

IX.

MEP  
MANAGERIAL EXEMPT PERSONNEL  
SCHOOL SITE  
NON-SCHOOL SITE

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The following procedures are set forth in the **Manual of Procedures for Managerial Exempt Personnel Procedures (MEP)**, School Board Rule 6Gx13- 4D-1.022.

## **PROFESSIONAL RIGHTS**

### Probationary Period

The first 97 days of an initial contract to an administrative position is a probationary period pursuant to §1012.33. During the probationary period, the employee may be dismissed without cause or may resign from the contractual position without breach of contract. A dismissal during the probationary period shall be final and not subject to a hearing in accordance with Section E-2(B) or other provision of law or School Board Rule. This probationary period applies to the employee's first MEP administrative position with Miami-Dade County Public Schools.

## **DUE PROCESS**

### Conference-for-the-Record

1. Any administrator summoned for a Conference-for-the-Record shall have the right to representation by the organization granted meet and confer status with the Superintendent and shall be informed of this right. An administrator may not be represented by an attorney in a Conference-for-the-Record.
2. Administrators shall be given 48 hours notice in writing and a written statement of the reason(s) for the Conference-for-the-Record. If the administrator requests representation, a good faith effort shall be made to schedule the conference at a time when representation can be present.
3. Any conference not held in accordance with the aforementioned conditions shall not be recorded for inclusion in the administrator's personnel file.

### Appeal/Hearing Rights

1. No administrator shall be subject to disciplinary action, including dismissal, unless detailed specifics have been made known to that administrator in writing. A hearing, with the right to representation, shall be provided to an administrator who has been recommended for disciplinary action during the term of the administrator's contract provided a written request for hearing is made pursuant to the provisions of School Board Rule 6Gx13- 8C-1.064, Adjudicatory Proceedings, within 15 calendar days of the Board Action.
2. Any administrator who has been recommended for non-renewal/non-reappointment shall, upon written request submitted within 15 calendar days of the non-reappointment/non-renewal notice, be provided with a review conference directly with the Superintendent or designee.

## Complaints

1. For purposes of this section complaint shall mean a written or verbal statement that (1) communicates allegations of a violation of: Federal or State Laws, School Board Rules, the Code of Ethics, the Principles of Professional Conduct of the Education Profession in Florida or (2) the nature of the allegations require action or intervention from the District (“Complaint”).
2. No anonymous complaint shall be placed in an administrator’s personnel file. All anonymous complaints and other materials shall be filed with the Office of the Inspector General and maintained by the Inspector General as a public record, pursuant to §1012.31(1)(b)F.S.
3. All complaints, either verbal or written, shall be directed initially to the immediate supervisor of the subject of the Complaint.
4. All Complaints regarding the commission of a crime shall be reported to School Police.
5. All Complaints regarding allegations of unlawful discrimination or sexual harassment must be forwarded to the Office of Civil Rights Compliance within two (2) business days.
6. When a Complaint is received, the immediate supervisor contacts his/her supervisor at the next administrative level and they jointly make an initial determination whether the allegation is so serious in nature that further fact-finding and an investigation is warranted. If no further fact-finding is warranted, disposition actions are then taken and the complaint is officially closed. The disposition shall include a notification to the employee of the determination, and as appropriate, a conference-for-the-record, and/or any warranted disciplinary action.
7. If a determination is made that further action is justified, the supervisor shall hold a meeting with the affected administrator within fifteen (15) calendar days of a receipt of the initial Complaint. At that meeting, a copy of the Complaint and all related documentation shall be provided to the administrator who is the subject of the Complaint. After meeting with the administrator, the immediate supervisor shall make a determination about further fact-finding. If further fact-finding is warranted due to the serious nature of the allegations made, the Complaint shall be forwarded to the School Police in accordance with District procedures.
8. All Complaints whether anonymous, verbal or written and related records are to be maintained pursuant to the Public Records Retention Schedule.

