



WALTON COUNTY SCHOOL DISTRICT

Excellence

Professionalism

Innovation

Collaboration

Instructional Pre-Employment Orientation

Carlene H. Anderson Training Center

7/31/2023

8:00 a.m. – 3:30 p.m.

Housekeeping

- Sign in at the front desk
- Restrooms are in the back of the room
- Cellphones
 - Mute volume
 - Put phone away during Orientation
(we need your full attention)





Welcome and Introductions

- A. Russell Hughes, Superintendent of Schools
- Candy Bodie, Director of Human Resources



WALTON COUNTY
SCHOOL DISTRICT

Safety and Security Department – 2023

Charlie Morse

School Safety Specialist

Welcome to Walton County School
District Team – The #3 School
District in the State of Florida



How are you going to keep my granddaughter and grandson safe each day at your school?





Walton County School District is creating a culture at each school where safety is woven into the fabric of everyday life at a school and is very evident at each school in the district.

WCSD Safety Departments Focus – School Safety and student achievement are our #1 priorities. We are working to be #1 in the state of Florida in both areas.

The top three safety initiatives



Keep Classroom Door
locked and secured



Display Employee Badge
while on Campus



See Something, Say
Something

How are you going to keep my child
safe at the school?

30 Safety Initiatives in place
everyday at each school in the
district (Handout)



WCSD Safety Footprint



Upcoming Safety Trainings and other safety measures

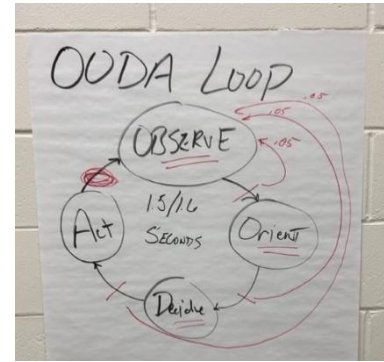
- ALICE Training during Pre-Planning conducted by ALICE Certified Trainers
- ALICE E-Learning Training in August (Email – Navigate 360)
- At the monthly faculty meeting an ALICE Certified Trainer will review upcoming drills and review previous drill with teachers and staff.
- New Emergency Teacher Folders
- Rave Panic App – Alyssa Alert

Note: ALICE certified trainers are experts in ALICE protocols and concepts at the school.

ALICE Certified Instructor Training 2023



VCI - 11 1/2 min
~~45 sec~~ 90 sec 2 min
911 - 90 sec
Dispatch - 3 min
Arrive - 4 min
Contact - 3 min



Questions



My Contact Information

Charlie Morse

School Safety Specialist

morsec@walton.k12.fl.us

(850)892-1100 ext.1807

(850)635-2279

(850)520-1921



WALTON COUNTY
SCHOOL DISTRICT

New Hire Onboarding

Dakota Arnold, Human Resources Specialist

- **Congratulations on your recommendation for employment with Walton County School Board.**
- **New Hire Onboarding System**
 - An employment onboarding system from Unified Talent called Employee Records is used to complete new hire paperwork and provide you information.
 - Failure to complete all employment requirements may result in a delay of payroll processing. (CBA 13.18)
- **Verification of Employment Form**
 - The WCSO Verification of Employment Form must be completed by your previous employer(s) to determine placement on the salary schedule. The form is available in Records. This form must be sent to previous employers for years of service credit. Submitting the document in records does not send the document to your previous employer, it just acknowledges that you received it.
 - The form is due to the HR Department within three (3) months from your start date.
 - Previous position experience must be comparable to your assigned position.
 - Credit will not be awarded on the salary schedule for any years of experience that have been used by the employee to qualify for retirement.
 - You may receive a maximum of three (3) years of active-duty military service or Peace Corps service. Experience will be verified with an honorable or discharged under honorable condition stated on a DD-214.
 - Employment History listed in your application does not meet the requirement for employment verification for salary placement. The VOE form must be completed.
- **Official Transcripts**
 - All Instructional Personnel must have official transcripts sent to the HR Department directly from the college or university via U.S. mail or email. Unopened official transcripts will be accepted from the employee.
 - Instructional personnel will be compensated with a salary supplement for advanced degrees when the advanced degree is added to the teaching certificate. (CBA 13.23, F.S. 1012.22)

Payroll Information

- **Payroll Taxes**

- FICA and Medicare are mandatory taxes calculated on all monies received.
- Information on the W-4 will determine the rate of Federal Withholding Taxes.

- **Earning and Using Leave**

- All employees are fronted 4 days sick leave per state law. Instructional personnel will earn 10 days per year.
- Six (6) days may be used for personal reasons.
- Leave may not be used before it is earned. One day of sick leave is earned each month provided the employee is paid 11 days in the calendar month.

- **Payroll Calendars**

- Payroll dates and holidays are listed on the payroll calendars.
- Payments are processed once per month.

