

Item Number: 14.C.
Meeting Date: 11/14/2017
Item Type: NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Hurricane Plan - Jacquelin Collins

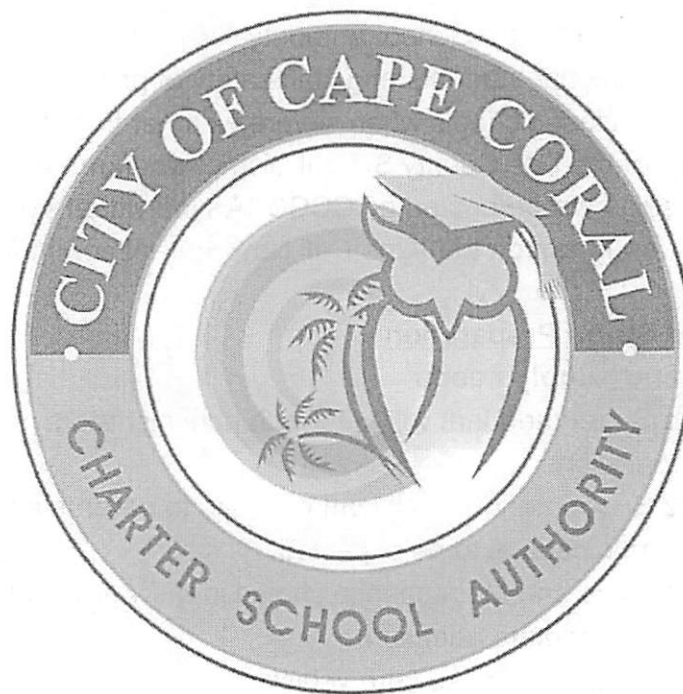
SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
□ CCCCSA Hurricane Plan November 2017	Backup Material

City of Cape Coral Charter School Authority Hurricane Plan



November 2017

The City of Cape Coral Charter School Authority Hurricane Plan

1. General Information

The City of Cape Coral's Department of Emergency Management leads the city's mitigation, preparedness, response and recovery efforts and maintains the City's Emergency Operations Center to provide a coordinated response to emergencies and disasters.

The Lee County Emergency Operations Center activates the shelters, as needed, depending on the directions, size, and forward speed and strength of the storm. The EOC website can be referenced for public shelters at the following website:

<http://www.leeecoc.com>.

The City of Cape Coral Charter School Authority (CCCCSA) and the Lee County School District will always consider students and staff safety of primary importance when making a decision to close schools when severe weather threatens. The CCCCCSA will follow the decision of the Lee County School District when mandatory school closings occur. School closings will be posted on CCCCCSA's individual school websites, on local TV news stations, and through the "One Call Now" parent communication system.

2. Before the Storm Preparation

a. Planning and supply needs

- The Superintendent will meet with administrators and staff to finalize preparations.
- The Superintendent will communicate to parents a timeline of communications to be expected.
- Principals and Maintenance should identify areas at each school that need immediate attention.
- All staff should make sure vehicles are serviced and operable and fuel tanks are topped with fuel.
- Food Service will determine proper food storage availability and secondary measures for preserving frozen foods.
- Maintenance and procurement will establish contact with contractors for work to be done AFTER the storm passes.
 - Electricians
 - Tree and landscape services

- Disaster relief services for drying buildings and dehumidification
- Air quality firms for treating potential issues

b. Severe weather and/or Hurricane Stages

Step 1 (7 to 3 days prior to landfall)

- Weather Monitored through:
 - Emergency Operations Center (City of Cape Coral)
 - NOAA Weather Radio
 - Local Media Stations
 - www.weather.com
 - www.hurricanehunters.com
 - www.nhc.noaa.gov
- Superintendent is on call
- Weather updates will be emailed to Lee County Schools District (LCSD) teams; Lee County will forward this information to the CCCCSA team.

Step 2 (72 to 48 hours before a projected landfall)

- Superintendent or delegate will be in contact with the LCSD Public Relations/Safety Security Director, the City of Cape Coral Department of Emergency Management/Emergency Operations Center (EOC), the City of Cape Coral Police Department, and the City of Cape Coral Fire Department.
- The Superintendent will make sure all phone lists are updated and distributed.
- Continuous weather updates will be sent to the Administration team.
- Maintenance team to be placed on call.
- Update contact info with CCPD and CCFD dispatch

Step 3 (48 to 8 hours before a projected landfall)

- Superintendent or delegate will be in contact with LCSD PR Officer/Safety and Security Director and CC EOC.
- Schools will bring inside loose objects at each location.
- All meetings and school events that are scheduled within 24 hours will be cancelled.
- Superintendent will meet with Principals, maintenance teams, food service, and administrative staffs for final preparation discussions.

- LCSD will notify CCCCSA and media of decision-making process as to how and when school announcements will be made.
- Superintendent will notify parents via websites when decision to close schools will be made.

3. Closing School

a. Closing School Notifications

- The EOC will provide a recommendation to Superintendent regarding the closing schools. Superintendent will consult with Lee County School District to unify closing date decisions.
- The Superintendent will notify Board Members.
- Superintendent will send a *One Call Now* notification to all parents and staff about school closings, and to provide additional information as needed.
- Principals are asked to ensure that notification goes home with the students to let the parents know the day, time, and stations airing the closing updates and for additional information.

b. Activate Phone Tree

Superintendent Notifies:

Board Members
Maintenance
Procurement/Food Service
Principals
Human Resources
IT
Transportation
Admin Office

Principals Notify:

Assistant Principals
Teachers
School Staff
Athletic Department

Maintenance Notifies:

Custodians

Procurement/Food Service Notifies:

Kitchen Staff

Transportation Notifies:

Drivers

All leads will call the Superintendent once everyone has been contacted.

Administrative emergency Phone Listing:

Superintendent:

(Interim) Jacquelin Collins

Cell Phone:

233-994-1821

Administrative Team:

Kevin Brown	810-728-5018
Christopher Fennell	239-322-9817
Donnie Hopper	239-887-2540
Amanda Sanford	239-229-2931
Keith Graham	239-789-8123
Tod Baldwin	513-594-5924
Kelly Weeks	239-377-6501
Elisa Collins	239-989-9466
Paul Pescratrice	239-699-4178
Adam Nowicki	239-233-3032
Kathleen Paul-Evans	239-298-0950
LC EOC	239-477-3600
City of Cape Coral EOC (DEM)	239-573-3022
John Szerlag (City Manager)	239-633-3040
CCPD and CCFD Dispatch	239-574-2252
Mathew Loebs (Risk/Fire Safety)	239-994-3580
Kenneth Dobson (Safety and Security Director LCSD)	239-839-9083
Lauren Stillwell (PR Officer LCSD)	239-826-0424

c. Facilities Checklist:

- All loose debris is removed.
- Lumber, materials or athletic equipment are secured and/or removed.
- School sites are secure - all doors and windows properly locked.
- Outdoor furniture and equipment is brought inside.
- Shut and lock window louvers tightly.
- Clear room and storm drains.
- All school Principals and Maintenance will ensure that all propane and gas supplies at schools (for culinary, kitchens and science labs) are shut off before the last person leaves the building.
- Remove flags from flag poles.

- Remove all advertising banners.
- Remove playground awnings.
- Food service will properly store food items.
- Adjust air conditioning schedules
- Schedule "OFF" water heaters
- Ensure portable thermostats are set to 80 degrees.
- Test all emergency generators.
- Cut power to non-critical equipment (lighting, parking lot lighting).
- Code Red all buildings

Staff should:

- Clear off desks.
- Store items up off the floor.
- Put all important documents in the safe or safe room.
- Properly shut off personal desktop computers, monitors, speakers and printers prior to leaving the building.
- Blinds are closed and in upright direction.
- Unplug coffee pots, microwaves, personal refrigerators, personal radios and/or phone chargers.
- Cover all computers with plastic
- Unplug battery backups from walls.
- Notify Principal, Maintenance, and IT room is secured.

Custodians should:

- Check that all doors and windows are closed and secured.
- Confirm that toilets, drinking fountains and/or faucets are not running water.
- Confirm staff and administration areas are secured with a notification to the Principal and Maintenance.
- Notify Principal and Maintenance that all propane and gas supplies at schools are shut off.
- Ensure all lights are turned off

4. Post Storm Procedures:

- After tropical storm winds or forecasts of 35+mph winds have subsided, all staff (principals and maintenance team) should meet at their designated schools to do a quick damagement assessment. Principal must report damage to the Superintendent within 12 hours.
- Principals will take photos of all damage caused by storm.

