

FLORIDA VIRTUAL SCHOOL BOARD OF TRUSTEES

NOTICE OF ADVERTISEMENT AND PUBLIC HEARING REGARDING ANTICIPATED ADOPTION OF NEW OR REVISED BOARD POLICIES

PROPOSED POLICIES AND POLICY REVISIONS

Exh.	Dept./Subject	Short Title
1.	HR	Fair Labor Standards Act
2.	HR	Salary and Payroll Deductions
3.	HR	Leaves of Absence
4.	HR	Military Leave
5.	HR	Jury/Witness Duty Leave
6.	HR	Bereavement Leave

PROPOSED REPEALS AND “STRIKE-THROUGHS”

Exh.	Dept./Subject	Short Title
7.	HR	Overtime
8.	HR	Salary
9.	HR	Wage Classifications
10.	HR	Absences/Tardiness
11.	HR	Bereavement Leave
12.	HR	Jury Duty/Witness
13.	HR	Military Leave of Absence

Notice of Approval to Advertise: The Florida Virtual School Board of Trustees (“Board”) has authorized and directed this Notice of Advertisement and Public Hearing regarding its anticipated consideration and adoption of new or revised Board Policies.

Purpose & Effect: It is the intention of the Board that the above-referenced new and revised policies simplify, update, streamline and ensure alignment of FLVS operations and Board Policies and Bylaws with applicable state and federal laws, rules, and regulations.

Access to Text of the New or Revised Policy(ies): Individuals seeking access to the hardcopy/printed version of the new or revised policy(ies) herein referenced may contact Mr. Bruce Moore, FLVS Board Clerk, at 2145 Metrocenter Boulevard, Suite 100, Orlando, Florida 32835. The Board Clerk may be reached by telephone at (407) 735-1191 or by email to bmoore@flvs.net. Individuals seeking access to the electronic version of the new or revised policy(ies) may do so via the internet by visiting the Florida Virtual School website at www.flvs.net (navigate to Board of Trustees – “Notice of Rulemaking” tabs/ pages). Please be advised that the President and Chief Executive Officer (“CEO”) of the Florida Virtual School is authorized to correct technical, grammatical, and spelling errors, and to rearrange and renumber sections, paragraphs, designations, and cross-references in any new, revised, and existing Board Policy and Bylaw which—following consultation with the FLVS Office of General Counsel—the CEO deems reasonable and prudent to achieve and advance the purpose and effect of such policies and bylaws.

Rule Making Authority: The Board is authorized to adopt, amend, and delete Board Policies pursuant to section 1002.37 and applicable provisions of Chapter 120 of the Florida Statutes.

Laws Implemented: Section 1002.37 of the Florida Statutes and all such applicable laws expressed and/or referenced by the new or revised policy(ies) herein identified.

Person(s) Proposing/Initiating New or Revised Policy(ies): The new or revised policy(ies) herein identified were originated by and through the FLVS CEO in consultation with the FLVS Office of General Counsel and FLVS personnel with subject matter expertise pertinent to the new or revised policy.

Public Hearing: The Board intends to consider, adopt, or otherwise take formal/final action on the above-referenced new and revised policy(ies) following a public hearing on such matter(s). **The public hearing will be held during the course of a regular quarterly meeting of the Board of Trustees on Tuesday, September 14, 2021, which is scheduled to begin at 9:00 a.m. (EST).** The meeting will not be held in person. Rather, it will be held by video conference. Any person who wishes to present or register public comments during the public hearing should contact Mr. Bruce Moore, Board Clerk, 2145 Metrocenter Blvd., Suite 100, Orlando, Florida, 32835, no later than 48 hours prior to the start of the Board meeting. The Board Clerk may be reached by telephone at (407) 735-1191 or by email to bmoore@flvs.net.

Any person requiring special accommodations to attend or participate in any meeting of the Board of Trustees should contact Mr. Bruce Moore, Board Clerk, at 2145 Metrocenter Blvd., Suite 100, Orlando, Florida 32835, no later than 48 hours prior to the start of the Board meeting. The Board Clerk may be reached by telephone at (407) 735-1191 or by email to bmoore@flvs.net. Persons who are hearing or speech impaired are also urged to contact the Florida Relay Service at 1-800-955-8771 (TDD) or at 1-800-955-8770 (Voice).