- **Salary Schedules**

- You will be paid according to the Board approved salary schedule.
- You must work at least one day over half of the year (99 days) to receive credit for a year of experience.
- There is currently no maximum number of years that can be credited on the salary schedule. However, years used to qualify for retirement will not be eligible.

Florida Retirement System (FRS)

- **Florida Retirement System Information**

- Mandatory enrollment unless previously retired from the Pension Plan.
- Mandatory 3.0% employee contribution per pay period - Regular Class.
- Mandatory 13.57% employer contribution per pay period - Regular Class.
- Beneficiary designation information is in Records.
- Your plan choice is due by 4:00 p.m. ET on the last business day of the 8th month following your month of hire. FRS will send you a form to complete or you may complete it online after your first payroll information has been sent to FRS.

- **Comparing the Plans (Plan Comparison Chart in Records)**

- Pension Plan - Traditional Retirement Pension Plan
 - It is designed for employees who are not comfortable with choosing investments and managing their own portfolio, and who want a guaranteed monthly retirement benefit.
 - Vested after eight (8) years of service.
 - At retirement you will receive monthly payments for your lifetime.
- Investment Plan – 401(k) Type Investment Plan
 - It is designed primarily for employees who want greater control over their retirement plan and who want flexibility in how their benefit is paid at retirement.
 - Vested after one (1) year of service.
 - At retirement you will receive a lump sum, a rollover, an annuity, a customized payment schedule, or any combination of these.



Learn more about the Florida Retirement System by visiting the FRS website at https://www.dms.myflorida.com/workforce_operations/retirement.



Insurance and Benefits

Sarah Senterfitt, Insurance and Benefits Specialist



Open Enrollment

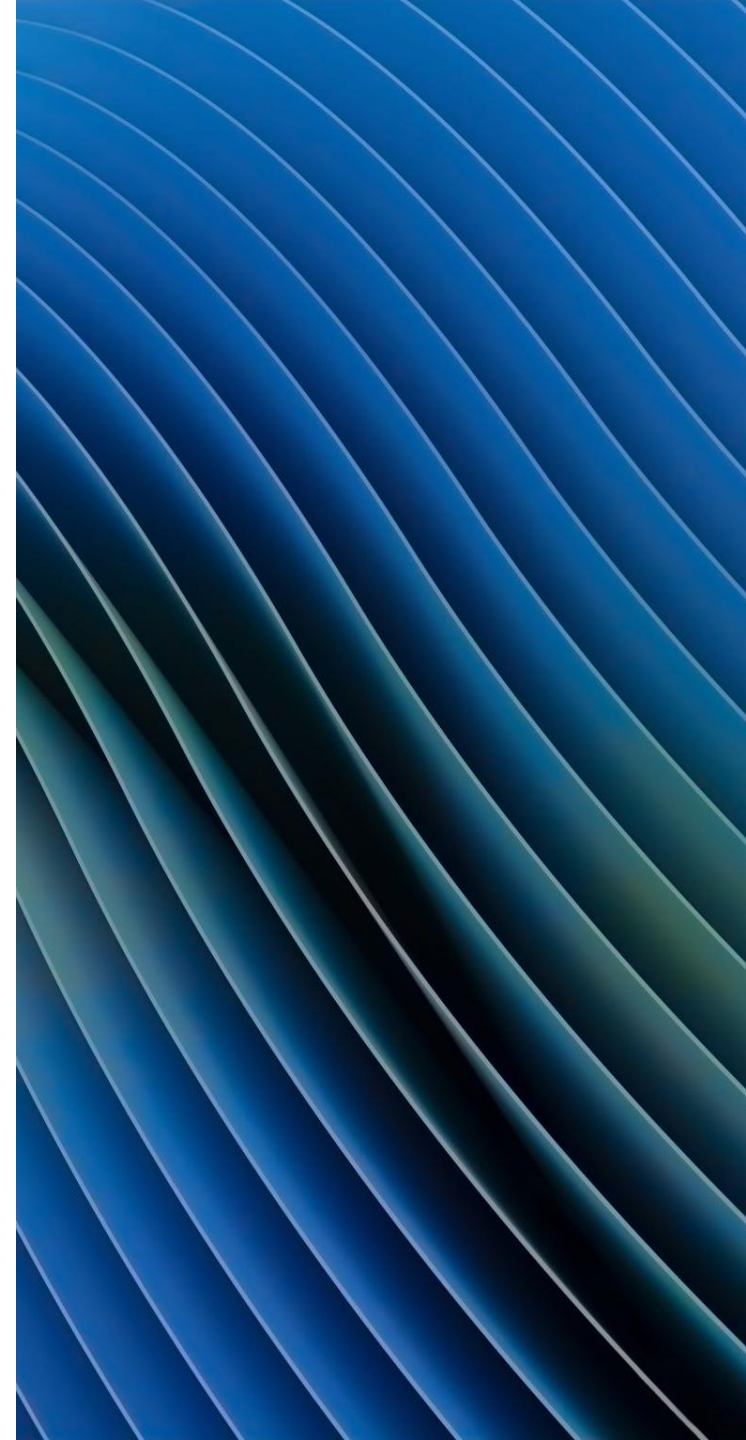
The Open Enrollment schedule is
August 10, 2023
Through
September 8, 2023

You may speak with the insurance agents while they are at your school during the Open Enrollment period to discuss the products they offer. This is not mandatory. You may complete your enrollment online.