- Within 24 hours maintenance/principal must provide a detailed assessment of the facility and premises to the Risk Management/Facilities Departments and/or insurance claims adjustor provided by the City.
- Financial Services and the Superintendent will determine cost of recovery for FEMA reporting.
- Maintenance will contact appropriate vendors for clean up assistance.
- All staff should track all hours worked (individually), all expenses incurred and all other miscellaneous costs for recovery in detail to include:
 - Date, time, and location where work was done.
 - Vehicle mileage.
 - Equipment used
 - Purpose for work
 - Tracking should begin from time school was not in session.
- All Principals should take roll call, to track staff members that are back and managing, and those who have yet to come back, and might need help.
- When all schools have reported, the Superintendent will provide an update to the Board.
- The Superintendent will initiate a communication process with the public providing a tentative timetable for general communication, as well as specific information. If the power is down it will be done via LCSD/radio.
- Matthew Loeb will provide assessment as to whether buildings are safe to re-enter and occupy.
- Superintendent will make the decision for the date and time of "Return to Work" status begins for all staff in conjunction with the LCSD Return to Work policy.

Returning to School

LCSD will contact CCCCSA to determine if schools are able to open, and come up with an alternative plan if they are not ready by the time LCSD is ready to re-open.

LCSD will make a determination as to a date to return to school. Public Relations Officer or Safety and Security Director will contact the CCCCSA Superintendent and communicate a return date.

The Superintendent will notify the Board that schools are ready to re-open with a specific return date. Immediately following the Board notification, the Superintendent will communicate to all principals, staff, administration, and student families via *One Call Now*, confirming school reopening dates.

Item Number:	14.D.
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AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of CCCCSA Staff Procedural Manual 2018-2019 - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

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▣	CCCCSA Staff Procedural Manual November 2017	Backup Material



**CITY OF CAPE CORAL CHARTER SCHOOL
AUTHORITY
STAFF PROCEDURAL MANUAL**

TABLE OF CONTENTS

Section 1- General Information.....1-18

- Vision and Mission
- Ethics In Education
- Equity In School Programs and Employment Practices
- Prohibition of Harassment
- Learning Environment
- Professional Standards
- Self-Reporting of Criminal Involvement
- Confidentiality and Student Records
- Reporting Child Abuse
- Alcohol, Drug and Tobacco-Free Workplace
- Clean Air Policy
- Bloodborne Pathogens Control Plan
- Hazardous Substances
- Threats of Violence
- Injury to Employees
- Acceptable Use Policy Governing Internet and Technology Access
- Acceptable Use Policy Governing Cellular Phones
- School District Property
- Responsibility for Tangible Property
- Personnel Assessment

Section 2- Personnel Practices & Procedures.....19-27

- Complaints Relating to Employees
- Leave of Absence
- Family Medical Leave Act (FMLA)
- Official Personnel Files
- Employee Reprimand
- Safety and Evacuation Procedures
- Direct Deposit of Paychecks
- Notification of Grandfather Status
- General Information

Section 3-Employee Benefits.....28-34

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Non-Flexible Benefits
- Basis Life and AD&A
- Long Term Disability Insurance
- Voluntary Supplemental Life Program
- Employee Assistance Program
- Deferred Compensation Program
- COBRA
- Florida Retirement System

ACKNOWLEDGEMENT STATEMENT.....35

*****NOTE**- All employees are responsible for reviewing this Handbook, signing and dating the last page acknowledging their review, and returning the Acknowledgement Statement to their school principals.***

VISION and MISSION

Vision:

Four Schools, One Vision

We believe that everyone can succeed in a safe and nurturing learning environment through positive partnerships between parents, schools and the community.

Mission:

Our mission is to create a K – 12 system that strives to empower students to be independent, responsible, life –long learners who value personal integrity, academic achievement, and have a global impact.

ETHICS IN EDUCATION

*Chapter 6B-1 Florida State Board of Education Academic Rules Adopted: December 5, 1974
Amended: August 12, 1981*

6B-1.001 Code of Ethics of the Education Profession in Florida

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access from diverse points of view.

- d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
- a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
- a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the base of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
 - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
 - e. Shall not make malicious or intentionally false statements about a colleague.

- f. Shall not use coercive means or promise special treatments to influence professional judgment to influence colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certified individual, a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct of the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within 48 hours to appropriate authorities (as determined by City of Cape Coral Charter School Authority) any arrests/charges involving the abusive of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to pretrial diversion program, or entering a plea of guilty or Nolo Contedere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment. When handling sealed and expunged records disclosed under this rule, The Authority shall comply with the confidentiality provisions of 943.0585(4)(c) and 943.059(4)©, Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in 1012.33(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in 1012.33(1), Florida Statutes.
- p. Shall comply with the conditions of the order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

EQUITY IN SCHOOL PROGRAMS AND EMPLOYMENT PRACTICES

The City of Cape Coral Charter School Authority is committed to ensure equity in all of its school programs and employment practices.

1. No person should be excluded from participation in, be denied the benefits of or be subjected to discrimination in any educational program or activity based on race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, disability if otherwise qualified, or any other unlawful factor.
2. No person shall be excluded from participation in, be denied the benefits of or be subjected to discrimination in any employment conditions or practices based on race, color, religion, sex, age, sexual orientation, national or ethnic origin, marital status, disability if otherwise qualified, or any other unlawful factor.
3. The City of Cape Coral Charter School Authority shall comply with the Americans with Disabilities Act (ADA)
4. Persons alleging unlawful discrimination and/or harassment shall use the complaint procedures provided in Neola Handbook, policy 3210.

PROHIBITION OF HARASSMENT

The City of Cape Coral Charter School Authority prohibits harassment as provided in 1000.05, Florida Statutes, against any employee, applicant for employment, volunteer, student, or student applicant based upon race, color, religion, sex, age, sexual orientation, national or ethnic origin, marital status, or disability. Persons alleging such harassment based upon race, color, religion, sex, age, sexual orientation, national or ethnic origin, marital status or disability shall use the grievance procedures, Neola Policy 3122.01.

Complaints about harassment should be made in accordance with the applicable procedures set forth in the following:
Neola Policy 3122.01

Complaint Procedures for Sexual Harassment and Discrimination by students:
Neola Policy 3122

These policies can be found via the internet at: www.neola.com/capecoral.fl

LEARNING ENVIRONMENT

The Governing Board makes a commitment to provide an equitable educational environment so that all students share the opportunity to meet or exceed Authority standards.

1. The Governing Board recognizes that a safe environment is necessary for learning to occur. High expectations are set for student and staff conduct, responsible behavior and respect for others.
2. The Governing Board establishes expectations for student conduct and attendance to maximize each student's opportunities to meet and exceed City of Cape Coral Charter School Authority standards.

See Neola Policies:

5230 Attendance

5520 Student Disorder & Demonstration

PROFESSIONAL STANDARDS

A high-performing learning community committed to student achievement must seek and retain a fully qualified and high-performing workforce. Through its professional standards policies, the City of Cape Coral Charter School Authority shall establish high standards and expectations for its professional faculty and staff, including:

1. Compliance with applicable federal and state laws, rules, codes, regulations and policies concerning professional credentials and employment.
2. Dedication to high ethical standards.
3. Establishment of high standards in educational practice.
4. Commitment to diversity and equity.
5. Responsiveness and service to the school community.
6. Commitment to best practices, research, innovation, and staff development that results in improved student learning.

An employee's failure to meet the above standards and expectations may result in discipline, up to and including termination of employment.

See Neola Policy: 3139

SELF-REPORTING CRIMINAL INVOLVEMENT

Instructional Staff:

State Board of Education Rule 6B-1.006(5)(m) requires all instructional staff to self-report within 48 hours any arrests or charges involving the abuse of a child or the sale and/or possession of a controlled substance. In addition, they shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgment.

Support Staff

Provision 11.04 of the SPALC Agreement (Support Personnel Association of Lee County). Each employee shall self-report to the Districts' Department of Professional Standards and Equity, within two business days, any arrests and/or charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt. In addition, each employee shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea guilty or Nolo Contendere (No Contest) for any criminal offense other than a minor traffic violation within two business days after the final judgment. In addition, any employees who regularly or incidentally operate Authority vehicles shall, as soon as they become aware, notify their supervisor of any moving violation, suspension, or revocation of their driver's license. Failure to comply with any provision of this section may be cause for appropriate disciplinary action, up to and including termination. Such disciplinary action shall be subject to the grievance procedure.

All employees should be aware that 1012.97 of the Florida Statutes requires law enforcement agencies to report to the school Superintendent the name and address of any employee who is charged with a felony or with a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. This information may then be released by the Superintendent to the appropriate school personnel or as otherwise provided by law.

See Neola Policy 8141

CONFIDENTIALITY AND STUDENT RECORDS

Every pupil or student shall have a right to privacy with respect to the educational records kept on him or her. Personally identifiable records or reports of a pupil or student, and any personal information contained therein, are confidential and exempt from Florida's public records law. No employee shall permit the release of such record's, report's or information to any individual, agency, or organization, without the written consent of the pupil's or student's parent or guardian, or of the pupil or student himself or herself if he

or she is qualified to give this consent. Additionally, only those persons or organizations authorized by Florida law may have access to these records without such consent.

