

XIV.

OTHER PERSONNEL CONCERNS

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OTHER CONCERNS IMPACTING EMPLOYEE PERFORMANCE

If an administrator has cause to question an employee's performance because of, but not limited to, the following:

- absenteeism
- lateness
- need to leave the worksite frequently
- loss of temper
- emotional outbursts
- drowsiness
- use of prescriptive drugs
- verbal threats or violent acts

The administrator should consider implementing one or more of the following:

1. **Maintain a log of employee actions** and administrator interaction.
2. **Notify the employee** of the concerns and/or discuss the problem with the employee. Provide a verbal warning when appropriate.
3. **Express to the employee how the actions adversely affect the learning environment**, academic progress of students, morale of other employees, and/or effectiveness of the worksite.
4. **Provide written warning** if a conference-for-the-record (CFR) is not held. Provide **written directives** if a CFR is conducted.
5. **Receive the employee's signature on written communications** acknowledging receipt of the document(s).
6. **Require medical notes upon return to work** that state an unconditional release to return to full duties or, in the alternative, that the employee obtain accommodations from the Americans with Disabilities Act (ADA) District Consultative Committee. (Make referral to Employee Assistance Program at (305- 995-7111).)
7. **Direct the employee to call or speak directly to an administrator** about intended absence or lateness.
8. **Refer the employee to the Employee Assistance Program (District's support agency).**

When you have exhausted all site actions, contact the Region Center/District Office and the Office of Professional Standards (OPS) for purposes of consultation.

Certain employees may qualify for leave under The Family and Medical Leave Act (FMLA) of 1993. Please refer to the United States Department of Labor website (www.dol.gov/esa/), for further information about FMLA. Do not contact the physician to obtain medical information about the employee.

Questions regarding FMLA should be directed to the Office of Leave, Retirement, and Unemployment Compensation.

MEMORANDUM

Date _____

TO: _____ (Employee)

_____ (Work location) or

_____ (Address)

Emp.# 000039

FROM: _____ (Principal/Supervisor, Title)

_____ (Site)

SUBJECT: ABSENCE FROM WORKSITE DIRECTIVES

Attendance and punctuality are essential functions of your job position. Please be advised that you have been absent from the worksite during the _____ school/fiscal year on the following days:

[List dates; indicate personal, sick, or leave without pay authorized (LWOA) and leave without pay unauthorized (LWOU)]

Because your absence from duties adversely impacts the educational/work environment, particularly in the

- _____ support services to students and/or
- _____ academic progress of the students and/or
- _____ continuity of instruction and/or
- _____ effective operation of this worksite

You are apprised of the following procedures concerning future absences:

- _____ Be in regular attendance and on time.
- _____ Intent to be absent must be communicated directly to a designated site supervisor.
- _____ Absences for illness must be documented by your treating physician and a written medical note presented to the designated site supervisor upon your return to the site.
- _____ Your future absences will be reported as Leave Without Pay Unauthorized (LWOU) unless you provide the required documentation to show that you qualify for Family Medical Leave Act (FMLA) or other leave of absence.
- _____ Upon return to the worksite, you must provide an unconditional medical release to return to full duties or you must obtain accommodations from the Americans with Disabilities Act (ADA) District Consultative Committee.
- _____ Site procedures for provision of lesson plans and materials for the substitute teacher must be adhered to in the event of your absence from the school site.
- _____ If it is determined that future absences are imminent, leave must be requested and procedures for Board approved leave implemented, and the FMLA or ADA requirements, if applicable, must be complied with.
- _____ Unless future absences are covered by state or federal law, when the absences exceed the number of days accrued, the absences will be considered to be leave without pay unauthorized (LWOU).

These directives are in effect upon receipt of this notice and are necessary to

- _____ prevent adverse impact to students and their academic progress, and to ensure continuity of the educational program.
- _____ maintain effective worksite operations.

