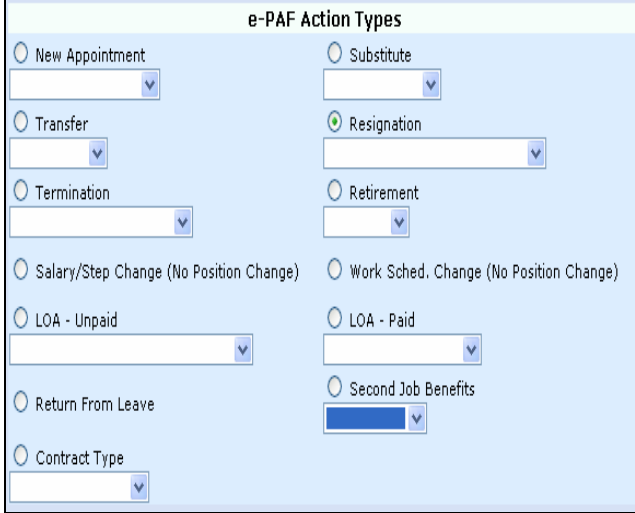




Electronic PAF

Detailed Description of Action, Sub-Action and Documentation Requirements

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 1 |   | <h3 style="margin: 0;">Detailed Description of Actions, Sub Actions, and Documentation Requirements</h3> <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin: 10px 0;"> New Appointment </div> <p>New appointments are brand new employees to Polk County or a current Polk County employee holding a non-benefits job, hired into a position with benefits (subs).</p> <p>Example: A substitute teacher hired as a full-time teacher.</p> <p>Sub Action:</p> <ul style="list-style-type: none"> ➤ New Budgeted Position – Used when a new position has been added to your location ➤ Non-Degreed Vocational - Used when the instructional position requires certification or experience, not a degree. ➤ Re-Hire – Used when employee is returning after retirement or resignation ➤ Replacement - Used when the position is a vacancy, but the employee is a New Appointment. <p><u>Documentation:</u></p> <ol style="list-style-type: none"> 1. Data Flow 2. Conditional Agreement 3. References |

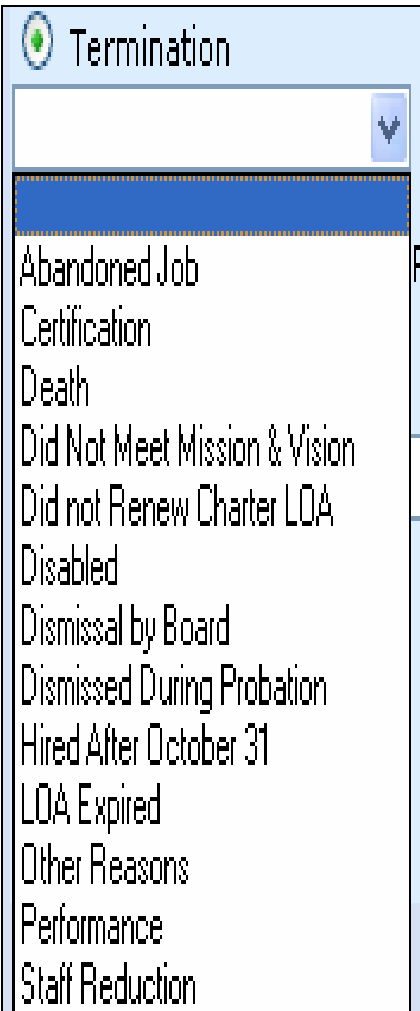
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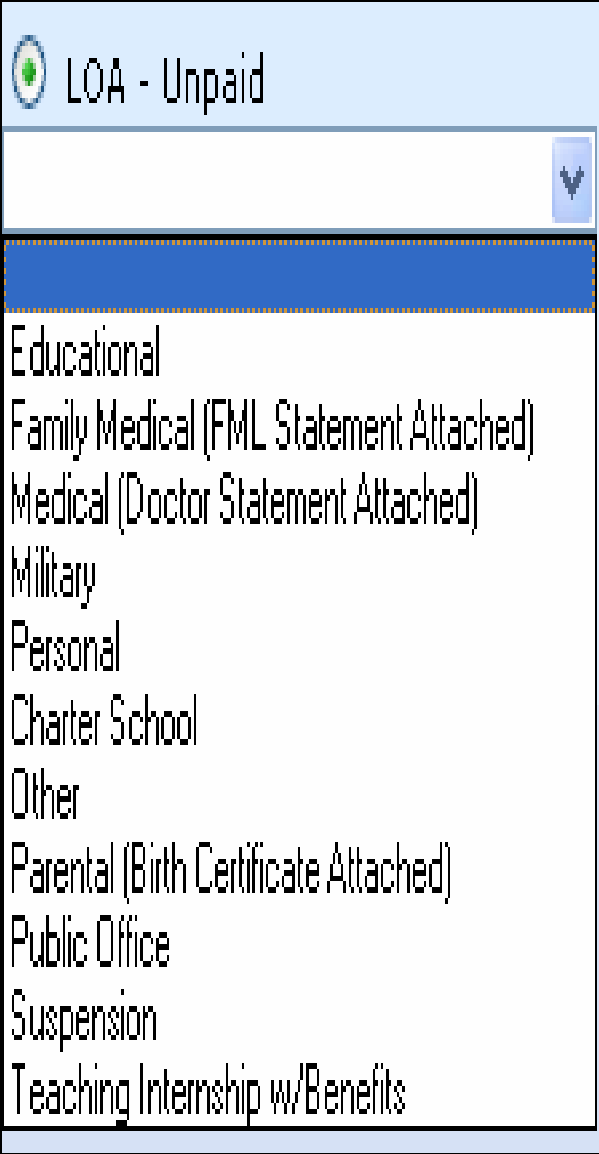
Detailed Description of Action, Sub-Action and Documentation Requirements

