



## 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**

**SEPTEMBER 2014**

## Don't miss the Annual Kathleen Langley Health Fairs!

October 9	10 am – 5pm	Lincoln Middle School
October 15	12 pm – 6pm	Kanapaha Middle School
October 24	9 am – 4 pm	Buchholz High School

**FREE Health Screenings**

**FREE Chance to meet a Health Coach**

**Pneumonia and Flu Shots Available**

**35+ Wellness Exhibitors**

**Tons of Health Education Offerings**

**Product Samples**

**Raffle Prizes & Giveaways**

To schedule an appointment for your health screening log on to:

<https://pickatime.com/client?ven=116>



To keep you informed of important information, you will periodically receive an electronic copy of *HR Highlights*. Our newsletter is on the Human Resources website @

[http://www.sbac.edu/files/4dG6x/01e7534366e120703745a49013852ec4/September\\_2014\\_Newsletter.pub](http://www.sbac.edu/files/4dG6x/01e7534366e120703745a49013852ec4/September_2014_Newsletter.pub)

We welcome suggestions for future editions. Please contact Donna Bonnell at [bonneldj@gm.sbac.edu](mailto:bonneldj@gm.sbac.edu).

Please do not hesitate to contact us for assistance. We are here to help!

Non Instructional	955-7723
Instructional	955-7725
Retirement	955-7705
Certification	955-7721
Verification of	
Employment	955-7718
AESOP For Teachers	955-7718
AESOP for Substitutes	955-7724

## Did You Know that...

### ACPS has an Employee Assistance Program?

#### BENEFITS INCLUDE

- ◆ Unlimited telephonic access to EAP Professionals (24 hours a day, 7 days a week)
- ◆ Substance Abuse Assistance
- ◆ Referral Services (for employees and dependents)
- ◆ Legal Assistance
- ◆ Elder Care Assistance
- ◆ Telephone assistance and referral services for employees and dependents

For more information:

Call: (800) 316-2796

Or

[http://www.sbac.edu/files/tQJPI/501082179de2ac473745a49013852ec4/Employee Assis  
tance Program.pdf](http://www.sbac.edu/files/tQJPI/501082179de2ac473745a49013852ec4/Employee_Assistance_Program.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:

- ◆ Go to SBAC.edu
- ◆ At the Home page, click on *For Employees*
- Click on Employee On-Line

Sign in using your employee ID as login (first 3 letters of last name and last 4 of social with a "0" added at the end, ex. BRO58530). First time users will use the full social security number (no dashes) for the password. You will be required to change your password the first time you sign on to Employee Online.

## Open Enrollment

### BENEFITS (10/8/14—10/28/14)

**If you do not have any changes to your current benefit package, you do not need to do anything!** To change, cancel or add a benefit, or for more information go to: [http://www.sbac.edu/pages/ACPS/Departments\\_Programs/DepartmentsAF/D\\_thru\\_F/Employee Benefits](http://www.sbac.edu/pages/ACPS/Departments_Programs/DepartmentsAF/D_thru_F/Employee_Benefits)

### SICK LEAVE BANK — OCTOBER (Deadline October 31, 2014)

**Current members do not need to re-enroll!** Eligible employees may enroll annually to protect your leave time against “catastrophic” illness or injury.

- ⇒ Donate one (1) day sick leave
- ⇒ Employed for minimum of one (1) year
- ⇒ Must be a member for one (1) year before being eligible to use days
- ⇒ Use for catastrophic illness/injury of employee only
- ⇒ Maximum of 100 days lifetime usage

**To apply, please see your school/  
department's payroll person.**

### RETIREMENT TIPS

- ◆ When you make the decision to retire, (if you possibly can) please begin the process three (3) months ahead of time.
- ◆ If you are actively working and turn age 65 all you need is Part A with social security (you will not need Part B until you retire).