If a person decides to appeal any decision made by the Board with respect to any matter considered at the meeting, he or she will need a record of the meeting/proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

6700

Fair Labor
Standards Act



Book	Clean
Section	6000 Finances
Title	FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	From Neola

6700 - **FAIR LABOR STANDARDS ACT (FLSA)**

It is the policy of FLVS to comply with all applicable provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. FLVS shall pay at least the minimum wage required by FLSA and Florida law.

Non-exempt employees are hourly employees or salaried employees who do not qualify for any exemption under the FLSA.

Definitions:

- A. For purposes of this policy, exempt employees are individuals who are exempt from the FLSA minimum wage and overtime provisions. These employees include, but are not limited to, persons employed in bona fide executive, administrative, and professional positions and certain computer employees.
- B. For purposes of this policy, non-exempt employees are individuals who are not exempt from the FLSA minimum wage and overtime provisions.

Non-exempt employees who work more than forty (40) hours during a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. Paid leave, such as sick or annual pay, does not count toward time worked.

The CEO shall determine the necessity and availability of overtime work. Overtime may be authorized only in advance by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the supervisor may be subject to disciplinary action up to and including termination.

Non-exempt employees must accurately record all hours worked. If an employee believes that there is an error for his/her paycheck with regard to the calculation of overtime, the employee should contact his/her supervisor immediately. If the error is not promptly corrected, the employee should contact Human Resources.

Salary Deductions

Deductions may be made to an otherwise exempt employee's salary in certain circumstances without jeopardizing such employee's exempt status. Deductions may occur under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability.
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness.
- C. to offset amounts employees receive as jury or witness fees, or for military pay.
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions.
- E. for penalties imposed in good faith for infractions of safety rules of major significance.

In addition to the foregoing, exempt employees who accrue annual leave and sick leave may have their pay reduced or may be placed on unpaid leave for absences of less than one (1) full day with regard to partial Family Medical Leave Act leave (FMLA) or Worker's Compensation claim when leave is not used by the employee because the employee's accrued leave has been exhausted.

Deductions from the pay for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.

The Board shall also not be required to pay the full salary in the initial or terminal week of employment if the employee does not work the entire week, or for weeks in which an exempt employee takes unpaid leave under the FMLA.

The Board recognizes that with limited legally permissible exceptions as described above, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to his/her supervisor immediately. If the error is not promptly corrected, the employee should contact Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

This policy shall be distributed to employees upon initial hire, and to all employees on an annual basis.

Information regarding the FLSA may be found on the U.S. Department of Labor's website (www.dol.gov).

This policy is intended to comply with and explain the employees' rights under the FLSA. To the extent there is any conflict or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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Legal

F.S. 448.110
F.S. 1002.37
Section 24, Article X of the Florida Constitution
29 U.S.C. 201 et seq.
29 C.F.R. Part 541

6520

Salary and Payroll
Deductions



Book	Clean
Section	6000 Finances
Title	SALARY AND PAYROLL DEDUCTIONS
Code	po6520
Status	From Neola

6520 - **SALARY AND PAYROLL DEDUCTIONS**

Salary

FLVS provides a compensation plan that is intended to be competitive in attracting, retaining, and motivating employees. The plan is developed based on a schedule of salary ranges for all job classifications. The President and Chief Executive Officer ("CEO") may authorize a review of the compensation plan, as needed.

Salary Supplements

For purposes of this policy, the term "supplement" means an annual addition to the base salary for the term of the supplement as long as the employee continues his or her employment for the purpose of the supplement. A supplement does not become part of the employee's continuing base salary but shall be considered compensation under F.S. 121.021(22).

The CEO is authorized to pay a salary supplement to employees who perform certain work that is in addition to the employee's normal job functions. The supplement may not exceed \$20,000 per year in the case of a twelve (12) month contract employee, and \$16,700 per year in the case of a ten (10) month contract employee.

The following eligibility guidelines apply:

- A. Employee must be employed in a full-time position.
- B. Employee must have received an overall "Effective" or better on his/her last performance evaluation.
- C. The department in which the employee is expected to perform the supplement work must have funding available in its current budget for a salary supplement to be approved.

Payroll Deductions

FLVS shall make all legally required payroll deductions and such deductions do not require Board approval.

To the extent permitted by law, and consistent with these policies, voluntary payroll deductions may be approved by the Board and authorized, upon written request by the employee.