Initial Enrollment

Initial Enrollment will be
August 10, 2023 – September 8, 2023

We will be available each day to
assist you, or you may use the
self- service option.





Employer Paid Benefits

Up to \$843.06 toward your Health Coverage

(Employees opting out will receive a Hospital Indemnity Plan (HIP))

\$10,000 Life Insurance policy with an attached
\$2,500 Dependent Life policy

1.800MD policy

MUST have 11 paid days per calendar month for the District to contribute to these benefits! If not, you will be responsible for payment of the premiums.



Important Information to Know!

Dependents can be covered up to the age of 30 for
Health and Dental

Age 26 for Vision

Grandchildren can be covered for the first 18 months
(1.5 years) of their life only if parent is current
dependent on the policy

Qualifying events – Birth, Death, Marriage, Divorce,
Gain of Coverage, Loss of Coverage

Changes **MUST** be made *within* 30 days from date of
event

**No pre-taxed deduction can be cancelled except
during Open Enrollment**

Required Documentation for Family Coverage

Marriage License

1040 Tax Form

Birth Certificates
for ALL children
(court documents
for adoptions)

Social Security
Numbers will be
required for each
person

**ALL OF THIS INFORMATION MUST BE SENT
VIA COURIER OR SECURE FAX**

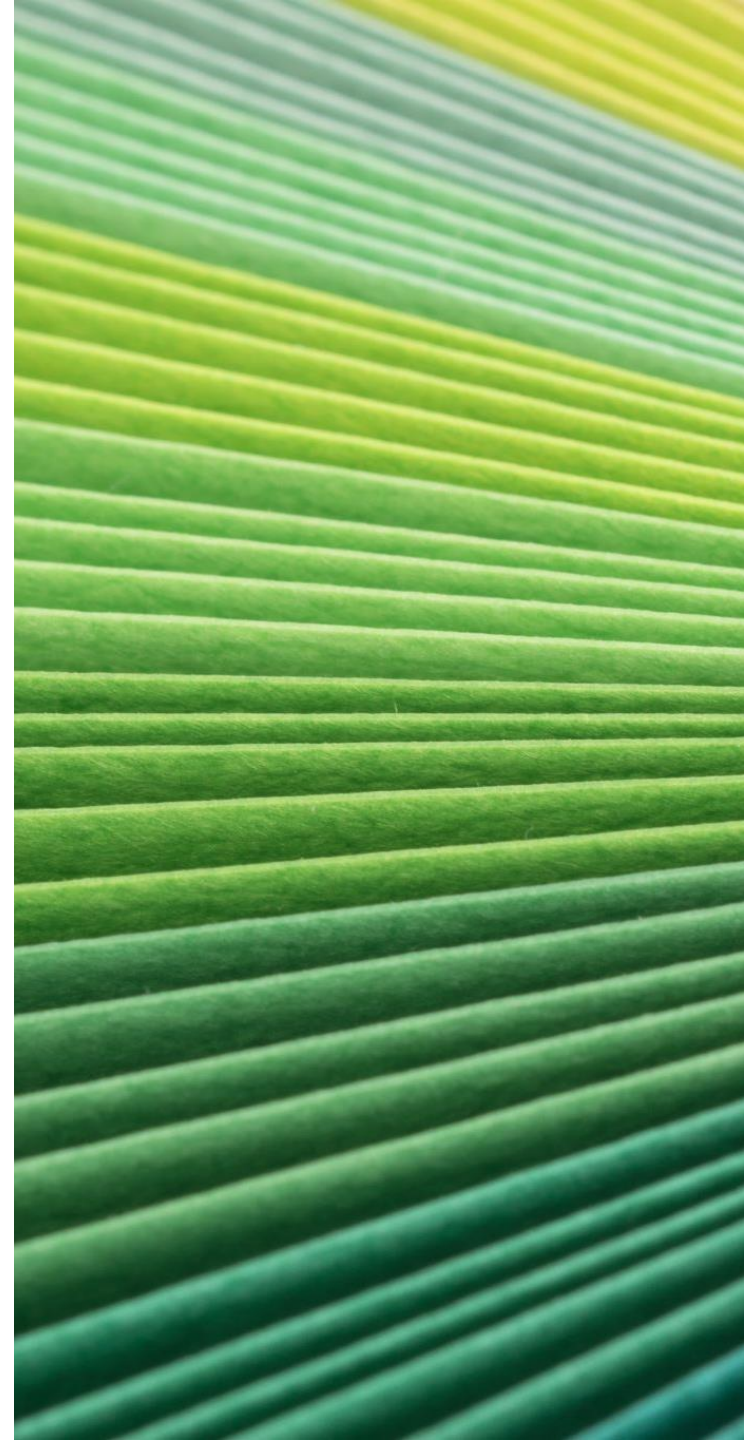
Florida Blue Health


You have 2 health options – BlueChoice 328 (Low Plan) or BlueOptions 3769 (High Plan).

