



We are committed to the success of every student!

HUMAN RESOURCES NEWSLETTER

March 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
- 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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Instructional Priority Transfer Application Procedures (For Teachers with Four Consecutive Years at Current School) 2017-2018 School Year

Priority Window: April 17, 2017 - May 16, 2017

The following steps are to aid you in applying for posted Instructional Vacancies for the 2017-2018 school year:

- All priority transfer teachers must complete an Instructional Priority Transfer Application and return it to Human Resources by **April 14, 2017** to be considered for a priority transfer. The priority transfer window is April 17, 2017 - May 16, 2017.
- Internal applicants are not required to attach transcripts, resumes, or references. However, if you would like documents scanned and uploaded from your personnel file, contact Human Resources at 352-955-7727.
- Priority Transfer applicants are eligible to transfer after the priority transfer window closes.

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).



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

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

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).



Important Dates Spring 2017

- April 8: Teacher Job Fair at UF Hilton
- April 14: Priority Transfer application deadline
- April 17: Instructional Jobs Posted
- April 30: All non-instructional evaluations are on ACIIS; employees need to add their supervisor if they have not done so already.
- June 30: Employment Verification Forms for prior teaching experience
- June 30: Advanced Degree Salary Supplement deadline