More information can be found in the *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. 1232g).

REPORTING CHILD ABUSE

39.201 and 39.206 of the Florida Statutes, states, *all employees of the school system have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.* Employees have immunity from liability if they report such cases in good faith. If an employee has knowledge of or suspects child abuse with regard to any child, they should call the following statewide toll-free number to report it: 1-800-96-ABUSE (1-800-962-2873).

ALCOHOL, DRUG, AND TOBACCO-FREE WORKPLACE

The Authority believes that employee performance is enhanced through participation in healthy lifestyle opportunities.

1. It is the policy of the City of Cape Coral Charter School Authority to prohibit the possession or use of alcohol by all employees under circumstances that will or may affect the efficient operation of the business of the Authority and the safety of its employees, students and the public it serves.
2. Prohibition Against Drug and/or Alcohol Abuse

Employees are prohibited from engaging in any of the following activities:

a. **Illegal Controlled Substance:**

The City of Cape Coral Charter School Authority prohibits the use, distribution, manufacture, possession, sale, cultivation, or attempt to sell illegal controlled substances at any time whether on or off duty, or on or off Authority property. Florida Statutes, Chapter 893, and/or 21 U.S.C. 812 define illegal controlled substances.

b. **Alcohol and Tobacco:**

Using or possessing alcohol or using tobacco products while in Authority property or at Authority sponsored events is strictly prohibited. Employees are prohibited from possessing or using alcohol or using tobacco products while driving or riding in a Authority vehicle, or while transporting students at any time. Employees are prohibited from using alcohol who are operating, repairing or inspecting any equipment owned by the Authority or are being transported in a Authority-owned vehicle or at a Authority sponsored event. Employees reporting to work under the influence of alcohol or otherwise using alcohol on or off duty in a manner which adversely affects the

operations or mission of the school system shall be subject to disciplinary action. The board also prohibits the use of electronic “vapor”, or other substitute forms of cigarettes, clove cigarettes or other smoking devices.

See NEOLA policy 7434

3. Use of Legal Drugs

The use of legal drugs, that is, drugs prescribed by licensed physicians for a specific medical purpose, may be necessary at times. However, such drugs can and often do have a direct impact on the vigilance, judgment an/or coordination of the employee and caution should be used so as to not affect the employee’s job performance or his/her ability to work in a safe and efficient manner. This is particularly true in a safety-sensitive assignments involving motor vehicles or any machinery. The use of legal drugs for a purpose other than one specified by a licensed medical physician may result in disciplinary action, up to and including termination.

4. Testing

The Superintendent may, and to the extent required by law, use testing as one of the several means of enforcing the Authority’s drug and alcohol abuse policy. Testing shall be conducted in the manner and circumstances listed below and as otherwise allowed by law.

a. Applicants

1. All job applicants shall be required to take and pass a pre-employment drug test as a prerequisite to consideration for or actual employment.
2. The Superintendent may require a pre-offer or post-offer drug test for any other applicant or group of applicants as the Superintendent determines necessary to ensure the applicant or group of applicants is/are drug free.

b. Employees

All employees shall be subject to drug testing under the circumstances listed below:

1. When an employee is involved anytime directly in a serious or Department of Transportation (DOT) reportable equipment or vehicular work-related accident, or in any maintenance or operation of Authority equipment or vehicles in which the employee has or there is reason to believe the employee has acted in an unsafe or negligent manner in causing or contributing to the cause of the accident.

2. When a supervisory employee has or when the Superintendent otherwise has reasonable suspicion to believe any employee is in violation of paragraph 2(a) and/or (b) of this section (known as Reasonable Suspicion Testing).
3. As a part of any medical examination required by the Authority, whether or not that medical examination is required by the DOT or any other local, state or federal law or regulation.
4. Unless prohibited by applicable law, the CCCSA reverses to the Superintendent the right to test any employee for a possible violation of paragraph 2(a) and/or (b) of this section at any time with or without prior announcement on a random or other basis as selected by the Superintendent when, in the Superintendent's opinion. Such testing is appropriate or beneficial to the interests of the business and/or the safety of employees, students and the public it serves.

5. Alcohol-Use of Test Results

For the purpose of this policy, if an alcohol test reveals the presence of alcohol in a level defined by the State Statutes as illegal for driving in Florida, the employee shall be deemed to have violated paragraph 2(b) of this section. If a test a test reveals the presence of alcohol in a level more than a trace, but less than that defined by State Statutes as illegal for driving purposes, the results of the test shall be considered along with all other relevant information (i.e., employee conduct, speech, performance, etc.) in determining whether the employee was under the influence of alcohol.

6. Confidentiality of Test Results

All test results shall be kept confidential to the extent allowed by law.

7. Reporting and Conviction of Alleged Crimes Including Drugs or Alcohol

All employees must report to their supervisor any arrest, indictment or conviction of a drug-related violation of law or any arrest, indictment or conviction of an alcohol-related law which, if true, would violate paragraphs 2(a) or (b) of this section, not later than the next work day after the employee becomes aware of it. Failure to so report may result in immediate termination.

8. Discipline for Violation of Policy

Employees who violate paragraphs 2(a) and/or (b) above, or who are directed to take a physical examination, blood, breathalyzer, urinalysis or other test allowed by law, and refuse or fail to do so when as directed; or who, after having taken such examination and/or test are determined to have violated paragraphs 2(a) and/or (b) above, shall be subject to disciplinary action up to and including termination.

9. Employee Assistance

- a. Self-Referral. Employees who have a drug or alcohol-related problem may seek assistance through the Employee Assistance Program (EAP). Self-referrals shall be confidential to the extent required or allowed by law, unless the medical provider determines the problem is such magnitude that failure to report it to the Superintendent or designee would constitute a safety or serious operational problem.
- b. Referral by Management. If an employee voluntarily reports a drug or alcohol-related problem to a member of management, unless the problem is determined by the Superintendent or designee to be of such a magnitude as to constitute a safety or serious operational problem, the Superintendent shall refer the employee to the Director of HR for assistance. Such referrals shall be confidential except that the Director shall keep the Superintendent, or the Superintendent's designee, advised as to the progress of the assistance plan for the employee.
- c. Others. Employees who violate paragraph 2(a) and/or (b) above who have not sought voluntary assistance or reported their problem under paragraph (a) and/or (b) shall be subject to immediate disciplinary action up to and including termination of employment.
- d. Performance.
 - 1. Employees covered by paragraphs (a) and (b) shall not be excluded from satisfactory performance, but so long as the Superintendent or designee determines they can perform satisfactorily, they shall be allowed to continue to work while receiving assistance under conditions and restrictions agreeable to the Superintendent or designee.
 - 2. If the Superintendent determines an employee covered by paragraph (a) or (b) cannot perform the functions of the job, the Superintendent shall take or recommend to the CCCSA, appropriate action.
 - 3. If the employment is maintained, employees in safety sensitive positions shall be resigned or placed on administrative leave while the employee is in the Employee Assistance Program.
 - 4. All employees that undergo treatment pursuant to this policy must complete the Employee Assistance Program course of treatment and pass a return to duty drug and/or alcohol test before returning to duty for the Authority.
- e. Except as provided in paragraph (a) above, employees who are undergoing rehabilitation counseling or other treatment for drugs or alcohol which is known to or required by the Superintendent, or other member or

management, as a condition of continued employment, shall authorize the Superintendent to obtain all information from any source, including medical or psychological reports relating to the problem and follow the instructions of those providing assistance, including doctors and psychologists they may be required to see by the Superintendent.

10. Cost and Insurance

Unless the law or specific CCCSA policy provides otherwise, the cost of any assistance or rehabilitation not covered by Group Medical and Health Insurance provided by the Social District shall be borne by the employee. , chewing tobacco

11. Procedures.

The Superintendent is authorized to adopt procedures to effectuate this policy and to ensure compliance with applicable law, including the Omnibus Transportation Employee Testing Act, known as “OTETA”, and to obtain the discount and other advantages set forth in §440.102, Florida Statutes.

See Neola Policy 3170.01

CLEAN AIR POLICY

CCCSA Schools supports the Florida Clean Indoor Air Act. The purpose of this part is to protect people from the health hazards or secondhand smoke and to implement the Florida health initiative as per state constitutional mandate. The school has followed suit and implemented a similar policy restricting tobacco use. The policy states that tobacco, including cigarettes, cigars, chewing tobacco, dipping snuff or any other tobacco product may not be used in any form on school property or while supervising any school-sponsored activity. Thus using tobacco products while on Authority property or as Authority sponsored events is strictly prohibited. Employees are also prohibited from possessing or using tobacco products while driving or riding in Authority vehicle, or while transporting students at any time. NEOLA policy 3215

BLOODBORNE PATHOGENS CONTROL PLAN

The Occupational Safety and Health Act requires that City of Cape Coral Charter School Authority have an exposure control plan for employees who could be “reasonably anticipated” as a result of their job duties to have occupational exposure to blood or other potentially infectious materials (OPIM) CCCSA has such a plan in place and you will be provided training in this area. For some reason positions CCCSA this training may be required prior to starting work.