Single or Family Coverage only.

Coverage begins on the 1st of the month ***following*** 30 days of employment.

Coverage ends at midnight on the last day of the month in which you terminate employment





BlueChoice 328 Low Plan Option

Single Coverage Cost – \$0.00

Family Coverage Cost - \$885.79

Low Plan - \$1,500 DED per person/\$4,500
DED per family.

30% Coinsurance

\$5,000 maximum OOP expense.

Preventive Services and Mental Health
Services are 100% covered.

BlueOptions 3769

High Plan Option

Employee Only
Coverage Cost -
\$200.68


Family Coverage
Cost - \$1,297.45

\$500 DED per
person/\$1,500 DED
per family

20% Coinsurance

\$3,000 maximum
OOP expense.

Preventive Service
and Mental Health
Services 100%
covered



Hospital Indemnity Plan (HIP)

The HIP Plan pays you directly for:
Hospitalizations, ICU, Convalescent Care.

\$20,000 Life Insurance policy

\$2,500 Dependent Life policy

Short-Term Disability Policy

Blue Dental

*Must have policy for 12 months to utilize Major and Orthodontia coverage

Maximum Rollover Benefit – Use less than the yearly claim payment threshold and you will receive Rollover dollars to help cover future unexpected visits or higher out of pocket costs for complex procedures.

Two Coverage Options – Low Plan or High Plan



Blue Dental Tiers

You can pick from 4 different coverage tiers:

Employee Only

Employee + Spouse

Employee + Children

Family

Blue Dental – Low Plan

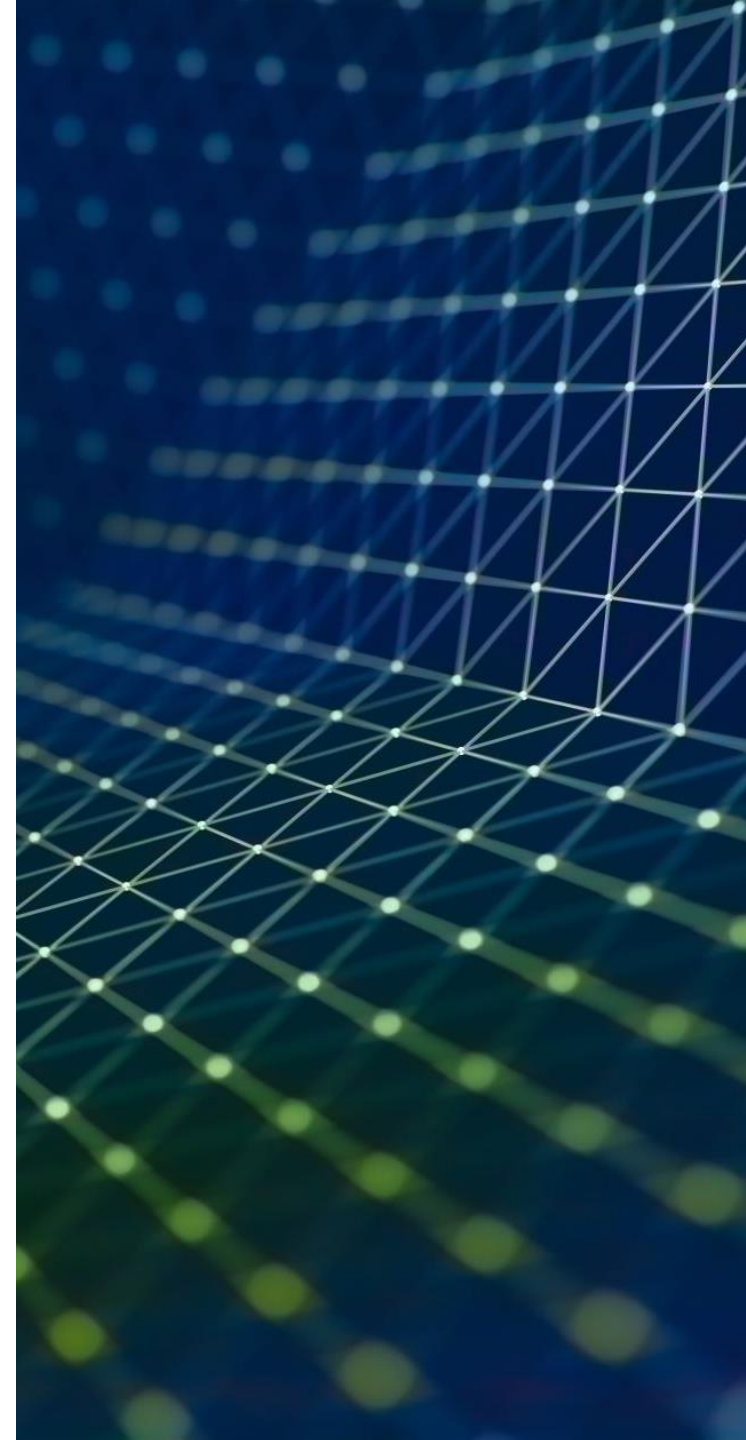
2 free cleanings per year – they do not have to be spaced 6 months apart