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Legal

F.S. 1002.37
F.S. 1012.31

1430

Leaves of Absence



Book	Clean
Section	1000 Administration
Title	LEAVES OF ABSENCE
Code	po1430
Status	From Neola

1430 - **LEAVES OF ABSENCE**

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

Employees shall not be absent from their assigned duties except as authorized by the President and Chief Executive Officer ("CEO") or the employee's supervisor. An employee who is willfully absent from duty without authorization or without leave shall forfeit compensation for the time of such absence. Contracts or appointments shall be subject to cancellation by the Board and the employee shall be subject to immediate dismissal.

Leave shall be used for the purposes set forth in the leave application. An employee who uses leave for purposes other than that set forth in the leave application may be subject to discipline, up to and including termination.

Leave may be with or without pay as provided by law, regulations of the State Board, and this policy. For any absence that is without pay, the deduction in compensation for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.

- A. Paid leaves of absence may include annual leave, sick leave, personal charged to sick, jury/witness duty, illness- or injury-in-line-of-duty, and military.
- B. Unpaid leaves of absence may include professional, personal leave not paid, family and medical leave, and maternity/paternity leave.

Approval of Leaves

All requests for leave shall be submitted on the proper form to the employee's supervisor. Except in cases of emergency, a request for leave should be filed at least ten (10) days before the date on which the proposed leave is to become effective.

The approval or denial of requests for leave will be based on the requirements of efficient operation of FLVS.

Except in the case of sick leave or emergency, leave requests shall be approved or denied before the effective date of the leave.

- A. The CEO or his/her designee is authorized to grant the following types of leave for employees:
1. Accrued sick leave.
 2. Illness- or injury-in-line-of-duty leave, and personal charged to sick leave.
 3. Military leave.
 4. Accrued annual leave.
 5. Jury/witness duty leave.
 6. Domestic violence leave.
 7. Bereavement leave.
 8. Such other leave as set forth in Board policies.
- B. The CEO or his/her designee is authorized to approve Family and Medical Act (FMLA) Leave under Board Policies.
- C. All other requests for leave require a recommendation by the CEO and approval of the Board.
- D. All employees are expected to report to work on time. An employee who is absent from duty or tardy for any reason shall notify their immediate supervisor in person, via phone, or via e-mail as early as possible. If an employee has repeated unauthorized absence(s) or tardiness, then disciplinary action may result up to and including termination. Unexcused absences of three consecutive workdays without notice to the supervisor will be considered job abandonment which is considered a voluntary resignation.

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Legal	F.S. 1002.37
	F.S. 1012.22
	F.S. 1012.61
	F.S. 1012.63
	F.S. 1012.64
	F.S. 1012.66
	F.S. 1012.67
	F.A.C. 6A-1.080, Maximum Extent of Leave

1430.07

Military Leave



Book	Clean
Section	1000 Administration
Title	MILITARY LEAVE
Code	po1430.07
Status	From Neola

1430.07 - **MILITARY LEAVE**

The Board supports individuals willing to serve in the armed forces of the United States or the State of Florida to protect our country and State. In accordance with State and Federal laws, employees who must be absent from work for active military service are entitled to take a military leave of absence in accordance with this policy.

Employees called to duty are required to notify the Payroll Department and the employee's supervisor immediately unless notice is impossible or prevented by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable.

An employee who is ordered to appear for an examination for entrance into the military service shall be granted leave with pay on day one of the examination. Appropriate documentation shall be given to the employee's immediate supervisor and to the Payroll Department.

If an employee has accrued and unused annual leave, it may be granted prior to the leave of absence as FLVS service requirements permit, or the employee may choose to work until the leave begins. An employee may elect to defer annual leave until his/her return from active duty, and then schedule leave as FLVS service requirements permit.

Employees on inactive duty training are not eligible for military leave and may use unpaid time or paid time off if available at their choice. If employee chooses paid time off they may enter directly into the FLVS Workday system. If employee chooses to use unpaid time employee should present to the Payroll Department a copy of training schedule and appropriate documentation confirming "inactive duty pay," so the Payroll Department may make the entry.

Reserve or Guard Training

Employees who are commissioned reserve officers or reserve enlisted personnel in the United States military or naval service or members of the National Guard are entitled to leaves of absence from their respective duties, without loss of vacation leave, pay, time, or efficiency rating, on all days during which they are engaged in training ordered under the provisions of the United States military or naval training regulations for such personnel when assigned to active or inactive duty.