The plan identifies job categories throughout the Authority and the level of possible exposure these jobs may have. The plan also provides precautions and procedures for dealing with blood or OPIM, and makes Hepatitis B vaccinations available to all employees who are identified as having occupational exposure.

Contact your supervisor to arrange for training. Follow-up will be provided by your principal or supervisor if you are identified as having occupational exposure.

HAZARDOUS SUBSTANCES

By law, school authority employees are entitled to know about any hazardous or toxic substances that might be in the work place. Every precaution must be taken to ensure that you may perform your duties in a safe environment. However, the ultimate responsibility for safety lies with you.

Contact your supervisor to arrange a time to review the information and materials at your work site. If a condition exists in your area that might cause harm to you, a student, or a co-worker, it must be reported immediately to you supervisor.

THREATS OF VIOLENCE

The City of Cape Coral Charter School Authority is committed to a safe and orderly educational environment and authorizes the Superintendent and Authority staff to respond rapidly to any threats, suggestions, or predications of violence that occur on Authority-owned property.

There shall be a “zero” tolerance policy for threats of violence. No student, staff, parent/guardian or any other person shall make any verbal, written or electronically communicated (e-mail) threat, suggestion, or prediction of violence against any person or group of persons or any Authority owned facility. Any serious threat of violence shall result in immediate disciplinary action and referral to the appropriate law enforcement agency.

INJURY TO EMPLOYEES

The following rules, regulations and guidelines shall be followed concerning injuries to ensure that laws and regulations, of the State of Florida and the policies of the City of Cape Coral Charter School Authority are followed.

1. An employee who is injured or involved injury to student or to another employee shall immediately report same to the supervisor and thereafter make such written reports necessary to comply with Authority policy or administrative procedures.
2. The Authority shall assure employees of its support when employees have followed the laws and regulations of the State and the policies the Board is carrying out their responsibility.

See NEOLA Policy 7430, 8405

ACCEPTABLE USE POLICY GOVERNING INTERNET AND TECHNOLOGY ACCESS

1. The Authority provides technology resources to its students and staff for educational and administrative purposes. The use of these technology resources is a privilege, not a right and, and as such, is subject to revocation by the Authority administration at any time abusive conduct or violation of any of the conditions outlined below.
2. All users are prohibited from:
 - a. Deliberate accesses or transmission or obscene, indecent, abusive, defamatory or otherwise offensive material in any form including improper use of telecommunications services or technology, and posting inappropriate information on the web, during or after school/work hours may interfere with the school/work environment.
 - b. Transmission of material endorsing or opposing any candidate of political office. Communications by the Authority legislative liaison to provide information and encourage action of pending legislation affecting the Authority and the forwarding of such communications are not included in this prohibition, if approved by the Superintendent or designee.
 - c. Transmission of religious material.
 - d. Deliberate or malicious attempts to harm, destroy, or steal data on any system on the network and/or Internet.
 - e. Unauthorized installation, storage or distribution or copyrighted software or materials on any Authority electronic information system. All users of telecommunications and network resources shall adhere to current copyright law.
 - f. Reposting personal communications without the author's prior consent.
 - g. Using the network for personal financial gain, or any commercial or illegal activity. The Superintendent or designee may approve commercial advertising on the Authority website and through email distribution to all staff when such advertising is not obscene, indecent, abusive, or defamatory and does not advertise a product or service appropriate only for adult use. Additionally, the advertiser must provide a benefit to the school Authority or CCCSA. The school principal may approve advertising on the school website and through email distribution to all

school staff on the same terms. No pop-up advertising will be allowed on the school Authority website.

h. Deliberate spread of computer “viruses”.

i. Attaching/installing/adding personally owned computer and/or electronic devices to any Authority network without written permission from Authority administration.

3. As condition of use Authority information resources, all users understand and agree with the following:

a. The Authority complies with the Children’s Internet Protection Act (CIPA) and in doing so ensure that:

1. Access by users to inappropriate matter on the Internet and World Wide Web is not permitted under any circumstances. For all users, “inappropriate matter” includes child pornography and visual depictions of obscenity. For users under 17 years of age, “inappropriate” also includes matters harmful to minors as defined by CIPA.

2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication is protected.

3. Unauthorized access, including “hacking” and other unlawful activities by minors is prohibited.

4. Unauthorized disclosure, use and dissemination of any personal information regarding minors are prohibited.

5. Technology protection measures are in place which are designed to restrict user’s access to inappropriate matters.

6. All students receive instruction regarding appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response.

b. The Authority has the right to review any materials stored in Authority computers and electronic systems. Any right of privacy that users of Authority information resources may have in and to such material is waived. All information transmitted through telecommunication and network resources of the Authority are considered Authority property.

- c. The Authority can edit or remove any materials, which it believes may be unlawful, obscene, indecent, abusive or in any way objectionable.
 - d. The use of the Internet is for educational purposes only.
 - e. All information and services contained on the Authority computers are placed there solely for general educational purposes.
 - f. System passwords are the responsibility of each individual user. Passwords shall not be shared with others and shall be kept secure at all times. Failure to secure passwords shall result in the revocation of network access.
4. Any attempt to damage or impair the information resource network of the Authority, such as e-mail bombardment, transmission of chain letters, virus hoaxes, “spoofing” of header or identifiable information regarding the sender, hacking or “sniffing,” shall result in revocation of network access and may subject the user to disciplinary and/or legal action.
- a. Users of technology shall conduct themselves in an ethical and legal manner.
 - b. Only the person authorized to have access by the Authority shall have access to Authority resources such as e-mail, mainframe and other electronic information resources.

See NEOLA Policy 7540

ACCEPTABLE USE POLICY GOVERNING CELLULAR PHONES

1. Staff members who are required to have wireless communication device as a condition of their employment shall receive a monthly wireless communication allowance (“allowance”), up to an amount approved by the Governing Board to compensate them for the costs associated with acquiring and utilizing a WCD for business purposes.
2. Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employs or school official using his/her personal WCD may constitute public records of the content of the message concerns Authority business, or an education record of the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure,

upon request, in accordance with Policy 8310 – Public Records. All users are prohibited from using the cellular phone for illegal activity.

See NEOLA Policy 730.01

CHARTER SCHOOL AUTHORITY PROPERTY

Any tangible object or intellectual property created, regardless of the stage of development (draft or final form), by employee or contractors using Authority resources and/or on school district time is the sole and exclusive property of the Charter School Authority. These objects or other properties may not be reproduced, sold or otherwise disposed of in any fashion without the express permission of the Authority.

RESPONSIBILITY FOR TANGIBLE PROPERTY

Employees that are assigned tangible property owned by the Authority are responsible to notify their principal/district department administrator at their first notice that the property is missing from its assigned location. No employee has the authority to remove tangible property from a district facility without the written consent of the principal/district department administrator.

See NEOLA Policy 7300

PERSONNEL ASSESSMENT

The following procedures shall be followed for assessment:

1. The purpose of an employee evaluation in the Authority is to assist the individual employee in becoming more successful in his/her job and to increase the individual's contribution to the effectiveness of departments and school in the Authority.
2. The purpose of this procedure is to provide information and instructions relative to evaluating employee performance prior to making personnel action recommendations, including reappointments, salary increases, and promotions.
3. Evaluative Guidelines
 - a. The supervisor shall give specific criteria, forms, and processes for evaluation to each employee within the first 30 days of employment and annually within the first 30 days of each evaluation period thereafter. The criteria or forms may be changed within the evaluation period with prior notice to the employee.
 - b. If an employee at a school/department is related to a school/department administrator with the direct supervisory authority or to a Authority administrator with the indirect leadership authority to the

school/department, the school/ department administrator is to contact the Chief Human Resources Officer. The Chief Human Resources Officer shall develop an evaluation procedure for the employee which shall be approved in writing by the Superintendent.

