



We are committed to the success of every student!

HUMAN RESOURCES NEWSLETTER

September 2016

Employee Online

Did you know your paycheck will soon be paperless?

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
- 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.

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Florida Best and Brightest Scholarship for Teachers

All applications for the Florida Best and Brightest Scholarship must be submitted to Human Resources by **November 1, 2016**. For more information contact Beverly Finley, finleybt@gm.sbac.edu or [352-955-7714](tel:352-955-7714).

Memo - Eligibility Requirements: <http://info.fldoe.org/docushare/dsweb/Get/Document-7672/dps-2016-84.pdf>

SAT Percentile Score: <http://info.fldoe.org/docushare/dsweb/Get/Document-7673/dps-2016-84a.pdf>

ACT Percentile Rankings: <http://info.fldoe.org/docushare/dsweb/Get/Document-7674/dps-2016-84b.pdf>

Greetings from the Certification Office.

Renewal packets will be sent out by the end of October to teachers needing to renew their professional educator certificates. We will be sending them out via email, with the application and payroll deduction card attached. You will be able to open and complete them on your computer, print them out, sign and date each, and truck mail them back to us to process. If you need to add anything to your certificate, or have any certification questions, always feel free to contact Michael Jacobi at jacobimh@gm.sbac.edu or [352-955-7721](tel:352-955-7721).

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 or [352-955-7706](tel: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 or [352-955-7706](tel:352-955-7706).



OPEN ENROLLMENT 2016

YOUR HEALTH BENEFITS

During open enrollment, as the employee, you may log on to your Employee Online account and make changes to your benefits. If you make any changes to your benefits, the new benefits will become active in January 1, 2017. **If you are happy with your selection from the past year you do not need to do anything!**

Open Enrollment Dates:
October 4 – October 24

Health Fair Annual Screening Event 2016

October 4th: 9 a.m. - 12 p.m. @ Transportation

October 4th: 2 p.m. - 5 p.m. @ Lincoln

October 6th: 2 p.m. - 5 p.m. @ Oak View

October 11th: 2:30 p.m. - 5:30 p.m. @ Hawthorne

October 12th: 2 p.m. - 5 p.m. @ Mebane

October 18th: 2 p.m. - 5 p.m. @ Kanapaha

October 20th: 2 p.m - 5 p.m. @ Howard Bishop

Full Health Fair Even with Vendors

October 21st: 1:30 p.m. - 6 p.m. @ Buchholz

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

Bailey Group Representatives will be there to help with Open Enrollment



Liability Insurance for Instructional Personnel

Effective August 17, 2015, all full-time instructional personnel in Florida (as defined in section [1012.01\(2\), Florida Statutes](#)) have **\$2 million of educator professional liability insurance** through Arthur J. Gallagher & Co., which was selected through the competitive procurement process.

This insurance covers all costs up to \$2 million dollars, protecting full-time instructional personnel from liability for monetary damages and costs of defense against claims made against educators in their professional capacity. Coverage is subject to standard conditions and exclusions that will be made available to the district school boards. The district contact for Liability Insurance questions is **Scott Jamison, Supervisor of Risk Management, 352-955-7677.**

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



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 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