Compensation allowed for military leave to participate in required training exercises shall not exceed 240 hours in any one (1) annual period as provided in section 115.07, Florida Statutes. Such leave is not charged as vacation. It shall be established that the period selected is not at the convenience of the employee but a military necessity if it falls within the school year. Upon the recommendation of the President and Chief Executive Officer (CEO), leaves of absence for additional or longer periods of time for assignment to duty functions of a military character shall be without pay and may be granted by the

Board and when so granted shall be without loss of time or efficiency rating. FLVS will pay employee's regular base pay less their military service base pay for the training period.

When an employee's assigned employment duty conflicts with ordered active or inactive duty training, it is the responsibility of the Board to provide a substitute employee, if necessary, for the assumption of such employment duty while the employee is on assignment for the training.

Active Military Service

Employees who are service members on active military duty, or service members of the National Guard or a reserve component of the Armed Forces of the United States shall be granted leave to perform active military service. The first thirty (30) days for any such leave an employee will be paid the rate that is the difference between the employee's base pay rate and their documented base rate for military service.

Leave of absence for longer periods of time for assignment to duty functions of a military character shall be without pay. Employees on military leave may substitute accrued annual leave for unpaid leave.

Re-Employment

Re-employment of all employees granted military leave shall be governed in accordance with 38 U.S.C. 4312. An employee who is granted military leave for active duty shall, upon the completion of the tour of duty, be returned to employment without prejudice, provided that the employee gives notice and files an application for re-employment within the time limitations contained in 38 U.S.C. 4312. The employee will be returned to duty in the same or a similar position as previously held in accordance with 38 U.S.C. 4312.

Upon return, the employee must provide proof of service and military base pay to the FLVS Payroll Department.

Benefits During Military Leave

The Board shall continue to provide all health insurance and other existing benefits to employees as required by the Uniformed Services Employment and Reemployment Rights Act, Chapter 43 of Title 38 U.S.C.

Voluntary Service

When an employee enters voluntarily into any branch of the armed forces for temporary or an extended period of service, military leave shall be granted at the Board's discretion. An employee whose absence will interfere with the orderly operation of the FLVS program shall be denied military leave, except in unusual cases. However, in all instances, the employee shall be entitled to all rights provided by state and federal law.

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Legal	F.S. 115.07
	F.S. 115.09
	F.S. 115.14
	F.S. 121.111
	F.S. 250.341
	F.S. 1002.37
	F.S. 1012.23
	F.S. 1012.66
	38 U.S.C. 2021 et seq.
	38 U.S.C. 4312
	38 U.S.C. 4323

1430.09

Jury/Witness

Duty Leave



Book	Clean
Section	1000 Administration
Title	JURY/WITNESS DUTY LEAVE
Code	po1430.09
Status	From Neola

1430.09 - **JURY/WITNESS DUTY LEAVE**

Jury Duty Leave

An employee summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to the employee's normal workday hours. However, if jury duty does not require absence for the entire workday, the employee is expected to return to work immediately upon release by the court.

Any jury fees may be retained by the employee.

The Board shall not reimburse the employee for meals, lodging, and travel expenses incurred while serving as a juror.

Witness Duty Leave

When an employee is subpoenaed as a witness unrelated to any FLVS proceeding, the employee may be granted temporary leave with pay for all hours required for the duty, up to the employee's normal workday hours, provided the subpoena is not related to personal litigation in which the employee is a party. The Board shall not reimburse employees for meals, lodging, and travel expenses incurred while serving as a witness.

When an employee is subpoenaed or called as a witness by the Board or opposing counsel for any FLVS matter at a deposition, hearing, trial or other civil proceeding, the employee may be granted temporary leave with pay for all hours required for the duty. In the event no fees are received from the court, the employee may be paid per diem and for travel expenses pursuant to FLVS policies.

Any witness fees may be retained by the employee.

Personal Litigation

In no case shall leave with pay be granted for court attendance when an employee is engaged in his/her own personal litigation. In such cases, the employee may request vacation or personal leave.

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Legal	F.S. 1002.37 F.S. 1012.23 F.S. 1012.66
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1430.10
Bereavement
Leave



Book	Clean
Section	1000 Administration
Title	BEREAVEMENT LEAVE
Code	po1430.10
Status	

1430.10 – **BEREAVEMENT LEAVE**

FLVS recognizes that a time of bereavement is difficult for an employee. Therefore, every effort shall be made to provide that the employee has time away from work to attend to family matters.

