

## CHAPTER 6.00 – HUMAN RESOURCES

### YEAR OF SERVICE DEFINED FOR PERSONNEL

6.13\*

- (1) Administrative and Instructional Personnel:
  - (a) The minimum time which may be recognized as a year of service for contractual purposes shall be full-time actual service rendered under contract for more than one-half (1/2) of the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded.
  - (b) Individuals who have worked in the Washington County School System for at least a total of 180 days (or in the case of bus drivers 360 trips), the last three consecutive years immediately prior to full-time employment will be given one (1) year of experience for pay purposes.
  - (c) Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.
  - (d) No credit for teaching experience shall be granted for substitute teaching unless service was rendered under a contract for employment and meets other requirements of these rules.
  - (e) Credit for experience shall not be given for years for which the person is receiving a retirement benefit. A maximum of five (5) years of “like” experience, from any verified employer, shall be granted for individuals returning after retirement.
  - (f) Any person employed as an administrator or instructional staff member at Okeechobee shall be required to make application or furnish certification that an application has been made within ten (10) days and shall file a valid Florida teaching or educator’s certificate in the office of the Superintendent by no later than one hundred fifty (150) calendar days from the date of appointment. Failure to file such certificate or notification from the Department of

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Certification stating delay in issuance, shall operate as a violation of contract and the contract shall be rescinded. An individual employed for the contracted program at Okeechobee will be paid on a substitute teacher basis until official verification that he/she is fully certifiable is provided by the Department of certification. At the payroll period immediately following receipt of the official verification of certification, the employee's salary will be adjusted to the appropriate line on the salary schedule. Salary adjustments will be retroactive to the date of the official employment. Each new employee in this class shall be notified of the conditions of this rule at the time of employment.

- (g) Military service not to exceed four (4) years will be allowed. One (1) year of service will be allowed for each year of military service with credit being allowed for a fractional part of a year if the person rendered not less than one hundred eighty-eight (188) days of service. Service shall be established from the date of active duty to the date of discharge or release from active duty. Discharge or release must have been under honorable conditions. A military retiree shall be allowed to claim up to four (4) years of credit for experience.
- (h) Prior experience must be declared on the application for employment and must be verified on official stationery to be eligible for consideration for experience credit. Such experience must be verified within one hundred twenty (120) days of initial employment.
- (i) All previous years of experience that have been filed and approved up to the time of making the payroll will be calculated in the current annual salary of the person as provided in the salary schedule. Experience verified after this date will be included in the next pay period. Adjustments for verified experience will be made only during the fiscal year in which the verification is placed on file in the Superintendent's Office.

(2) Non-instructional Personnel:

Any provisions of (1) above that may apply;

- (a) The experience was on a regular, full time basis;
- (b) All Washington County School Board work experience will be granted regardless of the position.

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- (c) School Board experience outside of Washington County **must** be approved prior to hire.
- (d) All “like” experience, from any verified employer, up to a maximum of 5 years, shall be granted.

### STATUTORY AUTHORITY:

1001.41; 1012.22; 1012.23, F.S.

### LAWS IMPLEMENTED:

1001.43; 1011.60; 1012.01, F.S.

### HISTORY:

### ADOPTED:

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