



The Division of Human Resources

The mission of the Division of Human Resources is to recruit and retain the most talented, qualified candidates who will make significant contributions to the education and support of students in Alachua County Public Schools.

HR HIGHLIGHTS

JANUARY 2015

Did You Know that...

New ID Numbers/Badges are Coming Soon?

Important message from Robin Dubas, HR Project Leader—Information Resources....

- Before the end of the 2014/15 school year all employees will receive new employee identification numbers.
- Robin and her team will be visiting each department/school/site to take pictures and issue new badges.
- New badges will also have a magnetic strip that can be used for future enhancements.

Questions/Answers

Why do I need a new ID badge?

Because we have new badge software and want to take advantage of the magnetic strip information. We also need to change employee IDs for technical reasons. Since employee IDs will now be a random number, we will print the employee ID on the badges so employees will know their ID number. In addition, the new Employee ID number will only be used in the District and will not reflect any identifying personal information.

Will my old ID Employee Number continue to work for Employee Online?

No, it will not.

Will I need to come to Kirby Smith to get a new ID photo?

No, we will be coming to your site/department to take new photos.

What do I do if I lose or damage my new ID badge?

Notify Human Resources. They will issue you a new badge.

When will my department or school be scheduled for ID badges?

There is no schedule yet, but your department or school will be notified a few days in advance.

What happens if I am not present when ID pictures are taken at my work site?

We will either have a retake day, or the employee can come to Kirby.

Certification Office (Michael Jacobi, Certification Analyst)

REMINDER: If your Florida certificate expires June 30, 2015, you should have already received a renewal packet. Please return the packet to the Certification office for processing.

IMPORTANT: All professional certificate renewals must include at least 20 inservice points (or a one-semester hour college credit) of SWD Students with Disabilities training. Staff Development has a 20 point SWD training through Beacon Educator Online available.

PLEASE NOTE: Beginning in January 2015, the state certification office will stop the mailing of certificates. You will have the ability to go to their web site, sign in to your account, and print a certificate whenever you wish.

Because of this, the state would like all certified teachers and administrators to go to <https://certify.fldoe.org/publicweb> and either create a sign-in account, or if you already created one in the past, update your information - most importantly your email address. The state will contact you by email if a new certificate issuance, renewal, or addition is available.

For more information or questions, please contact Michael Jacobi at 352-955-7721.

Transfer Procedures

- Employees may apply for a transfer to a newly created position or a vacancy as soon as a posting occurs.
- Employees must complete a one page Internal Transfer on-line application, attachments are optional. (See link below)
- Employees are given priority consideration by principals (principals review transfer applications first).
- Instructional positions post for five days.
- Non-Instructional positions post for internal employees five days, external employees 10 days.
- In addition, for Teachers only, an Annual Transfer Forum is held in May. HR schedules interviews with principals for teachers who complete a Transfer Request Form. (The forum is optional for transfers.)

Please see the link below for the Transfer Request Form.

[http://www.sbac.edu/files/0JHxP/75fb6f5cd2b4804e3745a49013852ec4/PER-011-024 - Instructional Transfer Request.pdf](http://www.sbac.edu/files/0JHxP/75fb6f5cd2b4804e3745a49013852ec4/PER-011-024-Instructional%20Transfer%20Request.pdf)

Transfer Request Forms are due to Human Resources by April 17, 2015



Important Information

for Employees ...

Employee Handbook

[http://www.sbac.edu/files/AQHYP/cadb85b752723eb63745a49013852ec4/Employee Handbook Revised January 2015.pdf](http://www.sbac.edu/files/AQHYP/cadb85b752723eb63745a49013852ec4/Employee%20Handbook%20Revised%20January%202015.pdf)

Employee Online:

Employees can view previous and current paystubs, income tax status and review their benefit information plus so much more.

Here is how: SBAC.edu—Home page, click on *For Employees*, click on *Employee On-Line*

RETIREMENT UPDATE

Florida Retirement System (FRS) members whose marriages will be legally recognized in Florida as of January 6, 2015, will use the existing forms and processes to include their legal spouse as beneficiary for their retirement benefits:

Members who have not retired can access their Online Services account to confirm or update their beneficiary designation. A Beneficiary Designation, Form BEN-001, can also be completed and returned to the division to update a beneficiary designation.

Members preparing to retire will complete and return the current retirement application packets for retirement benefits, including Deferred Retirement Option Program (DROP). The retirement application packets can be found using the Forms link of the Members page of the Division of Retirement's website at www.frs.myflorida.com.

If you or your FRS members have questions about a specific circumstances concerning naming a legal spouse as beneficiary at retirement or to begin DROP participation, please call the division toll free at 844-377-1888.

