

HUMAN RESOURCES NEWSLETTER

SEPT/OCT 2020

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Need Assistance?

Personal issues, planning for life events or simply managing daily life can affect your work, health and family. The **Employee Assistance Program (EAP)** provides support, resources and information for personal and work-life issues.

SERVICES AVAILABLE:

- Confidential Counseling (**3 FREE Face-To-Face Sessions**)
- Financial Information and Resources
- Work-Life Solutions
- Legal Support and Resources
- Guidance Resources Online

For More Information: 800-460-4374



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



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@ALACHUASCHOOLS



@ALACHUACOUNTYPUBLICSCHOOLS



ATTENTION **ALL** EMPLOYEES!
2020 ACPS Employee Open Enrollment Ahead

The most **important** thing about Open Enrollment 2020 is that this will be an **ACTIVE** Open Enrollment, which means **every employee must** participate and select all the benefits they want for the 2021 plan year. **NO BENEFITS WILL ROLL OVER into 2021.**

Our new online benefits platform is from PlanSource. PlanSource is the employee self-service, online portal for employees to enroll in all benefit plans. Once logged in, you will be able to see benefits offered to you and compare costs.

You will have access to this system throughout the year so you can review the benefits you have and get plan information anytime.

We're also extending our Open Enrollment period for the **entire month of October** to allow additional time to compare benefits, review finances, make decisions, and gather documents.

For now, please review your paystub and review the "Deductions Summary" to see what benefits you are currently enrolled in, and what is being deducted from your income. That will be a key starting point for you to prepare for Open Enrollment in the weeks to come.

Contact *Laura Bolte, Benefits Coordinator* if you have any questions at 352.955.7577



WHAT'S NEW FOR TEACHERS?

New Reading Endorsement Requirements For Teachers

Florida's 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 and 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 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 new Reading Endorsement Requirements.



CERTIFICATION INFORMATION IMPORTANT NOTICE BELOW (PLEASE READ)



All Temporary and Professional Certificates set to expire June 30, 2020 have been automatically renewed until December 31, 2020.

With the **exception** of Exchange Teacher Certificates, this extension applies to all other certificate types.

If you have any questions or need assistance, call Michael Jacobi in Human Resources at 352.955.7721 or

SUBMIT OFFICIAL TRANSCRIPTS AND OTHER CERTIFICATION DOCUMENTS TO THE FOLLOWING ADDRESS:

BUREAU OF EDUCATOR CERTIFICATION
ROOM 201, TURLINGTON BUILDING
325 WEST GAINES STREET
TALLAHASSEE, FLORIDA 32399-0400

TEACH ALACHUA!



Understanding Leave Accrual

Leave for 12- month ESP & P/T Employees and Administrators

- Accrue one (1) day of sick leave a month
- Accrue two (2) days of vacation leave per month. Ten (10) days of vacation leave each year are designated by the Board.
- Accrual ends March 31st

Leave for Teachers and 10-month ESP Employees

- Teachers earn one (1) day of sick leave per month
- Up to six (6) days of sick leave may be used as personal leave
- Accrual ends: February 15th – Instructional
March 15th – 10-month employees

PUBLIC SERVICE LOAN FORGIVENESS **Did you know?**

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 prior teaching experience must be submitted to HR by **June 30, 2021** for the current fiscal year.

Contact **Laurie Bauer** at bauerla@gm.sbac.edu or 352.955.7727 in Human Resources if you have Questions about Instructional Employment Verifications.

RETIREMENT

Are you nearing retirement age of 62 or have 30 years of service?

If so, contact **Brandi McDowell** in Human Resources at 352.955.7727 or contact FRS Retirement directly at 844.377.1888 or online at www.myfrs.com

ACPS HIRING!

SUBSTITUTE FOOD SERVICE ASSISTANT
SUBSTITUTE SCHOOL NURSES
SUBSTITUTE PARAPROFESSIONAL

Log on to our website at www.sbac.edu and complete an application today! Contact **April Mobley** at 352.955.7724 in Human Resources if you have any questions.