Please be assured that assistance may continue to be provided to facilitate your regular attendance, as appropriate. Non-compliance with the directives will be considered a violation of professional responsibilities and insubordination.

cc: Region Center/District Office
Office of Professional Standards

EMPLOYEE SIGNATURE DATE
ACKNOWLEDGES RECEIPT

CERTIFIED RETURN RECEIPT
REQUESTED AND US MAIL

MEMORANDUM

Date_____

TO: _____ (Employee)
_____ (Work location) or
_____ (Address)

FROM: _____ (Principal/Site Supervisor, Title)
_____ (Site)

SUBJECT: EMPLOYMENT INTENTION

Attendance and punctuality are essential functions of your job position. Please be advised that you have been absent from the worksite (and/or) you have failed to comply with the worksite procedures regarding attendance on the following days: (**List LWOU only.**)

These absences are unauthorized absences which warrant dismissal on the grounds of job abandonment.

Because these absences have caused the

- _____ academic progress of the students to be impeded, and/or
- _____ effective operation of the worksite to be impeded, and/or
- _____ efficient services to students to be impeded,

I am requesting your immediate response to any of the following options:

1. **Notify** the worksite of your need for a leave and your intended date of return;
2. **Effect** leave procedures (request for leave form attached);
3. **Implement** resignation from Miami-Dade County Public Schools (resignation letter attached);
4. **Implement** retirement process (if applicable).

You are directed to notify the worksite within **three days** of the date of this memorandum. Your absences will be considered unauthorized until you communicate directly with this administrator. Failure to respond as directed will result in termination due to abandonment.

Attachment

cc: Assistant Superintendent, OPS
_____ Region Center/District Office

CERTIFIED RETURN RECEIPT
REQUESTED AND US MAIL

<p align="center">TEMPLATE SUPERVISORY REFERRAL EMPLOYEE ASSISTANCE PROGRAM (EAP)</p>
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**CONFIDENTIAL
MIAMI-DADE COUNTY PUBLIC SCHOOLS
SUPERVISORY REFERRAL**

MEMORANDUM

DATE

TO: _____
Executive Director/Clinical Officer
Employee Assistance Program

FROM: _____
Supervisor's Name/Title

Work Location Name/#

SUBJECT: SUPERVISORY REFERRAL TO THE EMPLOYEE ASSISTANCE PROGRAM

Employee Name	Job Title	Employee #
Employee's Address		Zip Code

In accordance with School Board Rule 6Gx13-4D1.11 and Employee Assistance Program guidelines, I am referring the above-named person to the Employee Assistance Program for the following behavioral/medical concerns observed on the job:

Pattern of Attendance:

- ____ Excessive absences
- ____ Excessive tardiness
- ____ Unauthorized absences
- ____ Prolonged lunch hours
- ____ Absences Mon. and/or Fri.

Interpersonal Behavior:

- ____ Altercations-students
- ____ Altercations-staff
- ____ Altercations-public
- ____ Borrowing money-students
- ____ Borrowing money-staff

Personal Behavior:

- ____ Changes in personal appearance
- ____ Marked changes in mood
- ____ Marked changes in activity level
- ____ Frequent trips to restroom

Performance of Professional Duties:

- ____ Poor judgment
- ____ Assignment failures

Health Impairment:

Comments: _____

I have been advised of the referral to the Employee Assistance Program.

Employee Signature

Date
FM-4167 Rev. (10-07)

EMPLOYEE ASSISTANCE PROGRAM (EAP)

SUGGESTIONS

1. **Do** refer to School Board Rule 6GX13- 4D-1.11, and EAP Guidelines for program philosophy and procedures.
2. **Do** remain aware that EAP participation is both voluntary and on-going in nature.
3. **Do** consult directly with EAP staff for specific referral and follow-up concerns.
4. **Do** utilize the EAP Supervisory Referral Form (**See page XIV-6**).
5. **Do** observe confidentiality in all verbal and written communication.
6. **Do** differentiate between documentation for the public record and confidential material; i.e., in a conference-for-the-record refer to “the district’s referral support agency” rather than to EAP.
7. **Do** focus on job performance and worksite interpersonal relationships and proceed with necessary documentation and discipline in your role as a supervisor.

