



HUMAN RESOURCES NEWSLETTER

OCTOBER 2018

Welcome Back Staff!

We are looking forward to another great year. Our enrollment continues to grow with over 29,000 students. Over 500 new employees were hired this summer, both instructional and non-instructional. Please make them feel welcome and show them the ACPS way. We still have many critical positions available for qualified personnel. Beginning on September 27, 2018, the Human Resources team will be hosting job fairs for all positions. Please visit the Human Resources website for more information. On October 4, we kick off our annual Kathleen Langley Health Fair series at Lincoln Middle School. Three additional health fair locations have been added this year, for your convenience. If our HR staff can assist you in any way, please contact us. Thank you for all you do for Alachua County Public Schools.



Kevin Purvis, Assistant Superintendent, Human Resources

IMPORTANT DATES

- ❑ **September 27th** - Teacher/ Paraprofessional Job Fair 2 PM - 4 PM at the District Office
- ❑ **October 3rd**- 23rd Open Enrollment
- ❑ **November 1st**- Best and Brightest Scholarship Program deadline
- ❑ **November 8th** - Instructional and non-instructional Job Fair 4 PM - 6 PM Spring Hill Baptist Church

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ALACHUA COUNTY PUBLIC SCHOOLS

SAVE THE DATE FOR THE 2018

EMPLOYEE HEALTH & WELLNESS EVENTS!

Health Screenings, Flu Shots, Chair Massages, and Benefits Open Enrollment at all locations:

- October 4, 9am-4:30pm @ Lincoln Middle Gym
- October 10, 10am-5pm @ Kanapaha Middle Gym
- October 16, 9am-4pm @ Oak View Middle Gym
- Oct. 19, 10am-5pm @ Buchholz High Gym with Health Fair

To make a screening appointment, visit <https://pickatime.com/client?ven=11606684>

*Screenings available to ACPS FL Blue members only.

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

Best and Brightest Scholarship

The Best and Brightest Scholarship application deadline is **November 1st, 2018.**

The Best and Brightest Scholarship will be awarded to each eligible teacher by **April 1st, 2019.**

This includes the \$6000, the \$1200 for Highly Effective, and the up to \$800 for effective.

Open Enrollment

October 3rd through October 23rd

Do you want to make changes?

You **MUST** make them during the Open Enrollment Period

How do I make them?

Employee Access in Skyward

More information via email coming soon



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.

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.

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.

Retirement

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

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

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 Laurie Bauer at bauerla@gm.sbac.edu or [352-955-7706](tel:352-955-7706).

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 April Mobley at [352-955-7724](tel:352-955-7724).





Best and Brightest Scholarships

Three Different Scholarships for Teachers

Submission Deadline:

November 1st, 2018

➤ **\$6000 Scholarships Requirements**

- **Complete Application A:**

New Teachers with NO teaching experience

*Composite score at or above the 80th percentile on either the SAT or the ACT based on the National Percentile Ranks in effect when the classroom teacher took the assessment. Composite score must be clearly identified.

Experienced Teachers who did not receive Best and Brightest in 2017-2018

*Composite score at or above the 80th percentile on SAT or ACT and Final Evaluation as Highly Effective pursuant to section 1012.34, F.S., in the 2017-2018 school year. Composite score must be clearly identified.

- **Complete Application B:** (Scores are on file in Human Resources)

Teachers who worked in Alachua County and received Best and Brightest in 2017-2018

*SAT or ACT composite score on file.

*Evaluated as Highly Effective pursuant to section 1012.34, F.S., in the 2017-2018 school year.

Application on District website www.sbac.edu

➤ **\$1200 Scholarship Requirements**

(No Application Required)

Florida District Teachers (Final Evaluation in 2017-2018)

*Evaluated as highly Effective pursuant to section 1012.34, F.S., in the 2017-2018 school year.

A list of all Alachua County Public Schools Teachers that were Highly Effective for the 2017-2018 school year will be submitted to DOE by the District Office.

Out of District Teachers must contact Human Resources

➤ **Up to \$800 Scholarship Requirements**

(No Application Required)

Florida District Teachers (taught in 2017-2018)

*Evaluated as Effective pursuant to section 1012.34, F.S., in the 2017-2018 school year.

A list of all Alachua County Public Schools Teachers that were Effective for the 2017-2018 school year must be submitted to DOE by the District Office.

Out of District Teachers must contact Human Resources

Contact: Beverly Finley

Phone Number: 352-955-7727



Alachua County Public Schools **EMPLOYMENT FAIR**



November 8, 2018

4PM – 6PM

Springhill Missionary Baptist Church
120 Southeast Williston Road
Gainesville, Florida 32641

Explore Your Options!

Ask Questions • Make Contacts • Start a Career
Career Changers Are Welcomed

Positions available for all skill levels from entry level to management

- Meet a Variety of Departments
- Take Advantage of Networking Opportunities
- Receive Information about Teacher Certification
- Tips on Resume Writing
- Potential On-site Interviews
- Find Full/Part-Time Career Positions
- On-site Assistance with Application
- On-site Childcare Provided
- Refreshments

OPPORTUNITIES:

Teaching
Substitute Teaching/Aide
Teacher Assistant
Headstart/Parent Academy
Transportation
Food Service
Maintenance and Trades Helper

For more information, please contact ACPS Human Resources Department at (352) 955-7727 ■ An Equal Opportunity Employer

Community Event Hosted By: **SPRINGHILL MISSIONARY BAPTIST CHURCH**

