

**CHAPTER 6.00 – HUMAN RESOURCES**

**YEAR OF SERVICE DEFINED FOR ADMINISTRATIVE  
AND INSTRUCTIONAL PERSONNEL**

**6.12\***

- I. The minimum time which may be recognized as a year of service for contractual purposes shall be full time actual service rendered under contract for more than one-half (1/2) of the number of days or more than one-half (1/2) the number of total hours required for the normal contractual period of service for the position held. In determining such service, sick leave and holidays for which the employee received compensation shall be counted, but all other types of leave and holidays shall be excluded. The contractual period of service required for the position shall be determined by the number of months an employee works.
  
- II. Any claim to a year of service for salary purposes shall be the equivalent of the service required for a continuing, professional service, annual, or multi-year contract. Credit for service rendered in another state or as otherwise allowed under the adopted salary schedule shall be determined by using the minimum service required in the District for a comparable position and in accordance with the contract agreement between the School Board and the local education association.

**STATUTORY AUTHORITY:**

**1001.41, 1012.22, 1012.23, F.S.**

**LAW(S) IMPLEMENTED:**

**1001.43, 1011.60, 1012.01, F.S.**

**HISTORY:**

**ADOPTED: \_\_\_\_\_**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY:**