Due Process Suggestions for Employees
Re: Unauthorized Absences and/or Abandonment of Position

Suggested Steps to Implement Process to Correct a Pattern of Excessive Absences:

Upon accrual of one (1) through three (3) absences which appear to be unauthorized:

- Request documentation to verify whether the absences are authorized or unauthorized.
- Provide a verbal warning.
- Advise on the availability of the District's support agency.

If the employee does not correct the pattern, upon accrual of four (4) through six (6) absences which appear to be unauthorized:

- Request documentation to verify whether the absences are authorized or unauthorized.
- Issue **Absence from Worksite Directive** found on page XIV-4 of this manual.
- Issue a supervisory referral to the District's support agency (acknowledged with signature).
- Review worksite procedures.

If the employee does not correct the pattern, upon accrual of seven (7) through ten (10) absences which appear to be unauthorized:

- Request documentation to verify whether the absences are authorized or unauthorized.
- Conduct first Conference-for-the-Record (CFR) (notify employee of insubordination for failure to comply with attendance directives).
- Issue a supervisory referral to the District's support agency (acknowledged with signature).
- Issue attendance directives (during CFR).
- Advise during CFR that non-compliance with directives will be deemed gross insubordination.
- Issue and review School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4E-1.01, Absences and Leaves.
- Issue and review Leave History "026" printout.
- Advise the employee that his/her performance is deficient due to excessive absences.

If the employee does not correct the pattern, upon accrual of eleven (11) through fifteen (15) absences which appear to be unauthorized:

- Request documentation to verify whether the absences are authorized or unauthorized.
- Conduct second Conference-for-the-Record.
- Issue a supervisory referral to the District's support agency (acknowledged with signature).
- Advise of noncompliance with previously issued directives and gross insubordination.
- Review and re-issue School Board Rules 6Gx13- 4A-1.21, Responsibilities and Duties; and 6Gx13- 4E-1.01, Absences and Leaves.
- Issue and review Leave History "026" printout.
- Advise the employee that his/her performance is deficient due to excessive absences.
- Advise employee that documentation will be forwarded for disciplinary action due to excessive absenteeism.**

Suggested Steps to Implement Abandonment of Position Process:

Upon accrual of three (3) consecutive unauthorized absences, if the employee is unaccounted for:

- Contact OPS to open a case file.
- Send Abandonment Packet* via certified return receipt and first class mail.
(* Letter of Intent, Leave form, Resignation form)
- Upon confirmation of delivery by website or by receipt of the Certified Mail Receipt, contact OPS and forward a copy of the Return Receipt of the Certified Mail Receipt to OPS.

- OPS will attempt to contact the employee by US Mail and Certified Mail. If the attempt is not successful, School Board-approved procedures for abandonment of position will ensue.

** Note: Employee absences for medical reasons involving themselves or their families may be covered by the Family Medical Leave Act (FMLA). For assistance in the area, contact the Office of Retirement/Leave/Unemployment Compensation at (305) 995-7051. Additionally, reasonable accommodations may be afforded an employee by the Americans with Disabilities Act (ADA). For information on the ADA, contact Employee Support at (305) 995-7111.*

CONTRACTUAL REFERENCES TO UNAUTHORIZED ABSENCES AND ABANDONMENT OF POSITION

AMERICAN FEDERATION STATE, COUNTY, MUNICIPAL EMPLOYEES (AFSCME)

AFSCME Contract ARTICLE V, Section 27

Unauthorized Absence – Any absence without pay, which has not been requested by the employee and approved by the supervisor, in writing, at least five days in advance.