Up to two (2) business days of Bereavement Leave may be granted for absence due to a death in an employee's immediate family. Other paid leave may be used to extend the time of bereavement. The duration of such absence may depend on such factors as distance to be traveled and the degree of personal responsibility.

The extension of time for such absences beyond Bereavement Leave is a matter of supervisory discretion and the employee's accrued paid time off balance will be utilized if available.

The intent of the Bereavement Leave benefit is to provide assistance to employees when an employee is unable to perform job duties due to the death of a member of the immediate family. For the purpose of this policy, the term "immediate family" shall be defined as:

- A. Spouse, parent, step-parent, parent-in-law, child, step-child, daughter-in-law, son-in-law, brother, sister, grandparent, or grandchild, or
- B. Any relative or dependent who resides within the employee's household.

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Legal	F.S. 1002.37 F.S. 1012.66
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COO1 - Overtime

SECTION: COMPENSATION

TITLE: OVERTIME

CODE: C001

ADOPTED: 8/2005

REVISED: 7/2007, 7/2009, 7/2010, 7/2013

POLICY:

Operating requirements, special projects, or other needs that cannot be met during regular working hours may result in non-exempt employees being asked to perform work assignments that require overtime pay. Exempt employees are not eligible for payment of overtime.

Employees who work overtime without receiving prior authorization from their manager may be subject to disciplinary action, up to and including termination of employment.

PROCEDURE:

- The supervisor must approve and authorize in writing the overtime of the non-exempt employee **before** the hours are worked.
- Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.
- Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour law.
- Overtime pay above 40 hours worked in any workweek shall be compensated at time and a half pay for hours of actual work, unless otherwise required by state law.
- The workweek begins on Sunday and ends on Saturday when calculating overtime.
- Time off on holidays, Sick Leave, Annual Leave, or any Leave of Absence will not be considered hours worked for the purpose of performing overtime calculations, unless otherwise required by state law.
- A non-exempt employee is not authorized to work overtime (beyond 40 hours in his/her workweek) without the prior written authorization of his/her supervisor.

COO2 – Salary

SECTION: COMPENSATION

TITLE: SALARY

CODE: C002

ADOPTED: 8/2005

REVISED: 7/2007, 7/2009, 7/2010, 7/2011, 7/2013, 7/2014, 12/2014, 7/2015, 7/2016, 7/2017

POLICY:

FLVS provides a compensation plan that is intended to be competitive in attracting, retaining, and motivating employees. The plan is developed based on a schedule of salary ranges for all job classifications. The President/CEO may authorize a review of the compensation plan as necessary to analyze the marketplace in terms of compensation and benefits in order to keep FLVS competitive.

SALARY SUPPLEMENTS

The President/CEO is authorized to pay up to \$20,000.00 for each supplemental job designated to staff for additional duties that are considered over/above the employee's job description. All Supplement Procedures must receive final approval from the President/CEO prior to an employee performing the supplemental work. All available supplemental work should be equitably distributed to eligible employees based on the additional duties and responsibilities assigned. Additionally, the President/CEO is authorized to determine annual supplement requests submitted for consideration at the beginning of the fiscal year, unless an extenuating circumstance is submitted for review during the same fiscal year.

The following eligibility guidelines apply:

- Employee must be employed in a full-time position.
- Employee must have completed his/her 12-month probationary period.
- Employee must have received an overall "Effective" or better on his/her last performance evaluation.
- The department must have funds available in its current budget; additional funding may not be requested from the Budget Office.

GEOGRAPHIC BASE PAY DIFFERENTIAL

FLVS provides a geographical base pay differential for Global Sales positions based upon a geographical base pay differential model, which will be used to account for the geographic location and cost of living differences in the identified areas where we are hiring Global Sales positions.

PROCEDURE:

Wage and salary levels are established and reviewed in order to maintain internal salary relationships between positions and employees of comparable skill, experience, and education.

1. Management requesting a new or revised position must submit a draft job description with edits tracked to Compensation for review, preferably at the beginning of the fiscal year for new positions.
2. Each job is evaluated, and an appropriate classification and compensation level is established.

SALARY SUPPLEMENT

1. All requests for supplements must be justified and approved at the beginning of the fiscal

year and prior to the employee performing the work.

