

HUMAN RESOURCES

IMPORTANT DATES

- ◆ **EVERY 3RD THURSDAY:** PARA TESTING
- ◆ **MARCH 21ST:** HIGH NEEDS JOB FAIR
- ◆ **APRIL 1ST:** BEST & BRIGHTEST SCHOLARSHIPS TO BE AWARDED
- ◆ **APRIL 13TH:** TEACHER JOB FAIR @ UF HILTON
- ◆ **APRIL 16TH – MAY 13TH:** PRIORITY TEACHER TRANSFER WINDOW

IN THIS ISSUE

- Teacher Transfer Information
- Advanced Degree Information
- High Needs Job Fair Information
- April Job Fair Information
- Employment Verification
- Sick Leave Accrual
- Employee Handbook
- Retirement
- FMLA

Interviewing Schools:

- Alachua Elementary
- Duval Early Learning
- Idylwild Elementary
- Lake Forest Elementary
- Metcalfe Elementary
- Rawlings Elementary
- Terwilliger Elementary
- Williams Elementary

- ◆ District Contracts Offered
- ◆ On-site Interviews
- ◆ Certification Assistance
- ◆ Employee Benefits Information

Contact Human Resources for more information:

 352.955.7039



ALACHUA COUNTY PUBLIC SCHOOLS
HIGH NEEDS SCHOOLS TEACHER

JOB FAIR



ATTENTION!!
ASSIST WITH STUDENT LOAN FORGIVENESS

Are you passionate about helping children?
Do you want to make a difference?

March 21, 2019
3P.M.-5 P.M.

Administration Board Room
620 East University Ave.
Gainesville, Florida 32601

Registration
www.SBAC.edu



CAREER FAIR FOR TEACHERS

Saturday, April 13, 2019
8 am – 12 pm

ALACHUA COUNTY PUBLIC SCHOOLS
Gainesville, Florida

- ◆ District Contracts Offered
- ◆ Certification Assistance
- ◆ On-site Interviews

REGISTER ONLINE
www.SBAC.edu

JOB FAIR LOCATION:
Hilton University of Florida
Conference Center
1714 SW 34th St.
Gainesville, Florida 32607



CAREER CHANGERS WELCOMED

The Alachua County Public Schools District does not discriminate on the basis of race, color, religion, national origin, gender, age, disability (Section 504/ADA), sexual orientation, gender identity or marital status, genetic or legally-protected characteristics in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

Alachua County Public Schools is an Equal Opportunity Employer

Best and Brightest

The Best and Brightest scholarships will be awarded to each eligible teacher on or before 4/1/19.

This includes the \$6,000, the \$1,200 for highly effective, and the up to \$800 for effective.

Para Pro Assessment

ACPS Human Resources Department

Offers the ParaPro Assessment

Cost: \$60.00

Who: ACPS employees

When: Every 3rd Thursday of the month

Where: ACPS District Office

Financial Assistance is available for first attempt

For more information Contact:

Alisha Williams, Human Resources Manager 352.955.7729 ext. 1043

Employee Access for Salary Information

In addition to looking at their pay stub, employees can look up their salary information through Employee Access. Follow these steps:

Log in to Employee Access. Under the Employee information, click on "Personal Information". On the left side of the screen, click on the "Assignments" tab. Click on the small triangle (carrot) to the left of "Position", Click "Expand All".

You will be able to see position and salary information on that page.

Leave Accrual

Leave for 12-Month ESP & P/T Employees and Administrators

- Accrue one day of sick leave per month.
- Accrue two days of vacation leave per month - ten days of vacation leave each year are designated by the Board.
- Accrual ends March 31st

Leave for Teachers and 10 - Month ESP Employees

- Teachers earn one day of sick leave per month.
- Up to six days of sick leave may be used as personal leave.
- Accrual ends:
 - February 15 (Instructional)
 - March 15 (10 month employees)

Alachua County Public Schools Employee Handbook

Visit the Human Resources website
www.sbac.edu

This handbook is a guide to assist all employees with information regarding employment questions and processes.

Please contact Human Resources
[352-955-7727](tel:352-955-7727) with additional questions.

BE A CENSUS TAKER!

Paid training, flexible hours

Base requirements include:

driver's license, a vehicle, and a computer with internet access

Apply online at 2020census.gov/jobs
or call 1-855-JOB-2020

Verification of Employment Information

All verification of prior teaching experience must be submitted to HR by **June 30, 2019** for the current fiscal year.

Verification of employment forms require an original signature from the sending school district.

Questions about Instructional Employment Verification forms should be directed to bauerla@gm.sbac.edu or [352-955-7727](tel:352-955-7727).

