

HUMAN RESOURCES NEWSLETTER

FALL 2022

Human Resources FAQs

1. How do I look up my salary?

Under Employee Information, click on Personal Information

On the left side of the screen, Click on the “Assignments” tab

Click on the carot (small triangle) to the left of their Position, then click “Expand All”

This will bring you to a screen that has all the salary information

2. Where do I find my evaluation? Go to My Portal on the www.sbac.edu home page and click on the ACIIS button in the Productivity section.

3. How do I reset my password in Skyward? Contact your school site tech or your Executive Assistant.

4. How long will my computer access remain active if I separate from service?

Upon separating from service, all computer access will be end that day. Per Board policy 7540.05, there is no longer 30 days of access after separation from service.

Access is now rescinded immediately. It is important to plan ahead to back up any email, documents, lesson plans, and evaluations you may wish to retain.



Reading Endorsement Information for Teachers

The Florida Department of Education requires that specific teachers be reading endorsed or certified in order to teach reading.

WHO **MUST** BE READING ENDORSED:

- Teachers who teach any grade 7-12 state-coded reading course
- **ANY** K-12 teacher, including ESE and ESOL, who is providing intensive reading intervention (i.e., MTSS Tier 3 students as defined by the district's K-12 Comprehensive Reading Plan) be reading endorsed and certified. Statute 1011.62(9)(c) 7.(d)1 F.S) takes effect at the beginning of the 2020-2021 school year.
- **Any** teacher, including ESE and ESOL, who is teaching reading to retained third graders, including summer camp students, must be reading endorsed or certified. Statute 1008.25 (7)(b)3 F.S) takes effect on July 1, 2020.

Please note: The Reading K-12 Subject Area Exam can be used until **JUNE 2024** to add the **Reading Endorsement ONLY**; it **does not** cover all the requirements for the Reading K-12 Subject Area Certification.

- The Reading K-12 Subject Area Certification **requires** a Master's Degree in Reading.
- The teacher is responsible for the cost (\$75.00) of adding the Reading Endorsement to their certificate

THE DISTRICT IS ABLE TO REIMBURSE TEACHERS FOR THE READING K-12 SUBJECT AREA EXAM REGISTRATION FEE FOR A LIMITED TIME.

Contact Laurie Bauer at bauerla@gm.sbac.edu or 352.955.7727 in Human Resources if you have questions about the Reading Endorsement Requirements.

PUBLIC SERVICE LOAN FORGIVENESS

For more information on PSLF, visit StudentAid.gov/publicservice.
To apply online, visit StudentAid.gov/PSLF.



ADDITIONAL ASSISTANCE:

All Public school employees with federal loans can qualify for Public Service Loan Forgiveness.

Horace Mann can help you find out if you qualify for forgiveness, determine the best payment plan and help you successfully apply.

For more information:

<https://www.horacemann.com/student-loan-debt-help>

Verification of Employment Information



All Verification of Employment forms must be submitted to Human Resources by June 30, 2023 for the 2022-2023 school year.

Questions concerning Verification of Experience forms? Please call 955-7727.

RETIREMENT

Are you nearing the age of 62 or do you have 30 years of service? If so, call Human Resources at 955-7727 or FRS Retirement directly at 844-377-1888 or online at www.myfrs.com for more information on the retirement process.

KELLY EDUCATION STAFFING SERVICES HIRING SUBSTITUTE TEACHERS, PARAPROFESSIONALS, CUSTODIANS, FOOD SERVICES, AND EDEP

Students are waiting for someone like **YOU!**

REQUIREMENTS:

- High School Diploma or higher
- Must be at least 21 years of age or older to be a substitute teacher.
- Must be at least 18 years of age or older to work as EDEP, Food Service, and Custodian Substitutes.

Contact **Leah McGriff, Lead Recruiting Specialist**
[Leah McGriff@kellyservices.com](mailto:Leah_McGriff@kellyservices.com) or call 352.363.2019



WE ARE COMMITTED TO THE SUCCESS OF EVERY STUDENT

KEEP THESE NUMBERS HANDY

- District Directory Assistance
(352) 955-7300
- Employee Benefits Office
(352) 955-7577
- Employee Helpdesk
helpdesk@gm.sbac.edu
- Tech Support Call Center
(352) 955-7051
- Human Resources
(352) 955-7727
- Professional Development
(352) 955-7650
- Student Support Services
(352) 955-7676
- Teacher Production Lab
(352) 955-6850 x1509
- FRS (Florida Division of Retirement) 844-377-1888



Employee Assistance Program (EAP)

Confidential Emotional Support



Our highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions



Our specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance



Talk to our attorneys for practical assistance with you most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more

Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources



Our financial experts can assist with a wide range of issues.

- Retirement, taxes, mortgages, budgeting and more

For addition guidance, we can refer you to a local financial professional and arrange to reimburse you for the cost of an initial one-hour in-person consult.

Online Support



GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- "Ask the Expert" personal responses to your questions

Help for New Parents



Parent Guidance™ supports you through the process of becoming a biological or adoptive parent, including:

- Preparing for the baby emotionally and financially
- Finding child care
- Planning for back to work and other issues

Free Online Will Preparation



Estate Guidance® lets you quickly and easily create a will online.

- Specify your wishes for your property
- Provide funeral and burial instructions
- Choose a guardian for your children

Contact EAPBusiness ClassSM Anytime

No-cost, confidential solutions to life's challenges.

Your ComPsych® GuidanceResources® program EAPBusiness Class offers someone to talk to and resources to consult whenever and wherever you need them.

Call: 877.595.5281

TDD: 800.697.0353

Your toll-free number gives you direct, 24/7 access to a Guidance ConsultantSM, who will answer you questions and, if needed, refer you to a counselor or other resources.

Online: guidanceresources.com

App: GuidanceResources® Now

Web ID : EAPBusiness

Log on today to connect directly with a Guidance Consultant about your issue or to consult articles, podcasts, videos and other helpful tools.

24/7 Support, Resources & Information

Contact

EAPBusiness Class Anytime

Call: 877.595.5281

TDD: 800.697.0353

Online: guidanceresources.com

App: GuidanceResources® Now

Web ID: EAPBusiness

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 certification 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, 2023 for the current fiscal year. For questions regarding this process, please contact Laurie Bauer at bauerla@gm.sbac.edu or 352.955.7706.





EEOC

The Alachua County Public School District does not discriminate on the basis of race, color, religion, national origin, gender, age, disability (Section 504/ADA) sexual orientation, gender identity or marital status, genetics or legally-protected characteristics in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment:

For Employees contact **Alisha Williams** via

email williamsar@gm.sbac.edu or call (352) 955-7713

For Students contact **Dr. Toni Griffin** via

email griffints@gm.sbac.edu or call (352) 955-7671

District Title IX and Section 504 Coordinators

For Students

Dr. Toni Griffin

Supervisor School Counseling & Student Services

(352)955.7671 x1610

Email: griffints@gm.sbac.edu

For Staff

Alisha Williams

Employee Relations Supervisor

(352)955.7713

Email: williamsar@gm.sbac.edu

FAMILY MEDICAL LEAVE

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 or paid leave for: Family Leave, Medical Leave or Military Caregiver Leave.

Please review the Online Employee Handbook for more information or **Contact Human Resources at 352.955.7727**

Please note: There is no compensation or benefits accrued during unpaid leave. Salary amount will be reduced accordingly during unpaid leave.