Employees are required to notify the work location, prior to the beginning of the workday, when they are unable to report to work or intend to be absent.

Absences of the employee, where notice of absence is made prior to the start of the workday, but are not covered by the employee having accrued sick or personal leave, shall be charged as unauthorized absence and may result in disciplinary action in accordance with Article XI. **Upon the employee reporting back to work, the employee shall be apprised of the unauthorized leave status; however, if the employee can demonstrate that there were extenuating circumstances (e.g., hospitalization or other unanticipated emergency), then consideration will be given to changing the status of leave. The work location supervisor has the authority to change an unauthorized leave; however, nothing herein precludes requested leave being determined to be unauthorized where the employee does not have available sick or sufficient personal leave.**

AFSCME Contract ARTICLE XI, Section 4 B

Excessive Absenteeism/Abandonment of Position -- An unauthorized absence for three consecutive workdays shall be evidence of abandonment of position. Unauthorized absences totaling 10 or more workdays during the previous 12-month period shall be evidence of excessive absenteeism. Either of the foregoing shall constitute grounds for termination.

UNITED TEACHERS OF DADE (UTD)

Article XIV, Section 2.

- A. When a teacher, for whom an emergency temporary instructor is employed, will be absent from work, due to illness or injury or due to personal reasons, he/she shall notify the supervising administrator (or designee), as soon as possible, but no later than one hour before the start of his/her scheduled workday, in order that an emergency temporary instructor can be employed or other arrangements made. If said absence/leave is for a specified period of time, no further notice is necessary. In the event of a change in this specified period of absence, the employee will proceed pursuant to the stipulations herein. Where an absent teacher does not notify his/her supervising administration, as stipulated herein, and where there are not extenuating circumstances, as determined by the supervising administrator, such teacher will have the option to utilize personal leave or leave without pay. However, such determination by the supervising administrator shall not be made arbitrarily.
- B. When a teacher, for whom an emergency temporary instructor is employed, is absent from work, he/she shall notify the supervising administrator (or designee) by no later than 30 minutes prior to the scheduled student dismissal time as to whether or not he/she will report to work on the next workday. The absent teacher shall have the option to utilize personal leave or leave without pay when appropriate notice is not made and the emergency temporary instructor is re-employed as specified in Article XIV, Section 2.

The Family Medical Leave Act (FMLA)

The Family Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Please contact the Office of Leave/Retirement/Unemployment Compensation at (305) 995-7090 or at <http://leaveretirement.dadeschools.net> for additional information.



**MIAMI-DADE COUNTY PUBLIC SCHOOLS
PERSONNEL MANAGEMENT AND SERVICES
INSTRUCTIONAL STAFFING**

GUIDELINES FOR TEMPORARY INSTRUCTORS

Miami-Dade County Public Schools welcomes you as a temporary instructor. This information has been provided to make you aware of selected school policies and to assist you in the performance of your duties. You are asked to read this carefully and to sign the acknowledgment at the bottom of this page. You will receive the original and a copy will be retained in your file.

1. **DUTY HOURS:** Temporary instructors are expected to work the same hours as teachers.
2. **SUPERVISION OF CHILDREN:** Temporary instructors shall not leave their classes unsupervised. If any emergency occurs, the principal or principal's designee must be notified to provide temporary supervision.
3. **ACCIDENT REPORT:** When a student is injured in any way, the supervising teacher must be certain that an accident report is filled out and filed in the office. It is imperative that complete and accurate information be included. Notify the office immediately if any injury occurs.
4. **TEACHERS LOUNGE:** Eating and drinking of beverages are restricted to designated areas.
5. **CORPORAL PUNISHMENT:** School Board Rule (6Gx I3- 5D-1.07) prohibits the use of corporal punishment. Staff members may not use hands, rulers, paddles, or other instruments either for the administration of corporal punishment, no matter how lightly administered, or as the threat to administer corporal punishment.
6. **DISCIPLINE:** It is the professional responsibility of the teacher to handle routine disciplinary problems. When it becomes necessary for a student to be removed from the classroom, the teacher should seek assistance from the principal or the principal's designee. **No student is to be removed from the classroom and placed in the hall as a form of punishment. If a student is injured while unsupervised, the teacher can be liable.**
7. **LESSON PLANS:** Detailed lesson plans **SHOULD** be provided. It is the temporary instructor's responsibility to secure lesson plans from the principal or the principal's designee, and follow these plans accordingly.
8. **ATTENDANCE:** It is the responsibility of the temporary instructor to accurately record attendance.