Preventive Services – 100% covered

EO - \$22.99, ES - \$45.09,
EC - \$51.60, FAM - \$73.73

Basic Services – 60% covered

Major Services* – 30% covered



Blue Dental – High Plan

2 free cleanings per year – they do not have to be spaced 6 months apart

Preventive Services – 100% Covered

Basic Services – 80% Covered

Major Services* – 50% Covered

Orthodontia Services* – Covers children up to age 19

EO - \$45.32, ES - \$88.92, EC - \$101.77,
FAM - \$145.34

EyeMed Vision

2 Plan Options



There are 4 different tier coverages:

Employee Only

Employee + Spouse

Employee + Children

Family



Online Information

View Benefit Summaries

Check Eligibility

Search Providers

Nominate Providers



Low Plan Option

Rates:

EO - \$4.56

ES - \$6.53

EC - \$9.13

FAM - \$9.78

Co-Pay - \$40

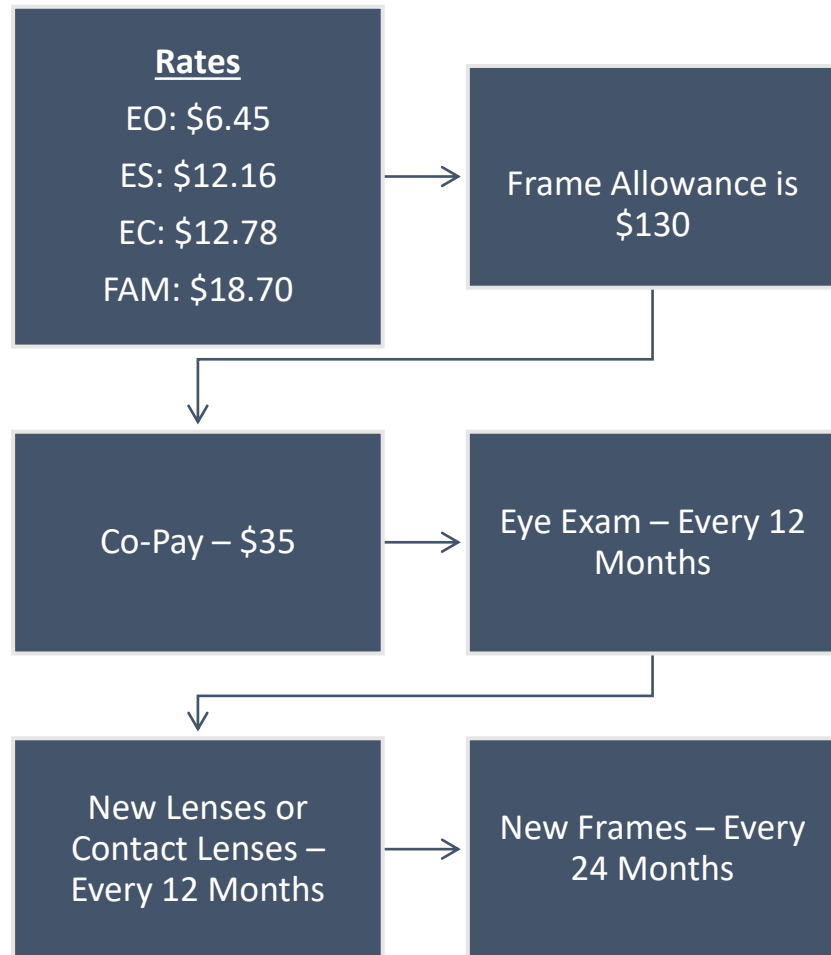
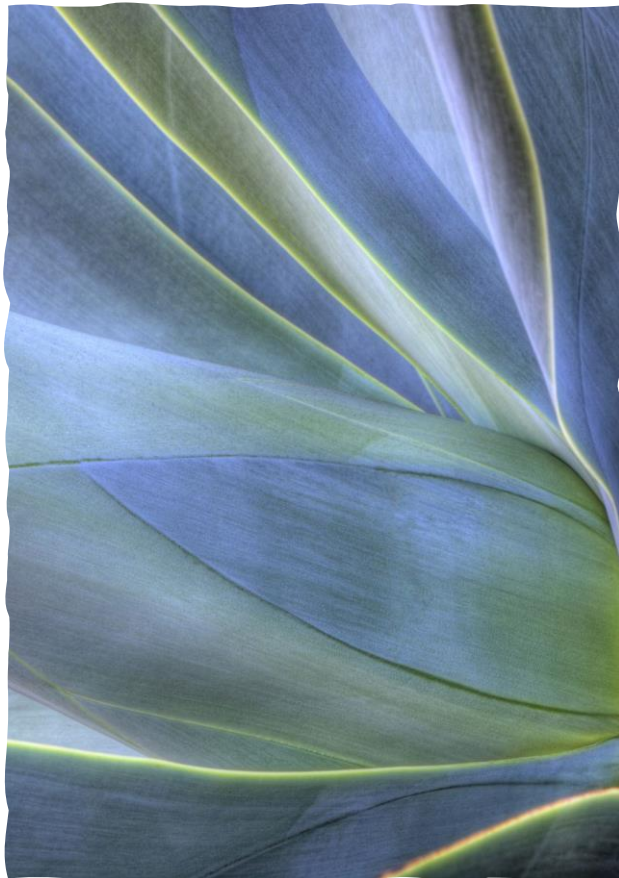
Frame Allowance is \$100

