



HUMAN RESOURCES NEWSLETTER

February 2018

High Needs Elementary Schools Job Fair

March 1, 2018 (3pm to 5pm)

Location: ACPS District Office

This event showcases eight high needs elementary schools in our district (Lake Forest, Alachua, Metcalfe, Rawlings, Terwilliger, Williams, Duval and Idylwild).

These eight principals will be interviewing at this event for current vacancies and for the 2018-2019 school year.

RSVP to Tonya Nunn, 955-7039

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SKYWARD Employee Access

Instructions for logging in:

1. Go to sbac.edu
2. Hover over “Employees” tab, then scroll down and click on “Employee Access”
3. The Skyward login page will open. Your Login ID is the same as your Active Directory ID and password.

Instructions for viewing and printing check stubs:

1. From Employee Access, click on “Employee Information” then “Personal Information”
2. Click on “Payroll”, then click on “Checks”
3. Double click the check number to view check information
4. Click “Print”

REMINDER FOR TEACHERS:

In order to request a substitute, you must check the box for “Sub Needed” when submitting a leave request.

(SEE IMAGE ON LEFT)

Time Off Request

Submit To: [dropdown] for approval

* Time Off Code: Sick - Hours [dropdown] Hours per Day: 7h 30m

* Reason: Personal [dropdown] [Detail...](#)

Description: [text area]
Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 02/12/2018 [calendar icon] **Monday**

Hours: [input: 0] hours [input: 00] minutes

Start Time: 07:30 AM

Sub Needed

[Save] [Back]

Priority Transfer Window 2018

April 16-May 11, 2018

- * There will be a Priority Transfer Window again this year for those teachers who have served four or more consecutive years **at their current school**.
- * This Priority Transfer Window will begin April 16, 2018 and end on May 11, 2018. If there are no priority transfer applicants at a school within the first ten work days, that school may hire external applicants after those 10 days.
- * The deadline for submitting the Priority Transfer Application to Human Resources is April 13, 2018. The Priority Transfer Application will be emailed to all teachers. Information will also be posted at all schools.
- * The application may be sent via email (bauerla@gm.sbac.edu), fax (955-7349) or truck mail to Human Resources.

Please remember: to be considered for a Priority Transfer, both the Priority Transfer Application form and a FastTrack application online must be completed by April 13, 2018.

Job postings for the 2018-2019 school year will begin April 16, 2018 in Fast Track. You may access FastTrack through your Employee Access in Skyward.

Best and Brightest Scholarship

Best and Brightest Scholarship will be awarded to each eligible teacher by **04/01/2018**. This includes the \$6000, the \$1200 for Highly Effective, and the up to \$800 for effective.

VERIFICATION OF EMPLOYMENT INFORMATION

All verification of prior teaching experience must be submitted to Human Resources by **June 30, 2018** 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 Laurie Bauer at bauerla@gm.sbac.edu or [352-955-7706](tel:352-955-7706).

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, 2018 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).

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.

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.

See the time keeper at your location for more information

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 the Human Resources Division at [352-955-7727](tel:352-955-7727) with additional questions.

Retirement

If you are nearing retirement age of 62 or 30 years of service and have questions about FRS retirement, please give Brandi McDowell in Human Resources a call at **352-955-7705**.

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

Important Dates Spring 2018

March 1: High Needs Job Fair at ACPS District Office

April 13: Priority Transfer Application deadline

April 16-May 11: Priority Transfer Window

April 7: Teacher Job Fair, UF Hilton

June 30: Deadline for submitting Advanced Degrees/Verification of Teaching Experience forms

Family Medical Leave of Absence (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 April Mobley at [352-955-7724](tel:352-955-7724).