**Below Expectations on Performance Standards:**

Performance not satisfactorily meeting the prescribed job requirements listed for each standard in Categories I and II will result in a rating of Below Expectations on Performance Standards. Also, meeting less than 80% of Performance Related to Job Targets (Category III) will result in an overall rating Below Expectations on Performance Standards. An overall rating Below Expectations on Performance Standards requires a written Professional Improvement Plan specifying how performance is to be improved. This rating will result in appropriate employment action(s) which may include recommendation for non-renewal of the employment contract (hereinafter “non-reappointment”).

Employees who receive this rating on the annual evaluation and are reappointed are not eligible in the subsequent school year to apply for transfers or promotions, and are not eligible for any increases made to the salary schedule.

**REQUIRED FORMS AND TIMELINES**

REQUIRED FORMS	TIMELINE
<b>PLANNING PHASE</b> for all administrators	By the <b>end of September</b>
PLANNING FORM for completion by assessee  EVALUATION FORM from previous year for reference	<ul style="list-style-type: none"> <li>• Planning conference(s) between assessor and assessee will be conducted.</li> <li>• A written plan will be developed and placed on file using the Planning Form of the Performance Planning and Assessment System.</li> <li>• Subsequent formal Progress Conferences(s) will occur at the discretion of the assessor according to the performance of the assessee.</li> <li>• The Progress Form and the Evaluation Form will be discussed with the reviewer in advance of the Progress and Evaluation Conferences.</li> </ul>
Administrators assigned to a work location after September shall participate in all of the PLANNING PHASE activities as part of their orientation to their new work assignment within their first month's assignment to the new work location.	

PROGRESS PHASE	By the <b>end of January</b>
<p>PROGRESS FORM for completion by assessor</p> <p>PLANNING FORM for reference &amp; updating</p> <p>PROFESSIONAL IMPROVEMENT PLAN</p>	<ul style="list-style-type: none"> <li>• A mid-year Progress Conference, initiated by the assessor will be held with every administrator. Copies of this completed Progress Form are to be filed in the office of the assessor and assessee.</li> </ul> <p>For each administrator whose overall performance rating is Below Expectations on Performance Standards, a written professional improvement plan will be provided. This plan will specify activities which address the designated performance standards to be improved. A copy of the Progress Form and the Professional Improvement Plan Form shall be forwarded to the Office of Professional Standards.</p>
	<p>Any administrator in a probationary period whose official performance rating is Below Expectations on Performance Standards will be notified of the recommendation for non-renewal/non-reappointment if unsatisfactory performance continues.</p> <p>Any continuing contract administrator whose official performance rating is Below Expectations on Performance Standards will be notified of the recommendation for non-renewal/non-reappointment pursuant to §1012.33(4)(b)F.S., if unsatisfactory performance continues.</p>
	<p><b>By March 15 for Continuing Contracts and by mid-April for all others</b></p>
	<ul style="list-style-type: none"> <li>• An Evaluation Form will be completed and filed in Office of Human Resources for school site administrators being recommended for non-renewal/non-reappointment. If the administrator holds a continuing contract as an administrator or supervisor, the recommendation for non-reappointment must meet the requirements of §1012.33(4)(b)F.S.</li> <li>• Assessment of performance will continue for the balance of the contract year.</li> </ul>
<p>Administrators not on the regular planning and assessment schedule as a result of re-assignment to a work location during the year shall be scheduled for a progress conference within three months after the date of their planning conference.</p>	

<b>EVALUATION PHASE</b>	<b>By the end of June</b>
<p>EVALUATION FORM for completion</p> <p>PLANNING FORM from current year for reference</p> <p>CHECKLIST for School- Site and Non-School Site Administrator's Evaluation Form</p>	<ul style="list-style-type: none"> <li>• Evaluation forms for all administrators will be completed and filed in the Office of Human Resources and a copy distributed to the reviewer, assessor, and assessee. Progress Forms previously filed may be amended or supplemented and filed at this time.</li> </ul>