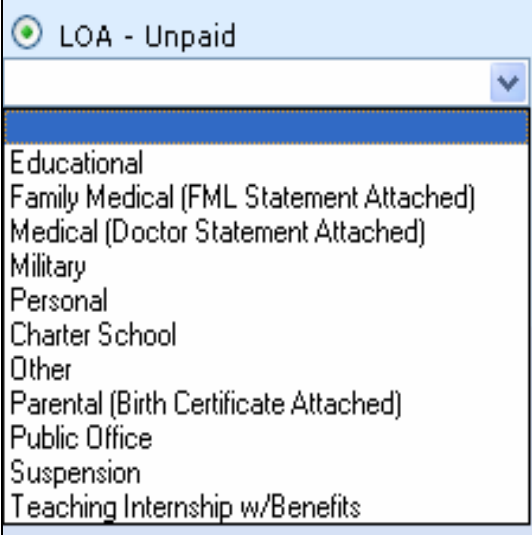
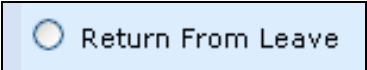

| Steps | Screen Displayed | Procedures |
|-------|---|--|
| 2 |  | <p data-bbox="997 239 1523 310">Transfer</p> <p data-bbox="984 331 1533 401">A transfer is a change from one position to another.</p> <ul data-bbox="1016 438 1533 1020" style="list-style-type: none">➤ Demotion - Used upon the direction from Employee Relations➤ Displaced - Used when the position is displaced at Reappointment➤ New Position -Used when the position to be filled is a new position➤ Lateral -Used when the employee is changing jobs within the same job group➤ Promotion - Situation varies➤ Replacement - Used when the position to be filled is a vacancy <p data-bbox="984 1098 1203 1129"><u>Documentation:</u></p> <ol data-bbox="1036 1171 1224 1203" style="list-style-type: none">1. Data Flow |