It is your responsibility to review each school's Faculty Handbook pertaining to additional policies, procedures, and regulations. The Faculty Handbook is available for your review from the principal or principal's designee.

ACKNOWLEDGMENT: _____
I have read and fully understand the specific policies stated above. I also understand that any violation of these policies on my part is cause for disciplinary action.

PRINT NAME _____ DATE _____

SIGNATURE _____ SOC. SEC. NUMBER _____

EMPLOYEE NUMBER _____ FM-6037 Rev. (06-10)

**SAMPLE FORM
RETURNING FROM LEAVE**

MEMORANDUM

Date _____

TO: _____ District Director
Office of Professional Standards

FROM: _____ (Principal/Site Supervisor, Title)
_____ (Site)

Please control the re-entry of the following person returning from leave/absence:

Name: _____

Employee # _____

Dates of Leave/Absence: _____

This request is being made after review with the Region Center/District office because of the following performance concerns (delineate behaviors or incidents that impact performance):

The following fitness procedures have been implemented and attendant documentation included for your review:

- _____ Employment Intention Letter sent to employee (attached)
- _____ Supervisory Referral to the District's Support Agency (attached)
- _____ Notification in writing to the employee advising him/her of the concern (attached)
- _____ Assistance provided (specify)

Attachments

cc: _____ (Region Center/District Superintendent)

_____ (Region Center/District Director)

EMPLOYMENT AND RE-EMPLOYMENT CONTROLS

Miami-Dade County Public Schools exercises every reasonable action to ensure the quality of our employees. One of the most critical District support functions of the Office of Professional Standards is control of re-employment of former employees who have been non-reappointed/terminated or who have resigned or retired in lieu of non-reappointment/termination. All administrators involved in the interviewing and processing of prospective employees should adhere strictly to personnel policies and procedures as outlined in the Applicant Tracking System.

The following actions are provided for review and continuing implementation by site supervisors:

- Utilize the Applicant Tracking System before scheduling interviews of prospective employees.
- **CHECK 100 SCREEN FOR RESTRICTIONS.**
- DO NOT INTERVIEW OR DISCUSS A JOB POSITION WITH ANYONE WHOSE RECORDS CONTAIN A PC CODE (PERSONNEL INQUIRY, APPLICATION 09, SCREEN 100). See example below:

NAME

ENTER THE DESIRED SCREEN NUMBER IN NEXT:

101	9317 C	1XD	PC*	111
102	9574 C	1AZ		112
103	9310 C	1AZ		113
104				114

TIPS:

- Before offering a job position, explain the responsibility of an applicant to clear the drug testing and fingerprint records check, as applicable.
- Before writing a letter of recommendation for a former employee, check with OPS to determine if an investigation is pending or if the records have been "PC'd." Your endorsement of a candidate who has been documented for serious performance or investigative issues seriously undermines the integrity of the profession and process.
- Ensure that hourly employees, including contract coaches, are processed completely before employment.
- Receive approval by the supervising Region Center/ District office prior to recommending any action to remove the PC code on the records for any former employee, including hourly employees and substitute teachers.
- Flagged records (PC codes) do not prevent employment by a worksite, but do prevent payment by the District.

*Double zeros (00) in place of a PC code indicate that a PC was once present and has been removed.