Eye Exam – Every 12 Months

New Lenses or Contact Lenses –
Every 12 Months

New Frames – Every 24 Months

High Plan Option





1.800MD

Useful for treatment of common conditions

24 / 7 / 365

Activate – Request a Consultation – Receive Care

Mobile App

100% FREE TO EACH EMPLOYEE

Covers entire household
(Benefit provided by WCSD)

Only pay for prescriptions at pharmacy

Additional Voluntary Products

Colonial

- Cancer, Hospital Indemnity, Whole Life, Ameriflex Flexible Spending Account

Ochs Madison National

- Short Term Disability and Long-Term Disability

Steadfast Employee Benefits

- USABLE Term Life, Equitable Life, Equitable Model Plan 403(b) and Roth 403(b)

Security Benefits

- Model Plan 403(b) and Roth 403(b)



Recap



OPEN
ENROLLMENT



EMPLOYER
PAID BENEFITS



HEALTH



DENTAL



VISION



1.800MD



VOLUNTARY
PRODUCTS

Employee Handbook & Professional Ethics

Candy Bodie
Director of Human Resources

Principles of Conduct

Highest expectations for the conduct of ALL employees

- Good moral character
- Conduct consistent with high standards of Board and community
- Dress should be appropriate to position
- Tobacco use prohibited except in designated location out of public view
- No use of profane or abusive language to or in the presence of students
- Demonstrate pride in work
- Serve as an appropriate role model for students

Alcohol and Drug-Free Workplace

No employee shall unlawfully possess, consume or sell alcoholic beverages or manufacture, distribute, dispense, possess, use or be under the influence of, on the job or in the workplace, any narcotic, drug, amphetamine, barbiturate, marijuana or any other controlled substance, without a valid prescription. Workplace is defined as the site for the performance of work done in connection with the duties of an employee of the School Board. That term includes any place where the work of the School District is performed, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; or off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip, workshop or athletic event.

Alcohol and Drug-Free Workplace

Medical marijuana remains a prohibited controlled substance under federal law under the Controlled Substances Act (21 USC §812) and its supporting regulations.

Walton County School District receives many forms of federal funding which condition receipt of funds on compliance with federal law. Therefore, permitting employees to use and be under the influence of marijuana, even medical marijuana, is in violation of federal law and can jeopardize the District's receipt of federal funds. This is true even though the State of Florida has legalized medical marijuana, subject to certain limitations and exclusions, in the Florida Constitution and Section 381.986, *Florida Statutes*.

Self-Reporting Requirements

Must notify the Superintendent within 48 hours:

- Arrest if charged with a felony, abuse of a child or the sale, distribution and/or possession of a controlled substance.
- Any conviction, finding of guilt, withholding of adjudication, commitment to a pre-trial diversion program, or entering of a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation.
- Superintendent will take action as appropriate under the circumstances, including, but not limited to, transfer, suspension, or initiation of dismissal proceedings in order to protect the health, safety and welfare of students, other employees and members of the public.
- Superintendent may also file a report with the Florida Department of Education.

Principles of Professional Conduct for the Education Profession in Florida

- Employee Handbook
- All WCSD employees are expected to abide by these principles
- Violations reported to Office of Professional Practices
- Could result in sanctions to Educator Certificate
- Violations by any employee may result in disciplinary action that could lead to termination.
- Report will be made to law enforcement and/or the Child Abuse Hotline when appropriate.

