



We are committed to the success of every student!

HUMAN RESOURCES NEWSLETTER

September 2015

Welcome Back!

Introducing Mr. Paul D. White, Assistant Superintendent of Operations

Human Resources is pleased to welcome Mr. Paul D. White to the Alachua County Public Schools. He has assumed the leadership role of overseeing Facilities, Food Services, Human Resources, Risk Management/Safety and Transportation. He joins our team with years of successful management experience.

His previous responsibilities have included: City Manager of Gainesville, Assistant City Manager and Interim Community Development Officer of Riviera Beach, Executive Director of the Atlanta Empowerment Zone Corporation and Director of the National Development Council.

Mr. White earned his Bachelor of Arts in History and Political Science from Morehouse College. He holds a Masters in Public Administration and City Management from Howard University School of Business. He has provided management and business development services to both private and public sector clients, including Catholic Charities of Palm Beach and Skyline Technologies.

Mr. Paul White has enthusiastically embraced his new responsibilities and is looking forward to serving all of the stakeholders of Alachua County Public Schools.

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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Greetings from the Certification Office. We hope you had a great summer!

Renewal packets will be sent out by the end of October to teachers needing to renew their professional educator certificates. This year 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, 2016 for the current fiscal year. For questions regarding this process, please contact Laurie Bauer at bauerla@gm.sbac.edu 955-7706.

VERIFICATION OF EMPLOYMENT INFORMATION

All verification of prior teaching experience must be submitted to Human Resources by June 30, 2016 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 955-7706.



Florida Best and Brightest Scholarship for Teachers

All applications for the Florida Best and Brightest Scholarship must be submitted to Human Resources by **October 1, 2015**. For more information contact Beverly Finley, finleybt@gm.sbac.edu or [352-955-7714](tel:352-955-7714).



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

OPEN ENROLLMENT 2015

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, 2016. **If you are happy with your selection from the past year you do not need to do anything!**

Open Enrollment Dates:

October 8 – October 30



Kathleen Langley Health Fair 2015

October 8th: Lincoln - 9 a.m.-5 p.m.

October 21st: Kanapaha - 11 a.m. - 5:30 p.m.

October 30th: Buchholz - 12 p.m. - 6 p.m.

**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](tel: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.



Human Resources