Family Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act of 1993, ("FMLA"), eligible staff members may take up to twelve (12) work weeks of job-protected unpaid leave for: Family Leave, Medical Leave or Military Caregiver Leave. Please review the online Employee Handbook for more information at www.sbac.edu or contact Human Resources [352-955-7727](tel:352-955-7727).





Instructional Priority Transfer Application Procedures

(For teachers with four consecutive years at current school)

Priority Window: April 16, 2019—May 13, 2019

The following are steps to aid you in applying for posted instructional vacancies for the 2019—2020 school year:

- All priority transfer teachers must complete an Instructional Priority Transfer Application and return it to Human Resources by April 17, 2019 to be considered for a priority transfer.
- All priority transfer teachers **MUST** complete an online FastTrack application through Employee Access or at www.sbac.edu to apply for posted Instructional Vacancies.
- In FastTrack, applicants are required to attach transcripts, two (2) references, driver's license, and social security card.
- Priority transfer applicants are eligible to transfer after the priority transfer window closes.

For questions, contact Human Resources (352) 955-7727 or see the Human Resources SBAC website.

Advanced Degree Salary Supplement Information

Teachers hired after July 1, 2011 will be paid a supplement for an advanced degree (Masters, Specialist, or Doctorate) only if the advanced degree is in an area of their certification. It is important to note that the area of certification must be on the teaching certificate to qualify for the supplement.

For example, an advanced degree such as a Masters in Educational Leadership would require that Educational Leadership be on the teaching certificate to qualify for the supplement. All advanced degree documentation must be received by Human Resources by June 30, 2019 for the current fiscal year. For questions regarding this process, please contact Laurie Bauer at bauerla@gm.sbac.edu or [352-955-7706](tel:352-955-7706).



Retirement

If you are nearing retirement age of 62 or 30 years of service and have questions about FRS retirement, please call Human Resources 352-955-7727.

You can also contact FRS directly at 844-377-1888 or online at www.myfrs.com



Florida Retirement System

YOUR Money YOUR Choice



For Employees within 5-10 years of retirement

Nearing Retirement in the FRS

This valuable workshop is being held on Wednesday, April 24, 2019

The Florida Retirement System (FRS) invites you to participate in this **FREE** informative employee workshop. This workshop is designed to encourage you to take action in planning your financial future.

Discuss practical topics important for those close to retirement

- Setting retirement goals
- Retirement expenses & budgeting

Learn how you can pay yourself in retirement

- Fixed income streams
- Flexible income from assets
- Converting assets to income
- Retirement distribution tax issues

Develop the skills to make informed choices and take action to improve financial well-being and achieve goals.

Location:	Gainesville High School 1900 NW 13th St Gainesville, FL 32609
Time:	4:30 PM – 6:00 PM

To register, contact Brandi McDowell
mcdowebn@gm.sbac.edu



IMPORTANT: CHOOSING YOUR RETIREMENT PLAN

ALL EMPLOYEES HIRED ON OR AFTER AUGUST 1ST, 2018, DON'T MISS YOUR CHANCE TO CHOOSE YOUR FRS RETIREMENT PLAN!

CHOOSE THE
FRS INVESTMENT OR FRS PENSION PLAN

If you do not make a selection, it will default to INVESTMENT PLAN

If you need help enrolling or want to enroll by phone, please call 1-866-446-9377

FOLLOW US ON SOCIAL MEDIA!



@TEACHALACHUA



@ALACHUAHR

**A NOTE FROM CASEY HAMILTON :
CHIEF OF SCHOOL SAFETY AND SECURITY**



“The purpose of safety is simple - to provide employees, students and visitors with a safe and healthy environment. Safety is a core value of Alachua County Public Schools. Please remember to be aware of your surroundings and continue to follow all safety procedures.

The district thanks all of its employees for their contribution and effort in making our schools and sites as safe as possible.”

REMEMBER: SEE SOMETHING, SAY SOMETHING

AESOP/FRONTLINE LOG IN INFORMATION:

Your default AESOP log in username is your 10-digit phone number and your PIN is the last 4 digits of your Social Security Number.

If you have difficulties logging in with these credentials, please contact Human Resources at 352-955-7718.

Ready to take the next step towards becoming a teacher?

The Alachua County Public Schools have partnered with St. Leo University in an exciting new program to provide a pathway to a Bachelor's degree in education.

An application form is available in Human Resources.

This program requires a principal recommendation, a written statement of career goals and that an AA degree has already been earned.

A separate application to St. Leo University is required along with an official transcript to be considered for admission.

**If you are interested in applying, please contact
Human Resources at 352.955.7727.**

