



# HUMAN RESOURCES NEWSLETTER

**October 2017**

## Employee Online

Did you know the Help Desk sends out directions on how to access Employee Online every payday?

Although Employee Online will be paperless, you will still be able to:

- Access your paycheck online from anywhere you have an internet connection
- Access all your benefits information
- Print your paystub or any of your benefits information

### How do I access Employee Online?

- Click on ***For Employees*** from the district webpage at [www.sbac.edu](http://www.sbac.edu)
- Click **Employee Online**
- Sign In

### Who do I call if I do not know my employee ID or password?

- If you do not know your Employee ID, go to your payroll specialist at your school or in your department. If you are unsure, ask your supervisor.
- If you do not know your password, you can click on ***Forgot Login*** and follow the instructions for retrieving your temporary password and creating a new one.

## The Division of Human Resources MISSION

To recruit and retain the most talented, qualified candidates who will make significant contributions to the education and support of students in Alachua County.

## In This Issue

- Best and Brightest Scholarships 2017
- Advanced Degree Information
- Employment Verification
- Sick Leave Accrual
- Employee Handbook
- Retirement
- FMLA
- Important Dates

# 2017 HEALTH FAIR

## ALACHUA COUNTY PUBLIC SCHOOLS

Annual Health Fair with screenings,  
flu shots, and vendors at each location!

- October 5, 9am-4:30pm @ Lincoln Middle
- October 11, 10am-5pm @ Kanapaha
- October 20, 9am-4pm @ Buchholz High

To make an appointment visit  
[https://www.pickatime.com  
/client?ven=11606684](https://www.pickatime.com/client?ven=11606684)

*\*screenings available to ACPS  
FL Blue members only*

For more information contact  
Will Calsam at 352-955-7713

JOIN  
THE  
FUN!

## 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, 2017 for the current fiscal year. For questions regarding this process, please contact Laurie Bauer at [bauerla@gm.sbac.edu](mailto:bauerla@gm.sbac.edu) or 352-955-7706.

## VERIFICATION OF EMPLOYMENT INFORMATION

- All verification of prior teaching experience must be submitted to Human Resources by June 30, 2017 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](mailto: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](http://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 Suzie Ballman 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](http://www.myfrs.com)

## 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 On-line Employee Handbook for more information at [www.sbac.edu](http://www.sbac.edu) or contact April Mobley at [352-955-7724](tel:352-955-7724).



## Important Dates Fall 2017

October 2 - October 20 Open Enrollment

November 1 Best and Brightest Scholarship Deadline

November 16 Job Fair at Springhill Baptist Church

## *Florida Best and Brightest*

### *(3) Three Scholarships for Teachers*

#### **\* \$6000 Scholarship Requirements**

##### **A. New Teachers with no teaching experience**

- ◆ Test score at or above the 80th percentile on either the SAT or the ACT based on the National Percentile Ranks. Composite SAT scores are acceptable from exams taken after March 2016 only.

##### **◆ Complete Application A**

##### **B. Experienced Teachers who did not receive Best and Brightest in 2016-2017**

- ◆ Test score at or above the 80th percentile on SAT or ACT and a Final Evaluation as Highly Effective pursuant to section 1012.34, F.S., in the 2016-2017 school year. Composite SAT scores are acceptable from exams taken after March 2016 only.

##### **◆ Complete Application A**

##### **C. Teachers who received Best and Brightest in 2016-2017**

- ◆ Test score at or above the 80th percentile on either the SAT or the ACT based on the National Percentile Ranks. Composite SAT scores are acceptable from exams taken after March 2016 only.
- ◆ Evaluated as Highly Effective pursuant to section 1012.34, F.S., in the 2016-2017 school year.
- ◆ **Complete Application B** (Scores are on file in Human Resources)

**Applications on District website—[www.sbac.edu](http://www.sbac.edu)**

**Submission Deadline: NOVEMBER 1, 2017**

## \* \$1200 Scholarship Requirements

### Florida District Teachers (Final Evaluation in 2016-2017)

- ♦ Evaluated as Highly Effective pursuant to section 1012.34, F.S., in the 2016-2017 school year

**Highly Effective Teachers for the 2016-2017 school year will be submitted to DOE by the District Office.**

## \* Up to \$800 Scholarship Requirements

### Florida District Teachers (Final Evaluation in 2016-2017)

- ♦ Evaluated as Effective pursuant to section 1012.34, F.S., in the 2016-2017 school year

**Effective Teachers for the 2016-2017 school year will be submitted to DOE by the District Office.**

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