

HUMAN RESOURCES NEWSLETTER

FALL 2021

FALL NOTES



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- HUMAN RESOURCES DEPARTMENT UPDATE



The Human Resources Division is excited to welcome our new Executive Director, Mr. David Shelnett. Mr. Shelnett began working with the Alachua County Public Schools as a social studies teacher at Buchholz High School in 1998. In 2004, he was promoted to Assistant Principal of Curriculum at Fort Clarke Middle School. Mr. Shelnett continued to serve as an Assistant Principal of Curriculum at Buchholz High School from 2005 until 2011. He became principal of Gainesville High School in 2011 where he served for 10 years. Mr. Shelnett brings a wealth of educational management and leadership knowledge to his new role as the Human Resources Executive Director. Welcome Mr. Shelnett!

ARE YOU INTERESTED IN.....?

[Becoming a PARAPROFESSIONAL or BUS DRIVER](#)

Paraprofessional I General:

- High School Diploma or GED
- Minimum of one (1) year successful clerical or aide experience

Paraprofessional II Behavioral:

- High School Diploma or GED
- Two (2) years successful experience working with children, preferred

Paraprofessional I & II Instructional:

- High School Diploma or GED
- Completion of a minimum of 60 college credit hours from an approved accredited educational institution; or pass an accepted ParaPro Assessment
- Two (2) years successful experience working with students preferred; working with special

Bus Drivers:

- High School Diploma or GED
- **No Experience Needed**
- **Paid CDL Training**
- **Part-Time, Full-Time, Morning and Afternoon** positions available
- Interviewing **EVERY** Wednesday



Teacher's Corner

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.

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 prior teaching experience must be submitted to HR by **June 30, 2022** 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.

UNDERSTANDING LEAVE

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

Human Resources

Breakthrough Covid-19 Application Paid Administrative Leave

Please note medical records such as vaccination status and vaccine cards are considered Protected Health Information (PHI) and are subject to Health Insurance Portability & Accountability Act (HIPAA) privacy rules. Any employee's eligibility or ineligibility to this voluntary incentive program is not permitted to be discussed or disclosed to anyone besides those required to carry out the incentive program.

Up to ten (10) days of Paid Administrative Leave for the 2021-2022 school year, effective August 2, 2021;

- **New:** Fully vaccinated employees who have COVID symptoms and get a COVID test will be eligible for paid administrative leave from the date of the test administration through the date the test results are received. Days utilized while awaiting test results will be continued towards the ten (10) days of administrative leave for this COVID Breakthrough Leave.
- The district will provide paid leave for fully-vaccinated employees who have tested positive due to COVID-19.
- **Exception:** Employees who provide proof from their healthcare provider that they are not to receive the COVID vaccine, and who test positive for COVID or are required to quarantine.

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.

Human Resources

Vaccine Recovery Paid Leave Application Up to Two (2) Days

In agreement with the Memorandum of Understanding: Employees will have paid COVID leave to get vaccinated or if they have side effects after vaccination in accordance with the Alachua County Public Schools Fall 2021 Covid-19 Response Plan. Employees will have up to **two (2) days** of paid COVID leave to receive/recover from vaccination shots. Such leave cannot be scheduled in advance or allocated for future use.

Employees will be expected to schedule vaccine appointments in such a way to minimize the potential of having to miss work, for example on Friday.

Sick Leave Bank Enrollment

Eligible employee may enroll annually in the month of October

Protect your leave time against "catastrophic" illness or injury.

- Donate one (1) day sick leave
- Must be employed for minimum of one (1) year before eligible to join
- Must be 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

Division of Human Resources

Compassionate Sick Leave Transfer Authorization

Pursuant to Section 1012.61 of Florida Statutes and the Collective Bargaining agreement, a district employee may authorize the transfer of sick leave/vacation leave to another person who is also a district employee, provided that the transfer relates to a serious health condition or life-altering event of an employee or a member of the employee's immediate family or for someone residing within the employees' household, for whom the employee is the primary caregiver. Exclusions, include, but are not limited to, normal pregnancy any injury covered by Workers Compensation, or mental/nervous conditions, chemical dependency alcoholism, or related conditions.



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 your 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 additional 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 GuidanceSM 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 your 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

RESOURCES

Retirement

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

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

SKYWARD

Reset Password

Contact your school site tech or your executive assistant.

ACPS HIRING SCHOOL BUS DRIVERS

Interviewing every Wednesday

Log on to our website at www.sbac.edu and complete an application today! Contact **Transportation** at 352.955.7602 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 or call 352.363.2019



WE ARE COMMITTED TO THE
SUCCESS OF EVERY STUDENT

KEEP THESE NUMBERS HANDY

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



PARA PRO ASSESSMENT

COST: \$60
WHO: Current ACPS Employees
WHEN: October 21st & November 18th
WHERE: Sivia Center PC Lab 3

Contact **Majory Francois, Supervisor I** in Human Resources at 352.955.7727 ext. 1043 for more information.

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.

ACPS Job Fair 2021



Follow Us!



JOB FAIR

**ALACHUA COUNTY PUBLIC SCHOOL IS LOOKING FOR
DEDICATED & HARDWORKING**

Candidates who are interested in making a difference in the community!
CAREER CHANGERS ARE WELCOMED

CAREER OPPORTUNITIES

Teaching

Substitute Teaching/Aide

Teacher Assistant

Clerical

Transportation

Food Service

Custodian

Afterschool EDEP Activity Leader

Maintenance & Trades Helper



Wednesday, October 20, 2021

4 p.m. to 5:30 p.m.

Martin Luther King Jr.