2. ~~Managers requesting a Salary Supplement for additional work must complete appropriate Supplement Procedure Template (non-recurring), obtain initial department head approval, and then submit the completed Supplement Procedure Template to Compensation~~
3. ~~Manager may request a specific dollar amount within the template and must submit justification as to how that amount was determined; however, final determination on supplemental pay is recommended by Compensation and approved by the President/CEO.~~
4. ~~Upon approval by the President/CEO for offering supplemental work, the requesting manager must meet with the eligible employee(s), review the work expectations and pay, and obtain a signed Supplement Agreement Form from the participating employee(s).~~
5. ~~Signed Supplement Agreement Forms must be turned into Compensation for documentation.~~
6. ~~Upon successful completion of supplemental work, requesting manager must notify Compensation to authorize payment for the non-recurring supplement.~~

PAYROLL PROCEDURE

- ~~Employees are paid bi-weekly every other Friday.~~
- ~~Should the pay date fall on a bank holiday, pay will be issued the preceding banking day.~~
- ~~Direct deposit and online pay slip presentation is required for all pay classifications except where state law requires authorization.~~

C003 – Wage Classifications

SECTION: COMPENSATION

TITLE: WAGE CLASSIFICATIONS

CODE: C003

ADOPTED: 7/2009

REVISED: 7/2010, 7/2011, 7/2012, 7/2013, 7/2016

POLICY:

FLVS complies with and adheres to all applicable employment rules and regulations established and enforced by federal and state agencies.

Each position is defined as either Exempt or Non-exempt based on federal wage and hour law, and Fair Labor Standards Act (FLSA) requirements and definitions.

Definitions

- ~~Exempt employees~~ are excluded from specific provisions of federal and state wage and hour laws.
- ~~Non-exempt employees~~ are entitled to overtime pay under specific provisions of federal and state laws.

An employee's job classification may be reviewed by Human Resources or upon written notification by the employee's director or by the President/CEO. These classifications do not guarantee employment for any specific period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and FLVS.

PROCEDURE:

Employees are classified into one of the following areas:

ADMINISTRATIVE

- ~~Receives all legally mandated benefits such as Social Security, FRS, and Worker's Compensation.~~
- ~~Eligible for health insurance upon completion of new hire insurance waiting period.~~
- ~~Eligible for all paid leave benefits.~~
- ~~Works a full-time work schedule for benefit eligibility based on a contract period of 12 months as aligned with the fiscal year calendar.~~

FULL-TIME 12-MONTH INSTRUCTIONAL EMPLOYEE

- ~~Receives all legally mandated benefits such as Social Security, FRS, and Worker's Compensation.~~
- ~~Eligible for health insurance upon completion of new hire insurance waiting period.~~
- ~~Eligible for all paid leave benefits.~~
- ~~Works a full-time work schedule for benefit eligibility based on a contract period of 12 months as aligned with the fiscal year calendar.~~
- ~~Must hold a valid teaching certificate.~~

FULL-TIME 10-MONTH INSTRUCTIONAL EMPLOYEE

- Receives all legally mandated benefits such as Social Security, FRS, and Worker's Compensation.
- Eligible for health insurance upon completion of new hire insurance waiting period.
- Eligible for Sick Leave paid benefits and FLVS recognized paid holidays within the employee's contracted period of employment.
- Works a full-time work schedule for benefit eligibility based on the contracted period of paid days.
- Must hold a valid teaching certificate.

FULL-TIME 12-MONTH SUPPORT STAFF EMPLOYEE

- Receives all legally mandated benefits such as Social Security, FRS, and Worker's Compensation.
- Eligible for health insurance upon completion of new hire insurance waiting period.
- Eligible for all paid leave benefits.
- Works a full-time work schedule for benefit eligibility based on a contract period of 12 months as aligned with the fiscal year calendar.

FULL-TIME 10-MONTH SUPPORT STAFF EMPLOYEE

- Receives all legally mandated benefits such as Social Security, FRS, and Worker's Compensation.
- Eligible for health insurance upon completion of new hire insurance waiting period.
- Eligible for sick leave benefits.
- Works a full-time work schedule for benefit eligibility based on a contract period of 10 months as aligned with the fiscal year calendar.

ADJUNCT INSTRUCTIONAL

- Receives all legally mandated benefits such as Social Security, FRS and Worker's Compensation.
- Not eligible for any health insurance or paid leave benefits.
- Must hold a valid teaching certificate.

