HUMAN RESOURCES NEWSLETTER

SEPTEMBER 2019

OPEN ENROLLMENT COMING SOON! SEE PAGE 3 FOR MORE INFORMATION

WELCOME BACK!

Alachua County Public Schools is an 'A' district, based on the academic achievement of our students. We are one of 24 top-rated districts in the state of Florida.

All of our 4,500 employees played a part in this great achievement. Each of you make up our team and every position plays a pivotal role in the success of our students.

If our Human Resources staff can assist you in any way, please contact us at 352-955-7727.

- Kevin Purvis, Assistant Superintendent
Division of Human Resources

HR IMPORTANT DATES

- **September 18th -** ACPS Teacher Job Fair at the District Office (See page 4 for more information)
- **September 18th** - Florida A&M University Job Fair
- **September 19th -** Paraprofessional Assessment Test at the District Office (See page 4 for more information)
- **October 1st-25th** - Open Enrollment see page 3 for more information
- **October 8th - November 12th** - Teacher Tutoring Program
- **October 11th** - Best and Brightest application deadline (See page 2 for details)
- **October 16th** - Paraprofessional Job Fair at the District Office 3 PM - 4 :30 PM
- **October 24th** - Bethune-Cookman University Job Fair

IN THIS ISSUE

- Best & Brightest Scholarships
- Employment Verification
- Sick Leave Accrual
- Employee Handbook
- Retirement
- FMLA
- Health Fair Information

SAVE THE DATE FOR THE 2019

ALACHUA COUNTY PUBLIC SCHOOLS

EMPLOYEE HEALTH & WELLNESS EVENTS!

Health Screenings, Flu Shots, Chair Massages and Benefits Open Enrollment at all locations:

October 1, 10am - 5pm | Eastside High Gym with Health Fair
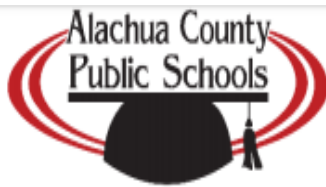
October 7, 10am - 4pm | Kanapaha Middle Gym

October 18, 10am - 5pm | Gainesville High Gym with Health Fair

October 25, 10am - 4pm | Santa Fe High Gym

To make an appointment, visit:

https://www.pickatime.com/client?ven=11606684

*Screenings available to ACPS FL Blue members only

BEST AND BRIGHTEST
2019-2020

The Florida Legislature has revised the Best and Brightest Scholarship to include Recruitment and Retention, Recognition and the Principal Award for the 2019-2020 School Year.

AVAILABLE SCHOLARSHIPS FOR TEACHERS MAY INCLUDE:

- **Retention Award** - Highly effective ($2,500) or effective ($1,000) for the 2018-2019 school year
- **Recruitment Award** – (Up to $4,000) Newly Hired K-12 classroom teacher **(APPLICATION REQUIRED)**
- **Recognition Award** - K-12 Instructional Personnel rated as highly effective or effective **(AMOUNT to be Determined)**

SCHOOL-BASED SUPPORT PERSONNEL (AMOUNT TO BE DETERMINED)

- Recognition Award **Only**
- Must complete a Recognition Application
- Must submit a copy of their 18-19 evaluation by October 11th

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SCHOLARSHIP FOR PRINCIPALS: $5,000 FOR PRINCIPALS WHO MEET CRITERIA

- Served as principal at their school for four (4) consecutive years, including the current school year
- Improved 3 percentage points for determining school grades over the prior school year

More information can be found online at www.sbac.edu, under Human Resources.

If you have questions,

contact Beverly Finley, 352-955-7714 or finleybt@gm.sbac.edu.

Open Enrollment

October 1st - October 25th

Want to make changes?
You MUST make them during the Open Enrollment Period

How do I make them?
Via your Employee Access in Skyward

Questions?
Call Benefits at 352-955-7579.

Verification of Employment Information

All verification of prior teaching experience must be submitted to HR by June 30, 2020 for the current fiscal year.

Verification forms require an original signature from the sending school district.

Questions about Instructional Employment Verification forms should be directed to bauerla@gm.sbac.edu.

Retirement

If you are nearing retirement age of 62 or 30 years of service and have questions about FRS retirement, please call Human Resources at 352-955-7727.

You may also contact FRS directly at 844-377-1888 or online at www.myfrs.com

How can I view or print my paystub online?

Go to www.sbac.edu
- In the top right corner click STAFF
- Scroll down and click ERP (Skyward)
- Click Skyward ERP and log in with your Active Directory ID and password.

Instructions for viewing and printing check stubs:
- Click on "Employee Information" then "Personal Information"
- Click on "Payroll", then click on "Checks"
- Double click the check number to view check information
- Click "Print"

Leave Accrual

Leave for 12-Month ESP & P/T Employees and Administrators
- Accrue one day of sick leave per month (No accumulation in April/May/June)
- 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
- Accrue one day of sick leave per month (No accumulation March, April, May, June)
- Up to six days of sick leave may be used as personal leave.

Para Pro Assessment

ACPS Human Resources Department

Offers the ParaPro Assessment

Cost: **$60.00**

Who: **ACPS employees**

When: **Every 3rd Thursday of the month**

Where: **ACPS District Office**

Financial Assistance is available for first attempt

For more information Contact:

Alisha Williams 352.955.7729 ext. 1043

Alachua County Public Schools

Walk away with a Teaching job today!

TEACHER JOB FAIR!

WEDNESDAY, SEPTEMBER 18, 2019
3 P.M. UNTIL 4:30 P.M.

DISTRICT OFFICE BOARDROOM
620 EAST UNIVERSITY AVENUE
GAINESVILLE, FLORIDA 32601

WE ARE COMMITTED TO THE SUCCESS OF EVERY STUDENT

For more information, contact Human Resources at (352) 955-7727

An Equal Opportunity Employer

Family Medical Leave Act (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 leave for: Family Leave, Medical Leave or Military Caregiver Leave.
Please go to our website at www.sbac.edu/HR for more information or contact April Mobley at 352-955-7724.

Employee Handbook

Visit the Human Resources website at www.sbac.edu.

This handbook is a guide to assist all employees with information regarding employment questions and processes.

4