- c. The supervisor shall evaluate every employee at least once a year prior to reappointment.
- d. New employees will be subject to a probationary period of employment of 30 days from date of hire. New employees must be evaluated at least once during the 30 day window by their supervisor. Contracts can be terminated during this time for no cause at the discretion of the supervisor.
- e. Each supervisor shall annually receive training to assist in the planning, implementation, and coaching required for the proper use of assessment instruments and evaluation processes.
- f. Each supervisor shall review expectations and specific assessment criteria with the employee prior to observing performance for evaluation purposes.
- g. Written and/or oral feedback shall be provided to each employee following a formal observation of performance for evaluation purposes.
- h. The supervisor shall provide a conference for each employee after each evaluation to assist with understanding the purpose of the evaluation, the assessed level of performance and professional growth.
- i. The employee shall be provided the opportunity to respond in writing to his/her evaluation within 10 days of the evaluation conference. The employee is required to acknowledge that the evaluation has been reviewed. The acknowledgement does not necessarily imply agreement. Failure to acknowledge the evaluation shall be considered insubordination and grounds for disciplinary actions.
- j. All employee evaluations and supporting assessment data shall become part of the employee's personal file and are covered by the appropriate State Board of Education Rules and Authority policies regarding access.
- k. The supervisor may conduct special evaluations at any time as a method to assist in improving the employee's performance.
- l. Further procedures for evaluating personnel are established collective bargaining agreements.

- m. Personnel Services shall annually distribute timelines for submission of the annual evaluation.
- n. Assessments are not subject to any grievance procedures.

See NEOLA policy 3220

COMPLAINTS RELATING TO EMPLOYEES

The following procedures shall be followed for complaints relating to employees:

1. All employees are expected to exemplify conduct that is lawful and professional and contributes to a positive learning environment for students. All employees are expected to meet the specific standards described in the Employee Handbook(s), negotiated contracts, the Principles of Professional Conduct for the Education Profession in Florida as described by the State Board of Education Rule, and all local, state and federal laws.
2. Any employee who knows of an action by another employee that is a serious violation of the Authority Board policy, State Board Rules, Florida Statutes or laws of the United States is obliged to report that action to the appropriate supervisor. This includes, but is not limited to, incompetence, gross immorality or an act involving moral turpitude, misconduct in office, gross insubordination or willful neglect of duty, or conviction of a misdemeanor felony or other charge other than a minor, non-criminal traffic offense. Failure to report such violations may result in discipline up to and including termination.
3. A complaint against an employee should be in writing stating the basis for the complaint, names of persons involved, dates of the incident(s) and names of witnesses.
4. Any manager who receives information, either verbally or in writing, regarding inappropriate conduct on the part of an employee that is seriously improper, illegal or substantially reduces that person's effectiveness as employee, must immediately log the date and time of the contact and notify the Superintendent or designee within 24 hours.
5. A complaint relating to student-teacher problems should be first submitted to the teacher. Such problems, if not resolved should then be submitted successively to the principal, then the Superintendent.
6. The manager, under the direction of the Superintendent or designee, shall conduct an investigation into any alleged serious misconduct and reduce the findings of fact to written form.

7. All investigations shall provide for due process and nature of the allegations and the discovery of fact shall determine the scope and timeliness.
8. Written findings shall be provided to the Superintendent or designee, the person who was the subject of the complaint, and the person reporting the inappropriate conduct if the report was made in writing. In no case shall the investigation take longer than 60 days without a written summary of facts discovered to that point in times.
9. Any administrative action by the manager or Superintendent or designee shall be included with the findings of facts. The appropriate opportunities for review and appeal shall be provided to all parties as specified in collective bargaining agreements CCCSA.
10. The Superintendent or designee shall report all legally sufficient complaints against teachers and administrators to the Department of Education within 30 days after the date of which the subject matter of the complaint came to the attention of the Authority. Possible criminal violations or suspected child abuse shall be reported to the proper authorities within 24 hours of the initial report of the compliant.
11. Any complaint and any material relating to the investigation of a complaint against an employee shall be confidential and exempt from the provisions of §119.07(1), Florida Statutes until conclusion of the preliminary investigation or until such times as the preliminary investigation ceases to be active. A preliminary investigation shall be considered active as long as it is continuing with a reasonable, good faith anticipation that an administrative finding shall be made in the foreseeable future.
12. If the investigation concludes with the findings that there is no probable cause to proceed further or with no disciplinary action taken or charges filed, a statement to that effect signed by the investigating official shall be attached to the complaint and the complaint and all such materials shall be open to inspection pursuant to §119.07(1), Florida Statutes.
13. If the preliminary investigation is concluded with finding that there is probable cause to proceed of a complaint is filed with the proper authorities, the complaint and the information shall be open thereafter to inspection pursuant to §119.07(1), Florida Statutes.
14. The release of investigation records made public pursuant to paragraphs (12) and (13) of this policy, which contain derogatory material, shall be delayed until the employee has received 10 days' notice as required by §1012.31, Florida Statutes.

15. The Superintendent shall report to the Department of Education the name of any certified person who has been convicted of, or who has pled “no contest” (nolo contendere) to a misdemeanor, felony, or any other criminal charge other than a minor traffic violation, who has been terminated from employment because of conduct involving any moral, unnatural or lascivious act, or who he/she has reason to believe has committed or is found to have committed any act which may be ground for revocation or suspension of a certificate under §§1012.795 and 1012.796, Florida Statutes.

See NEOLA Policy

LEAVE OF ABSENCE

A leave of absence is permission granted by the School Authority or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to employment upon the expiration of that leave.

1. Any absence of an employee from duty shall be covered by leave duly authorized and granted.
2. Leave shall be officially granted in advance and shall be used for the purpose set forth in the leave application.
3. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
4. No leave, except military leave, shall be granted for a period in excess of one year.
5. Leave may be with or without pay as provided by law, regulations of the State Board and these policies. For an absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

See NEOLA Policy 3430

Notification Of Leave

The following shall be followed for the notification of leave:

1. Any employee who expects to be absent from duty for any cause shall notify his/her administrative supervisor preceding the day of absence.
2. Where the absence is due to an emergency, the employee shall notify his/her administrative supervisor or the Superintendent at the earliest time possible.

See NEOLA Policy 3430

FAMILY AND MEDICAL LEAVE

All provisions of this Rule shall be interpreted so as to comply with the requirements, including definitions, of the Family and Medical Leave Act (FMLA) of 1993, and any applicable implementing regulations. No provision in this Rule shall operate to limit or reduce leaves provided for in any relevant collective bargaining unit agreement.

Eligible Employee – Any employee who has worked for city of Cape Coral Charter School Authority for at least twelve (12) months, and for at least 724 hours during the year preceding the start of leave.

Reasons for Leave – Eligible employees shall be granted FMLA leave for the following:

- a. To care for the employee's child after birth, or following placement for adoption health condition.
- b. To care for the employee's spouse, son, daughter, or parent, who has a serious health condition.
- c. Because of a serious health condition that makes an employee unable to perform the functions of the employee's job.
- d. For any qualifying exigency arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation.
- e. To care for a covered service member with a serious illness or injury incurred in the line of duty while on active duty. Such eligible employees shall be permitted to take up to 26 workweeks of leave in a twelve (12) month period.
- j. **Leave Entitlement** – An eligible employee is entitled to take up to a total of twelve (12) work weeks of FMLA leave in a 12-month period, to be measured backwards from the commencement date the employee uses FMLA leave. An eligible employee taking leave under paragraph (2) (e) shall be permitted to take up to 26 workweeks of leave in a twelve (12) month period.
- k. **Intermittent Leave for Planned Medical Treatment** – FMLA leave may be taken intermittently whenever it is medically necessary to take care of a seriously ill spouse, child or parent of the employee, to care for a covered service member with a serious illness or injury incurred in the

lone of duty while on active duty or because of the employee's own serious health condition making the employee unable to work. Intermittent leave may be taken in increments of one or more days or partial days. Certification of the need for intermittent leave, and leave schedule, shall be provided by the health care provider. Employees needing intermittent FMLA leave must attempt to schedule their leave so as to minimize disruption of the Authority's operations. The Authority may assign an employee to an alternative position on a temporary basis with equivalent pay and benefits that better accommodates the employee's intermittent leave schedule. Intermittent FMLA leave must be requested by the employee in writing and at least thirty (30) days in advance, or as soon as is practicable.

