



SCHOOL BOARD OF POLK COUNTY

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April 9, 2010

HRS #10-022

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Superintendent

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MEMORANDUM

TO: Associate Superintendents, Assistant Superintendents, Senior Directors, Directors, Principals, Assistant Principals, and Principals' Secretaries

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

**SUBJECT: Completion of the Non-Instructional Status Report for
School Year 2010-2011**

Included in this book are information, memoranda, forms, and letters that you need for the Non-Instructional Reappointment process. Use the Reappointment Status Report to recommend Non-Instructional Personnel for the school year 2010-2011. If changes occur after your list has been reviewed by your Human Resource Representative, please report the changes on revised e-PAFs, with a notation "for 2010-2011."

There may be personnel recently employed or transferred, or on leave of absence whose names do not appear on your report. Add these names to the list and complete other applicable columns.

Please make your personnel recommendations for the 2010-2011 school year based on your allocations. Make certain that you do not exceed your allocations. List your non-instructional vacancies on the Projected Non-Instructional Vacant Position report. After the Projected Non-Instructional Vacant Position report has been submitted to Human Resource Services, use the Advertisement Request Form found in Outlook – Public Folders > All Public Folders > Human Resource Services > Forms > New Job Advertisement Forms.

If you have received an allocation of personnel in excess of what you presently have, make no commitment to hire as your vacancies may be filled by Displaced personnel.

IMPORTANT NEW RETIREMENT AND REHIRE PROCEDURES

- 1. RETIREMENT FROM DEFERRED RETIREMENT OPTION PROGRAM (DROP) BY JUNE 30, 2010** - DROP participants who retire on or before June 30, 2010 must remain off of the District's payroll one full calendar month and may then reapply for rehire. For example, an employee who retires on June 30,

HRS #10-022

Non-Instructional Displacements

Page 2

2010 must remain out the entire month of July 2010, may then reapply, and be considered for rehire after August 1, 2010. If you are being rehired to your previous classification as a K-12 classroom teacher, paraeducator, bus driver, bus attendant or food service worker, you will receive a retirement benefit payment and your salary. All other rehired employee groups will be paid the first month's retirement benefit and then must suspend their benefit for the next eleven months (2nd through 12th month). **Renewed FRS membership in either the Pension or Investment Plan is not permitted. No exceptions.**

2. **REGULAR RETIREMENT ON OR AFTER JULY 1, 2010** - Any employee who retires on or after July 1, 2010 may not be rehired by the District for six (6) full calendar months - **No exceptions.** After six (6) months, if an employee reapplies and is rehired, he/she must suspend his/her retirement benefit payment for the remainder of the first year (7th through 12th month). After one full year from the retirement date, a rehired retiree will resume being paid a retirement benefit. **Renewed FRS membership in either the Pension or Investment Plan is not permitted.**