Board Approved hire date. Relocation from a nearby Florida district such as Hillsborough, Hardee, Highlands, Indian River, Brevard, Orange, Lake and Pasco counties, requires proof of address showing that you have relocated in Polk County.

Acceptable proof of address includes: copy of utility bill, lease agreement, phone bill, etc.

Note: Teacher applicants who already have a Polk County address when they apply are *ineligible*. Likewise, teacher applicants who have already planned to move to Polk County prior to signing a Conditional Employment Agreement (e.g., due to a spouse's transfer) are *ineligible*.

4. Have **never** been employed as a teacher with the Polk County School District.
5. Have worked consecutively for three weeks **prior to a hiring administrator** submitting this bonus request to the Recruiting/Certification/NCLB Compliance Department.
(Requests received without an administrator's signature will **NOT** be processed.)
6. Teachers who have not been recommended for reappointment will be **ineligible**.

***IMPORTANT -PLEASE READ**

- The duration of this incentive is contingent upon the availability of sufficient grant funds.
- No Relocation Bonus will be processed or paid after the fiscal year during which the employee starts to work.
- The Polk County School Board reserves the right to **cancel the Relocation Bonus** in the event a teacher has not **satisfactorily** completed his/her 97-day probationary period.

- *The School Board of Polk County, Florida prohibits any and all forms discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781.*
- *If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.*

Revised 7/7/2009

Special Provision Requirements for ESE and Reading Teacher Candidates

In our efforts to recruit and retain **Reading** and **Exceptional Student Education (ESE)** teachers for the district, applicants who accept a Reading **or** ESE position must complete **all** of the Relocation Bonus requirements on page 1 of this document and, in addition, must also complete the legal requirements **listed in the table below**.

Position	Additional Requirements
Reading	<ol style="list-style-type: none"> 1. Hold a Bachelor's Degree and Certification in English 5-9, English 6-12, or Middle Grades Integrated Curriculum; <u>and</u> 2. <u>Enroll</u> and <u>pursue</u> a Reading Endorsement as prescribed by the district's <i>Office of Recruiting, Certification, NCLB Compliance</i> within their first year as a teacher in Polk County. <p>Special Note: Documentation reflecting enrollment in a <i>Reading Endorsement Program</i> must be received <u>within the semester</u> that the request is received for processing in the HRS/Office of Recruiting.</p>
ESE (K-6)	<ol style="list-style-type: none"> 1. Hold a Bachelor's Degree and Certification in ESE. 2. *Take and obtain a passing score on the State of Florida's K-6 Elementary Education Subject Area Test.
ESE (6-12)	<ol style="list-style-type: none"> 1. Hold a Bachelor's Degree and certification in ESE. 2. *Take and obtain a passing score on the State of Florida's K-6 Elementary Education Subject Area Test or Middle Grades Integrated Curriculum Subject Area Test.

(*Note: Requirement must be met within **45 workdays** of the teacher's first contract day.)