KELLY EDUCATIONAL STAFFING SERVICES HIRING SUBSTITUTE TEACHERS and CUSTODIANS

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

REQUIREMENTS:

- High School Diploma or higher
- Must be at least 21 years of age or older

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

PARA PRO ASSESSMENT

COST: \$60
WHO: Current ACPS Employees
WHEN: October 15TH
WHERE: Sivia Center

Contact **Alisha Williams, Supervisor I** in Human Resources at 352.955.7729 ext. 1043 for more information.

**FINANCIAL ASSISTANCE AVAILABLE
FOR 1ST ATTEMPT**

SKYWARD

Reset Password

Contact your school site tech or your executive assistant.

NEW FAX NUMBERS (HUMAN RESOURCES)

**INSTRUCTIONAL
OFFICE** 844.269.7546

**NON-INSTRUCTIONAL
OFFICE** 844.269.7628

RETIREMENT OFFICE
844.318.2622

TEACHERS' PRODUCTION LAB



The Teachers' Production Lab (TPL) is a part of the Instructional Technology Department Learning Resource Center (LRC) and Alachua County Public Schools (ACPS)

Our Hours of Operation:

Mondays and Wednesdays	8:00 – 4:30
Tuesdays and Thursdays	12:00 – 4:30
Fridays	8:00 – 4:00
Summer Hours: Tuesday – Thursday	7:30 – 5:00

Closed on Mondays and Fridays

WHAT WE DO

We provide working space, equipment, supplies, graphic design services, creative assistance, advice, and technical guidance to teachers, staff, and school/parent volunteers to create instructional materials and classroom decorations. We also provide community events support and video production services for the public schools of Alachua County.

OUR SERVICES

- Graphic Design Services
- Technical Assistance
- Supplies
- Equipment
- Working Space
- Video Production
- Community Events Support



Call: 352.955.6850 * Email: teacherslab@gm.sbac.edu * Website: tpl.bac.edu



School Calendar 2020-21

Monday, August 17 – Friday, August 21	Professional Development (5 weekdays)
Monday, August 24 – Friday, August 28	Pre-Planning (5 weekdays)
Monday, August 31.....	First Day for Students
Monday, September 7	Holiday – Labor Day
Tuesday, October 6.....	Send Interim Reports Home
Monday, November 2	End of First Nine Weeks
Friday, November 6.....	Student Holiday – Teacher Workday
Wednesday, November 11	Holiday - Veterans Day
Thursday, November 12	Send Report Cards Home
Monday, November 23-Tuesday, November 24.....	Student/Teacher Holidays
Wednesday November 25 – Friday November 27	Holiday - Thanksgiving
Tuesday, December 15	Send Interim Reports Home
Monday, December 21 – Friday, January 1	Winter Holidays (10 weekdays)
Monday, January 4	Classes Resume
Monday, January 18.....	Holiday – ML King Day
Thursday, January 28.....	End of First Semester
Friday, January 29.....	Student Holiday – Teacher Workday
Monday, February 1	Begin Second Semester
Tuesday, February 9	Send Report Cards Home
Monday, February 15.....	Holiday - President's Day - FLEX DAY
Tuesday, March 9.....	Send Interim Reports Home
Monday, March 22 – Friday, March 26	Spring Holidays (5 weekdays)
Monday, April 12	End of Third Nine Weeks
Friday, April 16	Student Holiday/Teacher Workday
Thursday, April 22	Send Report Cards Home
Tuesday, May 18.....	Send Interim Reports Home
Monday, May 31	Holiday – Memorial Day
Wednesday, June 16.....	Last Day for Students
Thursday, June 17 – Friday, June 18.....	Post-Planning

* Notes on the calendar:

1. The district will not need to utilize the Flex Day until we have missed the 2nd day of school due to a hurricane or other emergency
2. If more than two days of school are missed, the district may have to add minutes to the school day *after* utilizing the scheduled flex day.