PART-TIME SUPPORT STAFF/GENERAL ASSISTANT

- Receives all legally mandated benefits such as Social Security, FRS and Worker's Compensation.
- Not eligible for any health insurance or paid leave benefits.
- Works an average of less than 30 hours per week.

TEMPORARY PERSONNEL

- Temporary personnel fill positions that are not expected to be in existence beyond six months.
- Receives all legally mandated benefits such as Social Security and Worker's Compensation.
- Not eligible for any health insurance or paid leave benefits.
- Not eligible for participation in FRS.

INTERNS

The definition of intern for this purpose has two classifications: instructional and non-instructional intern

~~Instructional Intern: Pre-service teacher candidate, performing responsibilities to meet the requirements of the Department of Education to satisfy the field placement hour's requirement. GPA and certification exam requirements to be determined by the partnering college/university. This is a non-paid position.~~

~~Non-Instructional Intern: Support intern candidate who holds a sophomore status or higher as determined by the college/university, or graduate (6 months or less) from an accredited post-secondary college/university. GPA requirements, as set forth by FLVS to be 2.5 or higher. This is a paid position.~~

~~Non-instructional interns receive all legally mandated benefits such as Social Security and Worker's Compensation.~~

~~No interns are eligible for any health insurance or paid leave benefits. No interns are eligible for participation in FRS.~~

~~Non-instructional interns work a part-time work schedule, not to exceed 29 hours per week. Additionally, they follow the FLVS 12-month calendar.~~

~~Instructional interns perform a minimum of 10 hours per week and are not to exceed 40 hours per week.~~

LO01 – Absences/ Tardiness

SECTION: LEAVE

TITLE: ABSENCE/TARDINESS

CODE: L001

ADOPTED: 7/2009

REVISED: 7/2010, 7/2014

POLICY:

FLVS strives to provide the best possible daily service in the most efficient and effective manner. To do so, FLVS needs the help and skills of each employee every day. Promoting and assuring good attendance and punctuality and controlling excessive absenteeism and tardiness are fundamental parts of everyone's job. By taking appropriate measures to preserve health and by living and working safely, employees demonstrate a personal commitment to the goal of making FLVS the best and most reliable organization.

All employees are expected to report to work on time.

If an employee has an unauthorized absence, disciplinary action, up to and including termination may occur.

Absences of three consecutive workdays without notification to the supervisor and/or FLVS Professional Standards at 407-513-3692 will be considered job abandonment.

PROVEDURE:

If it is necessary to be absent from work, the employee shall notify the immediate supervisor as far in advance as possible so that work schedules may be adjusted when appropriate:

- ~~The reason for the absence should be stated so that it may be determined how the time will be coded and whether or not it will be paid.~~
- ~~The employee should leave a number where the supervisor can reach him/her. Calls to report unplanned absences should be made as early as possible prior to normal starting time.~~
- ~~Failure to appear or call in to report the reason for absence within 30 minutes of the starting time may result in a charge of absence and employee may not be paid for time missed.~~

VERIFICATION OF ABSENCE

- ~~A physician statement or other verification as to the employee's reason for absence will be required in any situation in which it is believed that no valid grounds exist for the employee's claim of absence.~~
- ~~Verification of the need for absence must be provided within five days of the official request to Benefits, Human Resources.~~

A Return to Work Release Authorization form may also be requested after excessive or frequent use of Sick Leave. If requested, this form must be submitted to Benefits, Human Resources upon an employee's return to work.

L003 – Bereavement Leave

SECTION: LEAVE

TITLE: BEREAVEMENT LEAVE

CODE: L003

ADOPTED: 7/2009

REVISED: 7/2010, 7/2012, 7/2015, 7/2017

POLICY:

FLVS recognizes that a time of bereavement is difficult for an employee. Therefore, every effort shall be made to ensure that the employee has time away from work to attend to family matters. Up to two business days of Bereavement Leave may be granted for absence due to a death in an employee's immediate family. Other paid leave may be used to extend the time of bereavement. The duration of such absence depends on such factors as distance to be traveled and the degree of personal responsibility. Generally, this is a matter of supervisory discretion.

The intent of the Bereavement Leave benefit is to provide employees with income security for those instances when an employee is unable to perform job duties due to the death of a member of immediate family. "Immediate Family" shall be defined as:

- Spouse, parent, step parent, child, step child, grandchild, brother, sister, grandparent, parent-in-law, daughter-in-law, or son-in-law
- Any relative or dependent who resides within the employee's household

PROCEDURE:

Employee should request Bereavement Leave via Workday and must notify his/her immediate supervisor.