- l. Maintenance of Group Medical Insurance – The Authority shall maintain an employee's medical insurance coverage during FMLA leave to the same extent coverage was provided to the employee prior to taking FMLA leave, for a period not to exceed twelve (12) weeks during the applicable twelve (12) month period and for 26 workweeks during the applicable twelve (12) month period if eligible for leave under paragraph (2) (e) of this policy. Medical insurance premiums which had been paid by the employee prior to FMLA leave for any dependent coverage must continue to be paid by the employee during the FMLA leave period. If such payments are not made by the employee, the dependent's insurance coverage will lapse and no benefits will be paid for claims incurred while the policy has lapsed. When employee is reinstated, and payroll deductions of dependent's premiums resumes, the dependent's insurance will be reinstated with the same coverage as prior to the lapse.
- m. Notice – Employees must request FMLA leave in writing, directed to the HR at least thirty (30) calendar days in advance, or as early as practicable. The time for the start of leave may be delayed for up to thirty (30) days for failure to provide timely notice. An employee using intermittent leave under the FMLA must follow the work site's usual customary call-in procedures for reporting an absence, absent unusual circumstances.
- n. Job Restoration – Upon return from FMLA leave, an employee shall be restored to the same or an equivalent position. An equivalent position must be at the same pay, benefits, and working conditions, include the same privileges, prerequisites and status, and involve the same or substantially similar duties and responsibilities. The equivalent position must be located at the same or geographically proximate work site unless the employee's request for transfer has been accepted.
- o. Failure to Return – At the start of any FMLA leave, the employee must state whether he/she intends to return at the end of the leave. If the

employee does not intend to return, the employee will be deemed to have resigned voluntarily, and no FMLA benefits will be provided. If the employee states that he/she intends to return, and then fails to return, for reasons other than 1) the continuation of a serious health condition of the employee or a covered family member, or 2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the employee must promptly reimburse the Authority during the leave. If the employee fails to do so, The Authority may take action to recover the premiums paid.

- p. Application of Paid Leave – Employees are required to use paid accrued leave before any FMLA leave is taken as a result of a serious health condition. Employees are required to use any paid accrued vacation before any FMLA leave is taken. Any such paid accrued leave taken will be counted toward the allowable twelve (12) weeks of FMLA leave.
- q. Medical Certification – Employees requesting FMLA leave due to a serious health condition of the employee, or of the employee's spouse, child or parent, are required to submit a certification from a health care provider, verifying that the leave is medically necessary. Form WH-380 shall be used. The Authority may require an employee to obtain a second medical certification, at the Authority's expense. The second health care provider may not be employed on a regular basis by the Authority. If the opinions of the first and second health care provider differ, the Authority may require a third medical certification, again at the Authority's expense, from a health care provider selected by the employee from a mutually agreed upon list maintained by Insurance Benefits. The third opinion shall be final and binding. In all cases, the Authority may request a recertification of an on-going condition every six months in conjunction with an absence.
- r. Fitness – for Duty Certification – As a condition of restoration of an employee who has taken FMLA leave due to the employee's serious health condition, the employee is required to provide certification from the employee's health care provider that the employee is able to resume work, i.e., is fit for duty and has the ability to perform the essential functions of the employee's job. If an employee is taking intermittent leave and reasonable job safety concerns exist, the Authority may require a fitness for duty certification before the employee may return to work.

OFFICIAL PERSONNEL FILES

The Personnel Services Department shall maintain an official personnel file for every employee. The Director of Personnel Services shall be the custodian of said files. They

shall be maintained consistent with State and federal law, including but not limited to §1012.31, Florida Statutes, and collective bargaining agreement provisions relative to the different types of documents and information that are contained in the files.

1. The Personnel Services Department shall maintain an official log of the types and categories of the documents maintained in the official personnel file. The official personnel files shall include, at a minimum, the following documents:
 - a. Applications
 - b. Resumes
 - c. Performance assessments
 - d. Annual employment recommendations
 - e. Teaching certificate(s) and related documents if required
 - f. Written/signed contracts (where required)
 - g. Signed loyalty oath
 - h. Fingerprint card/background screening information
 - i. Acknowledgement for receipt of Employee Handbook
 - j. Copy of social security card
 - k. Copy of drivers' license or other official identification
 - l. INS work authorization (if required)
 - m. Withholding allowance certificate (W-4)
 - n. Health certificate (where required)
 - o. Suspension letters
 - p. Letters concerning the outcome of investigations and probable cause determinations
 - q. Disciplinary letters or memoranda
 - r. Employee responses to disciplinary letters/memoranda

See NEOLA Policy 3590

EMPLOYEE REPRIMAND

The following procedures shall be followed for reprimands:

1. Any written reprimand or warning shall be furnished to the employee, and the employee shall sign the reprimand or warning for the sole purpose of indicating that he/she has received the statement and has discussed it with his/her supervisor.
2. If the employee refuses to sign, the reprimand or warning shall be placed in the employee's personnel file and a copy provided to the employee. The employee shall have an opportunity to submit a written response which shall also be placed in the employee's personnel file.

See NEOLA Policy 3139.01

SAFETY AND EVACUATION PROCEDURES

All Authority employees shall be trained using nationally approved training materials as required by federal, State and local regulations. Training shall be offered at times convenient to employees in areas including but not limited to Fire Safety, Asbestos, HazMat (right-to-Know), blood Borne Pathogens, Air Borne Pathogens, TB and PPE (Personal Protective Equipment).

See NEOLA Policy 8400

Procedures for safely evacuating buildings are clearly posted at Authority facilities. Evacuation drills (fire drills) are periodically performed. Staff are expected to be aware of all emergency procedures and to assist in these drills as prescribed in the sites' Evacuation Plan.

See NEOLA Policy 8420

DIRECT DEPOSIT OF PAY CHECKS

The Authority offers a simple, convenient, and safe way for you to deposit your paycheck automatically into your preferred bank. It's called "Direct Deposit." To obtain a Direct Deposit Authorization Form, contact HR.

GENERAL INFORMATION

This hand book is intended as an overview of the benefits offered by The City of Cape Coral Charter School Authority. It is not a contract and is not intended to be. Please refer to the Charter School Authority's Personnel Policies, Employment Contract and/or Certificates of Coverage for detailed descriptions of all available employee benefit programs and stipulations therein.

NOTIFICATION OF GRANDFATHER STATUS

The City of Cape Coral Charter School Authority has determined the medical plans offered are "grandfathered medical plans" under the Patient Protection and Affordable Care Act (the Affordable Care Act). As permitted by the Affordable Care Act, a grandfathered medical plan can preserve certain basic medical coverage that was already in effect when that law was enacted. Being a grandfathered medical plan means that your plan may not include certain consumer protections of the Affordable Care Act that apply to other plans, for example, the requirement for the provision of preventive health services without any cost sharing. However, grandfathered medical plans must comply with certain other consumer protections in the Affordable Care Act, for example, the

elimination of lifetime limits on benefits. Questions regarding which protections apply and which protections do not apply to a grandfathered medical plan and what might cause a plan to change from grandfathered medical plan status can be directed to the Benefits and Human Resources Department. You may also contact the U.S. Department of Health and Human Services at www.healthcare.gov.

Please Note: More information is available on the above notices by contacting Human Resources.

GROUP INSURANCE ELIGIBILITY/EMPLOYEE ELIGIBILITY

Based on the following classifications, benefit eligible employees may participate in certain group insurance plans:

Classification I – Employees scheduled to work an average of 37.5 hours or more per week may participate in all the City’s group insurance benefits. Coverage will be effective the 1st of the month following 30 days of employment for general and charter school employees. For example: If you are hired on April 11, your coverage will be effective on June 1. Medical and life benefits are available for eligible Police and Fire on their date of hire.

Classification II – Employees scheduled working an average of 30 to 37.4 hours per week during the measurement period may participate in the Low PPO medical plan only. Human Resources will contact you with your coverage effective date.

Termination

If an employee separates employment from the Charter School Authority, insurance will continue through the end of month in which separation occurred. COBRA continuation of coverage may be available as applicable by law.

Dependent Eligibility

A dependent is defined as the legal spouse and/or dependent child(ren) of the participant or spouse. The term “child” includes any of the following:

- A natural child
- A stepchild
- A legally adopted child
- A foster child
- A newborn (up to age 18 months) of a covered dependent (Florida)
- A child for whom legal guardianship has been awarded to the participant or the participant’s spouse

Dependent Age Requirements

Medical Coverage: A dependent child may be covered through the end of the calendar year in which the child turns 26. An over-age dependent may continue to be covered on the medical plan to the end of the calendar year in which the child reaches age 30, if the dependent meets the following requirements:

- Unmarried with no dependents; and
- A Florida resident, or full-time or part-time student; and
- Otherwise uninsured; and
- Not entitled to Medicare benefits under Title XVIII of the Social Security Act, unless the child is disabled.

Dental DHMO Coverage:

Dependent children may be covered through the end of the calendar year in which they turn 30 if they are full-time students in an accredited college or university and dependent on the employee for primary support.

Dental DPPO Coverage:

Dependent children may be covered up to the child's 30th birthdate; or to the end of the calendar year in which they turn 30, if such child is dependent upon the employee for support and living in the household of the employee; or in regular full-time or part-time attendance at an accredited secondary school, college or university. A dependent continues to be eligible for coverage for up to four months after the close of a school term only if enrolled as a full- time or part-time student for the next school term.

Vision Coverage:

Dependent children may be covered through end of the calendar year in which child turns age 30.