Electronic PAF

Detailed Description of Action, Sub-Action and Documentation Requirements

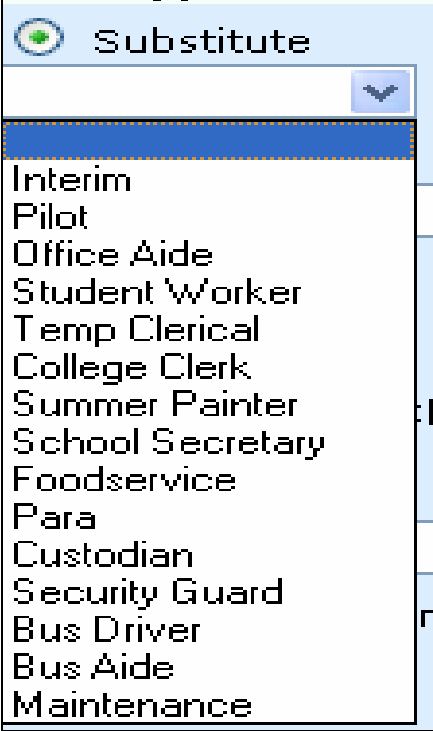
| Steps | Screen Displayed | Procedures |
|-------|--|---|
| 3 |  | <div style="background-color: #cccccc; padding: 5px; text-align: center; font-weight: bold; margin-bottom: 10px;">T e r m i n a t i o n</div> <ul style="list-style-type: none"> ➤ Abandoned Job- Used upon direction from Employee Relations ➤ Certification - Dismissed due to certification issues ➤ Death- <u>Documentation:</u> Copy of Death Certificate ➤ Did not meet Mission/Vision- ➤ Did not renew Charter LOA- Failed to submit renewal letter by timeline ➤ Dismissed by Board- Used upon direction of Employee Relations ➤ Dismissed During Probation- For Instructional personnel- Refer to the 97 day release memo- instructional personnel For Non-Instructional personnel-Refer to the 90 day release memo ➤ Hired after October 31- Used at reappointment ➤ LOA Expired-(Leave of Absence Expired) – Used upon direction of Employee Relations ➤ Other Reasons-Used when other choices are not applicable i.e- moving or personal reason. Add explanation to Comments. ➤ Performance- Used at Reappointment ➤ Staff Reduction- Used when unit is lost |

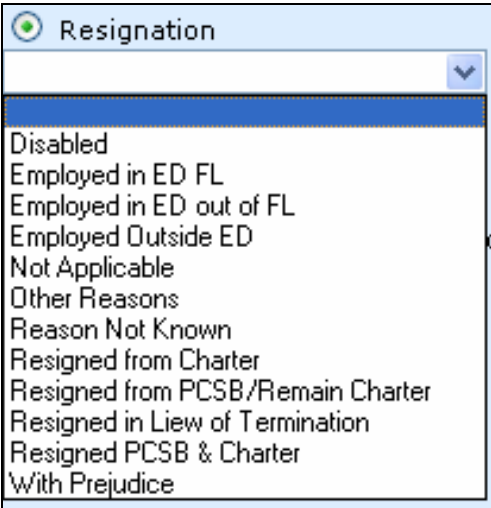

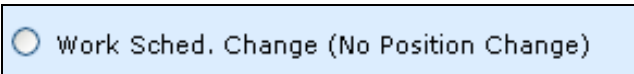
| Electronic PAF | | |
|--|--|---|
| Detailed Description of Action, Sub-Action and Documentation Requirements | | |
| <i>Steps</i> | <i>Screen Displayed</i> | <i>Procedures</i> |
| 4 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center;">Salary/Step Change (No Position Change):</div> <ul style="list-style-type: none"> ➤ Used primarily for step changes in Custodial/Maintenance positions. <p><u>Documentation:</u> Letter of recommendation required.</p> |
| 5 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center;">LOA- Unpaid (Leave of Absence)-</div> <p><i>Refer to the Collective Bargaining Agreement for specific guidelines</i></p> <ul style="list-style-type: none"> ➤ Educational- Used for Teacher and Para Educator positions or those employees under the Greenhouse Project. <u>Documentation:</u> Must have college enrollment documentation. ➤ Family Medical – Must be employed at least 1 year. <u>Documentation:</u> Signed FML forms ➤ Medical – <u>Documentation:</u> Physician’s note to support leave request ➤ Military- <u>Documentation:</u> Copy of Military Orders ➤ Personal- Used for Instructional Personnel only, after 7 years of continuous service (1 time only) <u>Documentation:</u> Letter of Request ➤ Charter School- <u>Documentation:</u> Letter of request to take Charter Leave ➤ Other- |

| Electronic PAF | | |
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| Detailed Description of Action, Sub-Action and Documentation Requirements | | |
| <i>Steps</i> | <i>Screen Displayed</i> | <i>Procedures</i> |
| 6 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">LOA- Continued</div> <ul style="list-style-type: none"> ➤ Parental – Leave must be within 12 months from the date of birth of child. <u>Documentation</u> FLM forms complete ➤ Public Office- Refer to the appropriate section of the Collective Bargaining Agreement <u>Documentation:</u> Verification of elected position ➤ Suspension- Used upon direction of Employee Relations ➤ Teacher Internship w/Benefits- Used upon approval from Human Resources or Program Director |
| 7 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Return from Leave</div> <p><i>Documentation:</i> Written notification must be provided to administrator prior to return.</p> <p><i>NOTE: To Return from Charter Leave-</i> Letter must be received in H.R. 60 days prior to the return date.</p> |
| 8 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Contract Type</div> <ul style="list-style-type: none"> ➤ 4th Year Annual ➤ Professional Services |

