

<b>THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA</b> <b>NON-INSTRUCTIONAL STAFFING</b> <b>VICTORIA K. KAUFMAN, DIRECTOR</b>	
<b>Telephone: 754-321-1815</b>	<b>Facsimile: 754-321-2448</b>

**PERSONNEL DATA FORM**

Job Family: \_\_\_\_\_

Name \_\_\_\_\_

Personnel Number \_\_\_\_\_

Current Job Title \_\_\_\_\_

Current Pay Grade \_\_\_\_\_

College Degree:     Yes     No    Degree(s) & Major(s): \_\_\_\_\_

Enclosed is a listing of all position titles in your job family that are equal to or lower than your current pay grade, and that are held by employees with less seniority than you, as well as all vacant positions in your job family.

Job descriptions are online at: <http://www.broward.k12.fl.us/Compensation/JDPDF/jdsearch2.asp>. Job descriptions include qualifications and performance responsibilities for each position.

Throughout this process, “seniority “shall be based upon employee’s date of hire pursuant to Article 3 of the BTU-TSP Collective Bargaining Agreement. Pursuant to Article 14 of the BTU-TSP Collective Bargaining Agreement, “For any option, the laid-off employee must be qualified for the position and the position must be at an equivalent or lower pay grade.”

**Failure to select one of the following options will result in the District determining your placement.**

**Section I:**

**Place an “X” next to ONE of the following options:**

- \_\_\_\_\_ Fill a vacant position within his/her current job family.  
**Note: If there is an “N/A” next to the option above, there are no vacant positions within your job family.**
- or**
- \_\_\_\_\_ Return to the job classification within the same job family, which the laid-off employee most recently held, and displace the employee with the least seniority.
- or**
- \_\_\_\_\_ Displace the employee with the least seniority in any position within the job family.

**All affected employees must complete Section II on the second page of this form.**

**PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH THIS FORM:**

- Current Resume
- Copy of College Diploma(s)
- Copy of any professional licenses

**Section II:**

Based upon your selected option in **Section I**, identify a job choice and an alternate job choice. If your choice is not available, you will be placed into the alternate position you selected, if available. You will be notified via email if your selected or alternate job is not available.

**For any option, the laid-off employee must be qualified for the position and the position must be at an equivalent or lower pay grade.**

<b>Job Title</b>
<b>Job Choice</b>
<b>Alternate Choice</b>

List any Licenses/Certifications that you have:

Licenses/Certifications	Expiration Date

List any Licenses/Certifications that you are ELIGIBLE for:


Please complete and return forms to Victoria K. Kaufman, Director, Non-Instructional Staffing, KCW 3rd Floor, by \_\_\_\_\_.

**Section III**

Check Here: \_\_\_\_\_ if you are claiming Veterans' Preference and submit the following documents:

- VETERANS' PREFERENCE CLAIM FORM
- COPY OF YOUR DD-214
- PROOF OF FLORIDA RESIDENCY

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_