Disabled Dependents

Coverage for an unmarried dependent child may be continued beyond age 26 if:

- The dependent is physically or mentally disabled and incapable of self-sustaining employment (prior to age 26); and
- Primarily dependent upon the employee for support; and
- The dependent is otherwise eligible for coverage under the group medical plan; and
- The dependent has been continuously insured; and
- The dependent is chiefly dependent upon the covered employee for support and maintenance provided that the symptoms or causes of the child's handicap existed prior to the child's 30 birthday.

Proof of disability will be required upon request. Please contact Human Resources if further clarification is needed.

Taxable Dependents

Employees covering adult children under their: medical, dental, and vision insurance plan may continue to have the related coverage premiums payroll deducted on a pre-tax basis through the end of the calendar year in which the child reaches age 26. Beginning January 1st of the calendar year in which the child reaches age 27 through

the end of the calendar year in which the child reaches age 30, employees will be charged an additional premium on a post-tax basis to continue coverage for such dependents. Contact Human Resources for further details if covering an adult child who will turn 27 any time during the upcoming calendar year or for more information.

Qualifying Events and IRS Code Section 125

IRS Code Section 125

Premiums for medical, dental, vision insurance and/or certain Aflac policies and contributions to FSA accounts (Health Care and Dependent Care FSAs) are deducted through a Cafeteria Plan established under Section 125 of the Internal Revenue Code (IRC) and are pre-tax to the extent permitted. Under Section 125, changes to your pre-tax benefits can be made **ONLY** during the Open Enrollment period unless you or your qualified dependents experience a qualifying event and the request to make a change is made within 30 days of the qualifying event.

Under certain circumstances, you may be allowed to make changes to your benefits elections during the plan year, if the event affects your own, your spouse's or your dependent's coverage eligibility. An "eligible" qualifying event is determined by the Internal Revenue Service (IRS) Code, Section 125.

Examples of Qualifying Events:

- Employee gets married or divorced
- Birth of a child
- Employee gains legal custody or adopt a child
- Employee's spouse and/or other dependent(s) die(s)
- Employee, employee's spouse or dependent(s) terminate or start employment
- An increase or decrease in employee's work hours causes eligibility or ineligibility
- A covered dependent no longer meets eligibility criteria for coverage
- A child gains or loses coverage with an ex-spouse
- Change of coverage under an employer's plan
- Gain or loss of Medicare coverage
- Losing eligibility for coverage under a State Medicaid or CHIP (including Florida Kid Care) program (60-day notification period)
- Becoming eligible for State premium assistance under Medicaid or CHIP (60-day notification period)

IMPORTANT:

If you experience a qualifying event, **you must contact Human Resources within 30 days of the qualifying event** to make the appropriate changes to your coverage. Beyond 30 days, requests will be denied and you may be responsible both legally and financially for any claim and/or expense incurred as a result of you or a dependent who continues to be enrolled but no longer meets eligibility requirements. If approved, changes will take place on the date of the qualifying

event. You may be required to furnish valid documentation supporting a change in status or qualifying event.

MEDICAL INSURANCE

The City of Cape Coral Charter School Authority provides medical insurance through Florida Blue to Classification I and II benefit eligible employees. For more detailed information about the medical plans, please refer to your Employee Benefit Highlights booklet, Florida Blue's summary of coverage document or contact Florida Blue's Customer Service.

Medical Insurance Opt-Out

Classification I employees who wish to decline medical insurance and can verify evidence of other medical insurance coverage may enroll in the Charter School's Medical Insurance Opt Out program. This program provides enrollees with a \$160 monthly incentive which is paid semi-monthly wages in the active employee's pay.

DENTAL INSURANCE

The Charter School offers dental insurance through Humana to Classification I benefit eligible employees. For more detailed information about the dental plans, please refer to your Employee Benefit Highlights booklet, Humana's summary plan document or contact Humana's customer service.

VISION INSURANCE

The Charter School offers vision insurance through Vision Service Plan (VSP) to Classification I benefit eligible employees. For more information about the vision plan, please refer to your Employee Benefit Highlights booklet, the VSP's summary plan document or contact VSP's Customer Service.

FLEXIBLE SPENDING ACCOUNT

The Charter School offers Flexible Spending Accounts (FSA) administered through WageWorks. The FSA plan year is from January 1 to December 31.

If a Classification I benefit eligible employee or their family has predictable health care or work-related day care expenses, then he/she may benefit from participating in an FSA. An FSA allows employees to set aside money from their paycheck for reimbursement of health care and day care expenses that they regularly pay. The amount set aside is not taxed and is automatically deducted from the employee's paycheck and deposited into the FSA. During the year, the employee has access to this account for reimbursement of some expenses that are not covered by insurance. Participation in an FSA allows for substantial tax savings and an increase in spending power. Participating employees must re-elect the dollar amount they wish to have deducted each plan year.

The Charter School offers two types of FSA's: Health Care Reimbursement FSA and Dependent Care Reimbursement FSA

Health Care Reimbursement FSA:

The Health Care FSA covers medical, dental, and vision expenses that are not paid by insurance.

The Dependent Care FSA:

This covers day care expense for qualified dependents that are necessary for the employee and legal spouse, if married, to work.

For more information about the flexible spending accounts, please refer to your Employee Benefit Highlights booklet or contact WageWorks Customer Service.

BASIC LIFE AND AD&D INSURANCE**Basic Term Life**

The Charter School provides Basic Term Life insurance for all classification I benefit eligible City and Charter School employees through the Florida Combined Life, at no cost to the employee. Benefit eligible employees will receive a benefit amount equal to 2x their annual base salary, to a maximum of \$330,000.

Accidental Death & Dismemberment

Also at no cost to the employee, the Charter School provides Accidental Death & Dismemberment (AD&D) insurance, which pays in addition to the Basic Term Life benefit when death occurs as a result of an accident. The AD&D benefit amount is equal to the Basic Term Life benefit, and a partial benefit is also payable based on the schedule of benefits. For detailed coverages, exclusions, and stipulations contact Florida Combined Life's Customer Service.

LONG TERM DISABILITY INSURANCE

The Charter School provides Long Term Disability (LTD) insurance to benefits classification I eligible Charter School employees at no cost through Florida Combined Life. The LTD benefit pays a percentage of monthly earnings if you become disabled due to a non-work related illness, or accident or injury.

VOLUNTARY SUPPLEMENTAL LIFE**Voluntary Supplemental Employee Life**

Classification I benefit eligible employees may elect to purchase additional life insurance on a voluntary basis through Florida Combined Life. This coverage may be purchased in addition to the Basic Term Life coverage. Voluntary Supplemental Life Insurance offers coverage for yourself, spouse or child(ren) at different benefit levels.

EMPLOYEE ASSISTANCE PROGRAM

The Charter School provides at no cost to all employees (Class I & Class II), a comprehensive Employee Assistance Program (EAP). The EAP is available to you and each member of your family through New Directions. New Directions offers access to licensed mental health professionals through a confidential program that is protected by

state and federal laws. The EAP program is available to help you gain a better understanding of problems that affect you, locate the best professional help for your particular problem, and decide upon a plan of action. All EAP counselors are professionally trained and are certified and licensed in their fields. Master-level counselors are available 24 hours a day, 7 days a week.

DEFERRED COMPENSATION PROGRAM

The Charter School offers employees a 457 Deferred Compensation Program through ICMA-RC. This program allows employees to set aside tax deferred dollars toward retirement savings through automatic payroll deductions. There is no employer matching for this program.

The money contributed into this type of account, including earnings; accumulate on a tax deferred basis. Employees can consolidate their retirement savings by rolling other eligible retirement assets into this type of account. Minimum and maximum participation amounts apply.

ICMA also offers our employees a Roth IRA option which allows you to set aside post-tax dollars in addition to the traditional IRA option which utilizes pre-tax dollars for retirement savings. The ICMA accounts are offered to all benefit eligible employees.

COBRA

A Federal law the Consolidated Omnibus Budget Reconciliation Act. commonly known as COBRA allows insured employees and/or their dependents to continue health coverage under several circumstances when it would normally be lost. The following are the basis for COBRA continuation coverage:

If an employee terminates his/her employment, the employee and/or insured dependents may continue his/her health coverage for up to 18 months.

If an employee's hours of employment are reduced so that he/she is no longer entitled to benefits, he/she and/or insured dependents may continue his/her health coverage for up to 18 months.

If an employee with dependent coverage should die, covered dependents may continue their health coverage for up to 36 months.

When a child reaches the maximum age limitation or loses eligibility. the covered child may continue their health coverage for up to 36 months.

If an employee is divorced and the spouse and/or other dependents were covered as dependents on the employee's health insurance, the divorced spouse and/or other dependents may continue their health coverage for up to 36 months.

If a person is totally disabled for social security purposes at the time that one of the reasons listed in (1) or (2) occurs, that person is entitled to up to 29 months of continued health coverage. (Read COBRA notice for further details and requirements.)

