

Important Information

The information provided within this section is for specific job classifications.

Please pay attention to the portions that relate to your job classification.

Bargaining Units

For all instructional and non-instructional personnel

The established bargaining units are:

- ▶ Hernando Classroom Teachers' Association (HCTA) which includes all instructional personnel. *Membership is optional.* Click the indicated links to go to the website and view the contract.
- ▶ Hernando United School Workers (HUSW) which includes non-instructional personnel such as clerical, paraprofessionals, bus driver, etc. *Membership is optional.* Click the indicated link to view the contract.

Confidential Positions

Positions that are designed as confidential are not eligible to be in a bargaining unit.

Employees in these positions will receive a document that includes additional information on this topic.

Confidential employees are required to sign a confidentiality statement.

Certification

For all instructional and paraprofessional positions

To obtain information on certification, please feel free to contact the Human Resources Department at (352) 797-7005.

Teachers

Click the indicated link to view the Sail-to-Certification PowerPoint.

Professional Development

For all instructional positions

The Electronic Registration Online (ERO) System is an online system for instructional personnel to register for in-district professional development courses. Upon employment, each individual is assigned a five-digit employee number, which is used to sign on to ERO. In order to get to ERO, go to www.hernandoschools.org, click on Links, For Teacher and then Electronic Registration Online. If any further information is needed regarding ERO, please contact the appropriate administrator at your site.

Required Information

For all employees

Employees are required to read and understand each of the following items. In addition **all employees are responsible for adherence to all policies and procedures** contained therein.

Please click the indicated links to view/download all information.

- ✓ **[Anti-Harassment Policy 1362, 3362, & 4362](#)**
- ✓ **[Employee Evaluation Manual](#)**
- ✓ **[Network/Internet Employees Acceptable Use Agreement](#)**
- ✓ **[Notice of Use of Social Security Numbers](#)**
- ✓ **[Safe Driver Plan](#)**
- ✓ **[Staff Handbook](#)**