Employment of an hourly employee or a temporary instructor whose records are PC'd, may result in funding costs being charged to that work location, and will require a report justifying the employment actions to the Region Center or District office. These procedures assist principals and supervisors to ensure that we as professionals protect the students of the Miami-Dade County Public Schools as well as the integrity and reputation of our district. Questions related to re-employment issues and procedures should be directed to the Office of Professional Standards or to the Region Center Administrative/District Director.

REFINGERPRINTING

Pursuant to Florida Statute 1012.32, Qualifications of Personnel, and School Board Rule 6Gx13- 4C-1.022, Employment Standards and Fingerprinting of all Employees, Miami-Dade County School Employees must be refingerprinted every five years. In 2008-2009, all employees fingerprinted prior to July 1, 2004, were required to be refingerprinted by June 30, 2009.

Employees found through the refingerprinting process to have been convicted of a crime, regardless of adjudication or guilty plea, no contest plea and pretrial intervention, may be subject to disciplinary action up to, and including dismissal as per School Board Rule 6Gx13- 4C-1.022. Records of criminal offenses that were properly disclosed and previously cleared will not be a cause for disciplinary action under this School Board Rule. However, if the prior criminal offense or conviction was in any way related to child abuse, child neglect, sexual assault or sexual battery, the prior criminal offense or conviction shall be considered for the purpose of taking appropriate employment or disciplinary action, regardless of whether it was previously disclosed by the employee or previously cleared by OPS.

REMINDER: Certificated employees are held under School Board Rule, 6Gx13- 4A-1.21, Responsibilities and Duties, the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida to self-report any and all arrests within 48 hours. Employees who fail to self-report are in violation of the School Board Rules and will be cause for disciplinary action.

**Refingerprinting
Site Disposition to be returned to
the worksite.**

MEMORANDUM

Date _____

TO: _____,

FROM: Maria Teresa Rojas, Assistant Superintendent
Office of Professional Standards

SUBJECT: DISPOSITION OF REFININGERPRINTING

NAME: _____ **EMPLOYEE #** _____
POSITION: _____
LOCATION: _____

The Office of Professional Standards (OPS) seeks to establish a final disposition for the above-indicated Refingerprinting file. A review of the file with the District's Office/Regional Center has led to the determination that the facts of the case warrant site review relative to standards of employee conduct. Administrative action at the worksite may be sufficient to bring closure to the issue.

The disposition **must** reference the following actions:

- Review of FDLE report and court documents with employee (**required**)
- Meeting with employee/Notification of conference-for-the record, with employee's signature (**required**)
- Summary of conference-for-the record, with employee's signature (**required**)

Disposition action taken **must** include issuance of:

- Written administrative directive(s)
- Verbal warning
- Written warning
- Letter of reprimand
- School Board Rule 6Gx13- 4E-1.01, Absences and Leaves (Please discuss with employee)
- School Board Rule 6Gx13- 6A-1.112, Acceptable Use Policy of the Internet (Please discuss with the employee)
- School Board Rule 6Gx13- 4A-1.213, Code of Ethics (Please discuss with employee)
- School Board Rule 6Gx13- 5D-1.07, Corporal Punishment-Prohibited (Please discuss with employee)
- School Board Rule 6Gx13- 4A-1.32, Discrimination/Harassment: Complaint Procedures for Employees (Please discuss with employee)
- School Board Rule 6Gx13- 4.1.05, Drug-Free Workplace general Policy Statement (Please discuss with employee)
- School Board Rule 6Gx13- 4-1.09, Employee-Student Relationships (Please discuss with employee)

- School Board Rule 6Gx13- 4A-1.21, Responsibilities and Duties (Please discuss with employee, stressing the importance of Section I, Employee Conduct)
- School Board Rule 6Gx13- 3E-1.10, Transportation—Specific Procedures (Please discuss with employee)
- School Board Rule 6Gx13- 3E1.102, Transportation—Zero Tolerance (Please discuss with employee)
- School Board Rule 6Gx13- 4.1.08, Violence in the Workplace (Please discuss with employee)
- Common Sense Suggestions for Non-Instructional/Instructional personnel (Please discuss with employee)
- Provide a copy of How to Use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching to the employee (Please discuss with employee)
- Inform employee(s) of the District's support referral agency
- Provide a Supervisory Referral to the District's support referral agency
- The Code of Ethics of the Education Profession in Florida (Please discuss with employee)

The report of the administrative actions **must** be forwarded to the Office of Professional Standards within **10** working days.