Electronic PAF

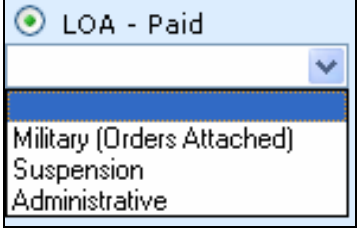
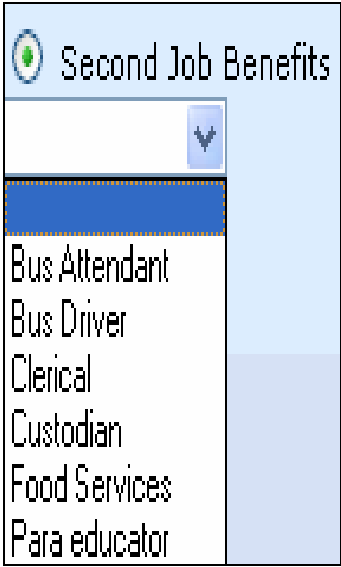
Detailed Description of Action, Sub-Action and Documentation Requirements

| <i>Steps</i> | <i>Screen Displayed</i> | <i>Procedures</i> |
|--------------|---|---|
| 9 |  | <p data-bbox="997 254 1500 323">Substitute</p> <ul style="list-style-type: none"><li data-bbox="1037 369 1203 394">➤ Interim:<li data-bbox="1037 432 1159 457">➤ Pilot:<li data-bbox="1037 495 1243 520">➤ Office Aide<li data-bbox="1037 558 1312 583">➤ Student Worker<li data-bbox="1037 621 1284 646">➤ Temp Clerical<li data-bbox="1037 663 1276 688">➤ College Clerk<li data-bbox="1037 726 1312 751">➤ Summer Painter<li data-bbox="1037 789 1317 814">➤ School Secretary<li data-bbox="1037 852 1263 877">➤ Food Service<li data-bbox="1037 915 1149 940">➤ Para<li data-bbox="1037 978 1227 1003">➤ Custodian<li data-bbox="1037 1041 1300 1066">➤ Security Guard<li data-bbox="1037 1104 1235 1129">➤ Bus Driver<li data-bbox="1037 1167 1211 1192">➤ Bus Aide<li data-bbox="1037 1230 1263 1255">➤ Maintenance |

| Electronic PAF | | |
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| Detailed Description of Action, Sub-Action and Documentation Requirements | | |
| <i>Steps</i> | <i>Screen Displayed</i> | <i>Procedures</i> |
| 10 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Resignation</div> <ul style="list-style-type: none"> ➤ Disabled ➤ Employed in ED Fl ➤ Employed in Ed out of FL ➤ Employed Outside ED ➤ Not Applicable ➤ Other Reasons ➤ Reason Not Known ➤ Resigned from Charter ➤ Resigned from PCSB/Remain Charter ➤ Resigned in Lieu of Termination ➤ Resigned PCSB & Charter ➤ With Prejudice |
| 11 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Retirement</div> |
| 12 |  | <div style="border: 1px solid black; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Work Sched. Change (No Position Change)</div> |

Electronic PAF

Detailed Description of Action, Sub-Action and Documentation Requirements

| <i>Steps</i> | <i>Screen Displayed</i> | <i>Procedures</i> |
|--------------|---|---|
| 13 |  | <div style="border: 1px solid gray; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">LOA-Paid</div> <ul style="list-style-type: none"> ➤ Military - <u>Documentation:</u> Send a copy of Orders ➤ Suspension - <u>Documentation:</u> Direction from Employee Relations ➤ Administrative - <u>Documentation:</u> Directions from Employee Relations |
| 14 |  | <div style="border: 1px solid gray; background-color: #cccccc; padding: 5px; text-align: center; margin-bottom: 10px;">Second Job Benefits</div> <ul style="list-style-type: none"> ➤ Bus Attendant ➤ Bus Driver ➤ Clerical ➤ Custodian ➤ Food Service ➤ Para Educator <p><u>Note: This is not an standard option. Prior approval is necessary to initiate this option.</u></p> |