Be Wise: Avoid Ethics Violations

Communication with Students

- Use official means of communication.
- Do not use your personal accounts.

Student Supervision

- Never leave students unsupervised.
- Avoid transporting students in your private vehicle.

Physical Contact

- Use good judgement at all times.
- Should be age appropriate.

Student Relationships

- You must never forget you are a professional working in an educational setting. Never blur the lines between professional and personal.

Emails & Correspondence

- Remember anything you send is public record.

Student Privacy & FERPA

- Do not share student information or discuss a student with anyone unless there is a legitimate educational interest.

Helpful Advice

- Don't hesitate to ask when you have a question.
- Your Principal and Assistant Principal want you to succeed. They don't expect you to know all the procedures and have all the answers your first day on the job.
- Get to know your Bookkeeper
 - Leave Procedures
 - Substitutes
 - Internal Accounts
 - Workplace Injuries
- Get to know your School Secretary
 - Knowledgeable of school calendar and overall school program

Test your knowledge!

Important Resources on District Website

School Board
Policy
Manual

Employee
Handbook

Collective
Bargaining
Agreement

Insurance
Packet

Code of
Conduct

Student
Progression
Plan

Payroll
Calendar

Salary
Schedule

School
Calendar

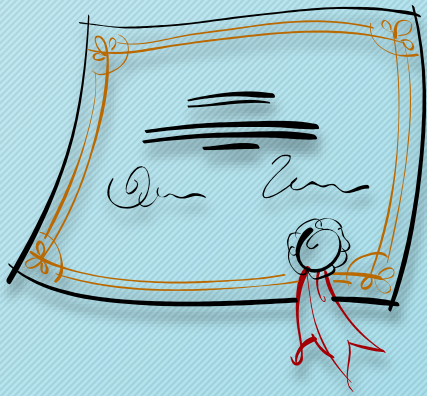
Job
Descriptions

Educator Certification

Kaye Black, Human Resources Manager

The purpose of Florida educator certification is to support the academic achievement of our students by assuring that our educators are professionally qualified for highly effective instruction. Florida educators must be certified to teach in our public schools and in many of our private schools. Educators include classroom teachers, school administrators, and other support professionals, such as guidance counselors and media specialists.

Educator certification information can be found on the Florida Department of Education website at <https://www.fldoe.org/teaching/certification/index.shtml>.

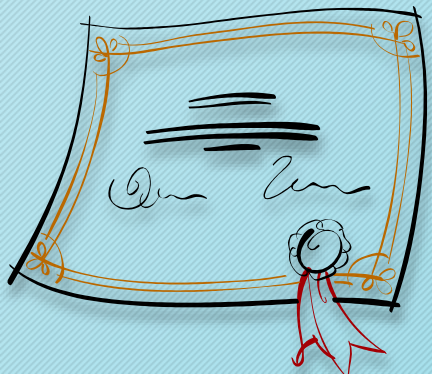


Qualifying Certification Types

- Professional Certificate
 - Valid for five fiscal years
 - Renewable
 - Florida's highest Educator Certificate
- Temporary Certificate (Includes the new military certification pathway)
 - Valid for five fiscal years
 - Nonrenewable
 - Provides time to complete all requirements for a Professional Certificate while teaching full-time
- Statement of Status of Eligibility (SOE)
 - Issued after certification application and supporting documentation are evaluated
 - Valid for three years from date of issuance
 - Lists if “you are eligible” or “you are not eligible” for certification
 - Lists the steps to become eligible for a temporary and/or a professional certificate

Professional Certificate

- Valid for five (5) fiscal years.
- Walton County School District requires certificate renewals to be completed by March 31st of the last year in the certificate validity period. Complete inservice in a timely manner.
- Renewal requirements are listed on the FLDOE website at <https://www.fldoe.org/teaching/certification/renewal-requirements/>.
- WCSO provides ample inservice opportunities to instructional employees for renewal points.
- Each school has a professional learning facilitator (PLF) to assist with inservice opportunities.



Temporary to Professional Certificate Requirements

(Requirements vary for each educator, so follow the instructions on your Statement of Eligibility (SOE)).

Subject Area Knowledge

- 1) Achievement of a passing score on the appropriate subject area exam earned no more than ten (10) years prior to the date of application.
- 2) Meet the degree or course requirements listed in State Board Rule for the subject area.

General Knowledge

- 1) Passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to application date.
- 2) Completion of two (2) semesters of full-time college teaching experience.
- 3) Documentation of a Master's degree or higher.
- 4) Three consecutive years of Effective or Highly Effective Evaluations (Stipulations apply)
- 5) Additional options on the FLDOE website.

Professional Preparation and Education Competence.

- 1) Completion of a FL state-approved Professional Preparation and Education Competence Program.
- 2) College coursework.
- 3) Passing score on the Florida Professional Education Test earned no more than ten (10) years prior to the date of application.
- 4) Three consecutive years of Effective or Highly Effective Evaluations (Stipulations apply)
- 5) Additional options on FLDOE website.