This case has been administratively assigned to _____, **District Director, Office of Professional Standards**. If you have any questions, please contact this administrator at **305-995-** .

###:##

cc: _____

**REFINGERPRINTING
SITE DISPOSITION FROM
WORKSITE TO OPS.**

MEMORANDUM

Date _____

TO: _____, Administrative/District Director
Office of Professional Standards

FROM: _____ X (Please be sure to sign.)

SUBJECT: REFINGERPRINTING SITE DISPOSITION

NAME: _____ EMPLOYEE #
000039

POSITION: _____

LOCATION: _____

Administrative actions taken relative to the referenced case:

This is to be used only for Refingerprinting Site Dispositions. (Choose from below.)

- The Region Center/District office has reviewed this case.
- The site disposition of the Refingerprinting documents has been completed.
- The arrest for _____ was **confirmed/not confirmed** with the FDLE Report submitted by the Office of Fingerprinting, Miami-Dade County Public Schools, with final court disposition on _____ as follows:
 - The case was adjudicated as guilty/not guilty.
 - The employee was required to participate in and successfully completed a Pretrial Diversion Program.
 - The charges were dropped/abandoned.
 - Other _____

Administrative actions taken at the worksite. (Choose from below.)

- A meeting was held with the employee on _____.
Date(s)
- A conference-for-the-record notification signed by the employee is attached.
- A conference-for-the record was held on _____.
Date(s)
- A summary of the conference-for-the-record signed by the employee is attached.
- Investigative findings were discussed with the employee on _____.
Date(s)
- Verbal warning(s)** was/were issued to employee on _____.
Date(s)
- Written warning(s)** was/were issued to employee on _____.
Date(s)

Action Taken (Choose from below.)

- Letter of reprimand** was issued to employee (only with CFR) is attached.
- Specific directives** were issued to employee (only in CFR).
- The employee was notified that all investigative data has been transmitted to Professional Practices Services (PPS), Florida Department of Education (FDOE), for review and possible licensure action by the Educational Practices Commission (EPC). (Applies only when it is a certified employee).
- School Board Rule 6Gx13-4A- 1.213, the **Code of Ethics (Permanent Employees)** was issued and reviewed with the employee and the employee was directed to comply.
- School Board Rule **6Gx13- 4A- 1.21, Responsibilities and Duties**, was discussed with the employee and a copy of this rule was given to the employee. **Section I, Employee Conduct**, was stressed during this discussion and the employee was directed to comply with this rule.
- How to Use Common Sense and Professional Judgment to Avoid Legal Complications in Teaching**, was discussed with the employee and a copy of this document was given to employee.
- Common Sense Suggestions for Non-Instructional Personnel** was discussed with the employee and a copy of this document was given to employee.
- State Board of Education Rule 6B-1.001, FAC, and State Board of Education Rule 6B-1.006, FAC, The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida were discussed with the employee and a copy of this document was given to employee.
- The employee was made aware of the District's support referral agency.
- The employee was issued a supervisory referral to the District's support agency which is attached.
- The employee was notified that the arrest(s) information will be transmitted to Professional Practices Services (PPS), Florida Department of Education (FDOE), for review and possible licensure action by the Education Practices Commission (EPC) (Only applies to certificated employees)
- The employee was directed to: _____
- No further action needed at this time.

Thank you for your efforts in this personnel action.