Premiums for COBRA coverage are paid by the person continuing the coverage. The continuant will be charged 102% of the total premium. The charge will increase to 150% of the total premium during the disability extension period (if any).

FLORIDA RETIREMENT SYSTEM

As a full-time or part-time employee in a regularly established position, you are eligible for participation in the Florida Retirement System ("FRS"). (You are not eligible if you work in a temporary or independent contractor position.) The FRS is administered by the Florida Department of Management Services, Division of Retirement.

There are essentially two retirement plans from which you may choose; the FRS Pension Plan and the FRS Investment Plan. The Pension Plan is a defined benefit plan that provides you with a guaranteed retirement benefit at the time of your retirement. The retirement benefit you receive is based upon a formula which takes into account your age, salary and years of participation in the plan. The Investment Plan is a defined contribution plan, which provides that a contribution equal to a percentage of your salary is made to your retirement account. The retirement benefit you receive is based upon your account balance at the time of retirement which in turn is determined by the investment choices you make. You are "vested" (or becomes eligible for benefits) in the Pension Plan after six years of creditable service. Vesting in the Investment Plan occurs after one year of creditable service.

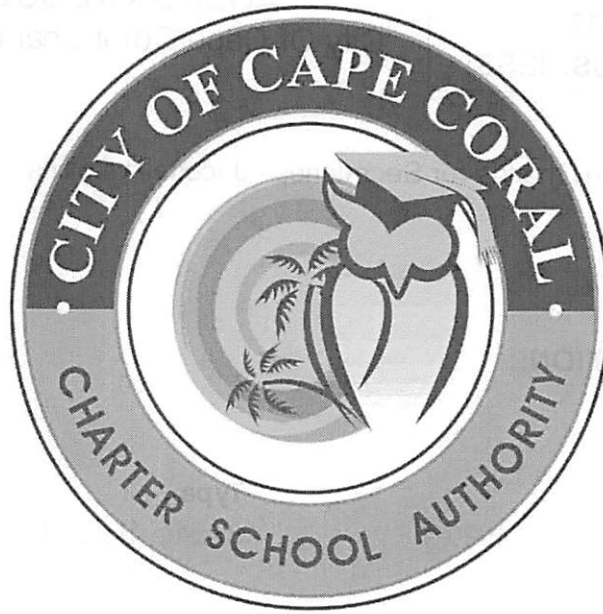
There are extensive rules governing eligibility for FRS benefits and the options available to individual employees. The Personnel Department is available to support employees in gathering information and making application for benefits. Employees are advised, however, that it is ultimately their responsibility for applying for benefits and providing the necessary information to FRS.

There are a number of other information sources available to assist employees:

A toll-free MyFRS Financial Guidance Line at 1 -866-446-9377 or TTY 1-888-429-2160.

The FRS website: www.MyFRS.com.

The Division of Retirement website: <http://www.frs.state.fl.us/>



The City of Cape Coral Charter School Authority Procedural Manual

Acknowledgement Form 2018 – 2019

I have received a copy of the 2018 – 2019 Procedural Manual. I have read and reviewed the contents and agree to follow all school policies and procedures set forth in this manual.

Employee Name: _____

Employee Signature: _____

Date: _____

Item Number:	14.E.
Meeting Date:	11/14/2017
Item Type:	NEW BUSINESS:

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Approval of Job Description Change for Secretaries - Jacquelin Collins

SUMMARY:

ADDITIONAL INFORMATION:

ATTACHMENTS:

Description	Type
▣ Job Description Sec Revised 102017	Backup Material



Charter School Secretary

Class Code:
00163



Bargaining Unit: NON-BARGAINING EMPLOYEE

CITY OF CAPE CORAL

Revision Date: ~~Jul 10, 2013~~ November 14, 2017

SALARY RANGE

\$11.30 - \$17.00 Hourly
\$904.02 - \$1,360.00 Biweekly
\$1,958.71 - \$2,946.67 Monthly
\$23,504.56 - \$35,360.00 Annually

GENERAL STATEMENT OF JOB:

Under general supervision of the Principal, performs diversified office support and administrative functions requiring specialized school based knowledge. Incumbents possess considerable organizational skill and excellent clerical/keyboard skills. Duties may range from extensive record and report maintenance tasks to heavy public/parental contact work with accounting responsibilities. Employees in this position have considerable contact with the public, which requires exercise of initiatives and independent judgment. Office support functions performed at this level are moderate to complex in nature, requiring incumbent to coordinate several specific tasks, and maintain a high degree of accuracy in processing information. The incumbent prioritizes tasks and usually performs such independently with periodic supervision or review. Position exercises considerable discretion due to the sensitive and confidential nature of information processed at this level. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Maintains Student and Staff records.

Establishes office procedures and coordinates duties of clerical office personnel.

Serves as receptionist for the school, answers phones, maintains a log, and responds appropriately to requests, needs, and crises.

Schedules appointments for conferences and interviews.

Coordinates with outside agencies to assist teachers, students and parents.

Prepares confidential documents for employee evaluations, disciplinary action, grievances, and other personnel issues.

Sorts and files correspondence, reports, vouchers or other materials.

Sets up and maintains a regular filing system as well as a set of locked confidential files and processes incoming correspondence as instructed.

Maintains effective working relationship with other employees, students, parents and the public.

Orders and maintains supplies as needed.

Locates, removes, transfers, and distributes requested information; keeps records of material transferred/distributed/removed.

Computes data from listings, reports, or other records: assembles data in appropriate form for use in completing required reports.

Types letters, memoranda, statements, purchase orders, and other materials from copy or rough draft; operates other office machines as needed.

Maintains a schedule of appointments and makes arrangements for conferences and interviews for the Principal/Superintendent.

Welcomes visitors and arranges for their comfort; screens unexpected callers in accordance with pre-determined policy.

Provides public assistance via telephone, in person, and/or by mail, e.g., completing forms/applications, explaining policy and procedure, researching information, directing to appropriate entities for assistance.

Verifies accuracy and completeness of all data/information received, and researches and provides verification on information requests from School District personnel.

Processes data/information received into a variety of formats specific to department of placement, e.g., crime reports, complaint cards, cash summaries, purchase orders, billing statements, forms, and applications.

Operates word processors in transferring/transcribing/composing various documentation, i.e., school correspondence, memoranda, various school logs and records.

Performs daily accounting tasks related to work performed, i.e., calculating, billing, and cash handling associated with payments; balancing daily revenues.

Receives, processes and distributes school mail, and prepares forms, letters, and parcels for mailing.

Receives and reviews invoices, reports, forms, and applications, and distributes copies to appropriate personnel.

Maintains professional contact with other agencies as applicable.

Prepares, organizes and maintains the school's activity and event lists and distributes as required.

Completes all personnel and payroll processing of new/terminated or employees requiring changes.

Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form.

Organizes school functions as assigned.

Schedules appointments for conferences and interviews.

Works with the principal in carrying out the day-to-day operations necessary for the smooth functioning of the school.

Works with teachers and support personnel in carrying out the day-to-day office and administration operations necessary for the smooth functions of the school.

Contributes to a positive, professional office atmosphere.

Coordinates and assists with compliance of outside agencies to assist parents, students, and staff.

Maintains radio communications with administrators and other security personnel.

Orders school materials and supplies.

Performs related work as directed.

MINIMUM QUALIFICATIONS:

High school diploma or GED required; with minimum four (4) years experience as an office secretary; or graduation from a recognized school of secretarial/office skills, and two (2) years successful experience as a secretary.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Is able to perform duties with consistent courtesy and tact in the best interest of the public.

Has general knowledge of report and record keeping principles and techniques.

Is skilled in both written and oral communications for effective expression and clarity.

Is able to establish and maintain effective-working relationships with Principal, support staff and other personnel.

Has general knowledge of modern office practices and procedures.

Has general knowledge of business mathematics. Is able to organize and review work for efficient results and accuracy.

Is able to utilize a variety of modern office equipment, i.e., computers, facsimile machines, copiers and scanners.

Is able to issue and follow oral and written instructions.

MINIMUM STANDARDS REQUIRED:

Physical Requirements: Tasks are essentially sedentary, some unassisted lifting, carrying, pushing and/or pulling of light

weight objects up to 20 pounds. Tasks may require prolonged periods of visual concentration.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of documentation, accounting, and applications.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving and receiving instructions, assignments, or directions.

Language Ability: Requires the ability to read a variety of materials relevant to municipal policy, procedure, and ordinance. Requires the ability to communicate with numerous individuals from a broad array of backgrounds.

Intelligence: Requires the ability to apply principles of rational systems; to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to issue and follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes in utilizing modern office equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Includes considerable public contact, and potential confrontational situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

Environmental Requirements: Tasks are generally performed without exposure to adverse environmental conditions.