Temporary to Professional Certification Timeline

- During the first year of hire, make an appointment to meet with the Human Resources Manager in person or via phone call. The requirements for a Professional Certificate as indicated on your Statement of Eligibility (SOE) will be discussed and the appropriate certification pathway will be determined.
- Certification pathways provided by Walton County School District include the Professional Development Certification Program (PDCP) or the College/University Route.
- Deadline – Have all requirements for the Professional Certificate completed by March 31st of the year your Temporary Certificate expires.

Official Statement of Status of Eligibility

Florida DOE Number:

Applicant ID Number: ###-##-

Processing Date: 07/20/2021

Expiration Date: 07/20/2024

DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and including compliance with applicable federal laws and regulations.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a three-year non-renewable Temporary Certificate covering Social Science (Grades 6-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

Professional Certificate: For issuance of a Professional Educator's Certificate valid for five years covering Social Science (Grades 6-12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

- a passing score on the **English language Skills subtest of the Florida General Knowledge Test** earned no more than ten (10) years prior to the date of application.
- a passing score on the **Essay subtest of the Florida General Knowledge Test** earned no more than ten (10) years prior to the date of application.
- a passing score on the **Math subtest of the Florida General Knowledge Test** earned no more than ten (10) years prior to the date of application.
- a passing score on the **Reading subtest of the Florida General Knowledge Test** earned no more than ten(10) years prior to the date of application.
- a passing score on the **Professional Education Test** earned no more than ten (10) years prior to the date of application.

Subject area mastery content requirements for Social Science (Grades 6-12) as documented by the following:

- a passing score on the Florida state approved examination earned no more than ten (10) years prior to the date of application
- completion of a Florida approved **Professional Education Competence Program** administered and documented by your employer.

Completion of the following Professional Preparation Coursework Requirements:

a minimum of 15.00 semester hours in education courses with credit in each of the professional education areas listed below. Please note that it may require more than the minimum semester hours to satisfy all requirements.

- **classroom management** with a focus on creating safe learning environments for students in which effective teaching and learning can take place by promoting a physically, emotionally, socially, and academically secure climate for students
- **child and adolescent development** including theories and principles of learning
- **educational assessment practices** that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning (May substitute with one year of teaching)
- **effective instructional techniques, strategies,** and materials to meet the needs of diverse learners, including students with disabilities
- **instructional strategies for teaching students of limited English proficiency** including instruction in the English language and development of the student's mastery of the four language skills of listening, speaking, reading, and writing (Teaching experience cannot be used to satisfy this requirement.)
- applications of **research-based instructional practices in reading**

Note: A passing grade of C or better must be earned for each course, and every course, except child and adolescent development, must be completed at an institution that awards bachelor's or higher degrees.

- **practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school**

Contact Information

- **Walton County School District Office** www.walton.k12.fl.us 850-892-1100
- **Visit the Human Resources website for additional information, links, and documents at <https://www.walton.k12.fl.us/human-resources-department>.**
- **Candy Bodie, Director of Human Resources** bodiec@walton.k12.fl.us Ext. 1309
- **Kaye Black, Human Resources Manager** blackk@walton.k12.fl.us Ext. 1306
- **Dakota Arnold, Human Resources Specialist** dakota.arnold@walton.k12.fl.us Ext. 1315
- **Sarah Senterfitt, Insurance and Benefits Specialist** sarah.senterfitt@walton.k12.fl.us Ext. 1353
- **Twila Shields, Human Resources Staff Secretary** shieldst@walton.k12.fl.us Ext. 1312
- **Heather Gainey, Payroll Manager** gaineyh@walton.k12.fl.us Ext. 1362
- **Loveta Godwin, Asst. Payroll Clerk** godwinL@walton.k12.fl.us Ext. 1360
- **Jami Brown, Safety and Security Technician** jami.brown@walton.k12.fl.us Ext. 1354

GRAND CANYON UNIVERSITY™

**ANGIE WALKER, UNIVERSITY DEVELOPMENT COUNSELOR
GUEST SPEAKER**



Information Technology

Henry Martin

Chief Information Officer



WALTON COUNTY EDUCATION ASSOCIATION

— *WE ARE STRONGER TOGETHER* —

- Kelley Stephenson, WCEA President
- Michael Petty, MSSU Executive Director

LUNCH BREAK

Enjoy your lunch.

Please return no later than 12:30 pm for the Curriculum and Instruction New Teacher Induction.

Join Me For Lunch



Thank you!

- Welcome to Walton County School District. We are here to support you and strive to be EPIC in all we do.
- Please don't hesitate to contact the Human Resources Department if you have a question.
- Our contact information is located on the district website at <https://www.walton.k12.fl.us/human-resources-department>.
- We look forward to a very successful 2023-24 school year!



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