L005 – JURY DUTY/ WITNESS

SECTION: LEAVE

TITLE: JURY DUTY/WITNESS

CODE: L005

ADOPTED: 7/2009

REVISED: 7/2015, 7/2016

POLICY:

For any school related/required or any jury duty court appearances or duty performed, pursuant to court process, by any employee during school working hours, the employee shall receive full pay, allowances and/or reimbursements from FLVS as follows:

1. When summoned to appear as an official witness, as a direct result of employment by FLVS, in any action in any State or Federal court of this state or before an administrative law judge, a hearing officer, hearing examiner, or any board or commission of the state or of its agencies, instrumentalities, or political subdivisions, shall be considered to be on duty during such appearance and shall be entitled to per diem and travel expenses as provided in Fla. Stat. § 112.061. Such employee shall be required to tender to FLVS any witness fee and other expense reimbursement received by the employee for such appearance.

FLVS reserves the right to ask the court to excuse the employee if his/her absence may result in adverse effects on FLVS business operations. Employees who serve as expert witnesses or are involved in personal litigation are not covered by this policy and should follow FLVS procedure to request either Sick Personal Leave, Annual Leave or Domestic Violence Leave.

PROCEDURE:

1. It is the employee's responsibility to notify his/her manager as soon as a formal notice regarding jury duty or other court ordered appearance is received. The supervisor should obtain a copy of the notification document received from court or authorized authority and submit it to Benefits (Human Resources) and Payroll for record purposes.
2. The supervisor shall make arrangements for coverage during the employee's absence for witness service or jury duty.
3. If an employee is excused from such duty or service during a regularly scheduled work day, the employee is expected to report to work and resume normal duties.
4. Postponements of jury duty or witness service shall be requested only in exceptional circumstances when it is determined that the employee's continuous efforts on developmental projects are required to ensure the success of the project.
5. FLVS will not be liable for additional costs incurred because of jury duty or witness service.

L007 – MILITARY LEAVE OF ABSENCE

SECTION: LEAVE

TITLE: MILITARY LEAVE OF ABSENCE

CODE: L007

ADOPTED: 8/2005-

REVISED: 7/2009, 7/2010

POLICY:

A Military Leave of Absence will be granted to regular employees entering the armed forces that are members of the reserve components of the armed forces, including the Coast Guard Reserve, and are ordered or called into "active" service, other than on the basis of voluntary action initiated by the employee.

An employee is eligible for re-employment rights with full-service credit for the period of absence in military service. The Veteran's Re-employment Rights Act effectively guarantees that employees called to active duty from a reserve or National Guard unit or from the ready reserve to be reinstated.

Upon re-employment, the employee will receive the same pay he/she would have received if he/she had never left. This includes benefits, wage adjustments, increases, etc. or current payment schedule.

If an employee has accrued but not used Annual Leave, it may be granted prior to the Leave of Absence as FLVS service requirements permit, or the employee may choose to work until the leave begins. A lump-sum payment of earned Annual Leave may also be available. An employee may elect to defer Annual Leave until his/her return from active duty, and then schedule leave as FLVS service requirements permit.

When annual active duty employees who are reserve members of any branch of the Armed Services or members of the National Guard/Reserves serve their annual active duty, which requires temporary absence from work, FLVS will grant up to 240 hours of leave per Florida Administrative Code. FLVS will pay their regular base pay less their military service base pay for the training period.

An employee who is ordered to appear for an examination for entrance into the military service shall be granted leave with pay on day one of the examination. Appropriate documentation shall be given to the employee's immediate supervisor and to Talent Management.

PROCEDURE:

- An employee may request a Military Leave of Absence by notifying his/her supervisor and presenting a copy of his/her Military Orders to Benefits, Human Resources and Payroll.
- Employees must give advance notice of absence for military duty as soon as possible to their immediate supervisor and, upon return from leave, provide proof of such service and of military base pay.

- Supervisors will arrange temporary reassignment of employee's duties and notify Payroll Department of employee's Military Training Leave.
- The Payroll Department will record Annual Leave in Workday until proof of service and military pay has been provided to Payroll.
- Upon return, employee must provide proof of service and military base pay to Payroll Department.
- The Payroll Department will then adjust pay, remove Annual Leave and replace with Military Leave in Workday in the next available pay period following employee's return.