Multipurpose Center

1028 Northeast 14th St.

Gainesville, Florida 32601

Positions available for all skill levels from entry level to management

- Meet a variety of Departments/ Schools
- Take advantage of networking opportunities
- Receive information on Teacher Certification
- Potential On-site Interviews
- Full/Part-Time Career Positions Available
- Refreshments



For more information, please contact the Communications Department at (352) 955-7039 • An Equal Opportunity Employer



EEOC

The Alachua County Public Schools 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 Boys Scout 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



Meet Our District Title IX 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

site visits

Friday, October 1, 2021
Health Fair - Santa Fe High
9:30am - 4:00pm

Tuesday, October 5, 2021
Open Enrollment Meeting - Transportation
7:30am - 4:30pm

Thursday, October 7, 2021
Wellness Screening - Lincoln Middle
10:00am - 5:00pm

Monday, October 11, 2021
Open Enrollment Meeting - Boardroom
7:00am - 5:00pm

Tuesday, October 12, 2021
Open Enrollment Meeting - Food Service
9:00am - 3:00pm

Friday, October 15, 2021
Health Fair - Gainesville High
9:30am - 4:00pm

Wednesday, October 20, 2021
Open Enrollment Meeting - Boardroom
7:00am - 5:00pm

Thursday, October 21, 2021
Open Enrollment Meeting - Transportation
7:30am - 4:30pm

Monday, October 25, 2021
Wellness Screening - Oakview Middle
9:30am - 4:00pm
Door Prize Drawings 4:30pm
Streamed live to ACPS Facebook Page

my BENEFITS sbac.edu

CONTACT US

Micky Miller, Insurance Specialist
Email: millermd@gm.sbac.edu

Lori Bolte, Benefits Coordinator
Email: boltelk@gm.sbac.edu

Medical - Florida Blue
floridablue.com
1-800-352-2583

Prescriptions - Express Scripts
express-scripts.com
1-866-581-5255

Dental - Humana
humana.com
1-800-233-4013

Vision - Humana
humana.com
1-877-398-2980

Group Accident/Critical Illness - Unum
unum.com
1-866-679-3054

Employee Assistance Program - ComPsych
guidanceresource.com
1-800-460-4374

HRA, FSA & Dependent Care - WEX, Inc.
wexinc.com
1-866-451-3399

www.SBAC.edu
(Department/Directory/Employee Benefits)



OPEN ENROLLMENT

OCTOBER 1ST-25TH 2021



REMINDERS

Eligible Dependents Are:

- Your Legal Spouse or Domestic Partner
- Children, Step Children, Legally Adopted Children and Children whom you have been appointed legal guardian
 - Health: Age 0-26 (End of Calendar Year)
 - Life, Dental, Vision: Age 0-25 (End of Calendar Year)

****CHILDREN MUST BE UNMARRIED TO BE COVERED BY LIFE, DENTAL, OR VISION. IT IS YOUR RESPONSIBILITY TO NOTIFY EMPLOYEE BENEFITS WHEN YOUR DEPENDENT IS NO LONGER ELIGIBLE****



To cover any eligible dependents, you must provide the following:

- Spouse -
 - Marriage Certificate
- AND one of the following**
 - Front page of your most recently filed tax return
 - A household bill/statement dated within the last 60 days showing current relationship status.
- Domestic Partner -
 - A copy of your Affidavit of Domestic Partnership (see Benefits Office for details)
- Children -
 - A copy of the child's birth certificate, hospital birth record, or adoption certificate naming you or your spouse as the child's parent.
 - OR**
 - A copy of the court naming you or your spouse as the child's legal guardian, legal custodian or foster parent.
- Disabled Children -
 - A copy of the child's birth certificate, hospital birth record, or adoption certificate naming you or your spouse as the child's parent.
 - AND one of the following**
 - A copy of the Social Security Administration Letter showing award of disability.
 - Letter from physician confirming disability status.

BENEFITS

MEDICAL - FLORIDA BLUE
\$750 DEDUCTIBLE
\$1,500 DEDUCTIBLE W/ HRA
\$2,500 DEDUCTIBLE W/ HRA

HUMANA
ADVANTAGE DENTAL PLAN
PPO DENTAL PLAN
TRADITIONAL PREFERRED DENTAL PLAN
VISION PLAN

WEX
FSA - MEDICAL & DEPENDENT CARE
HRA - Provided by the School Board when enrolled in the \$1,500 or \$2,500 DED plan

UNUM
GROUP ACCIDENT
CRITICAL ILLNESS

CIGNA
SUPPLEMENTAL GROUP TERM LIFE

SUNLIFE
BASIC LIFE and AD&D - Provided by the School Board
SUPPLEMENTAL GROUP TERM LIFE
LONG TERM DISABILITY

LEGALSHIELD
LEGAL PROTECTION FOR YOU AND YOUR FAMILY.

IMPORTANT: ONLY CHANGE IS TO 2022 MEDICAL RATES

	\$750 DED PLAN	\$1,500 DED PLAN	\$2,500 DED PLAN
EMPLOYEE ONLY	\$25.50	\$0.00	\$0.00
EMPLOYEE + SPOUSE	\$445.55	\$372.03	\$341.69
EMPLOYEE + CHILD(REN)	\$370.49	\$309.37	\$281.53
FAMILY	\$550.20	\$459.42	\$425.58
FAMILY DISCOUNT	\$203.22	\$112.44	\$78.61

my BENEFITS sbac.edu

To begin your enrollment session, go to mybenefits.sboc.edu and enter your Active Directory information. This will bring you to the Welcome Page.

Click "Get Started" to begin!



- Review Profile
 - Please review and verify all personal information. **If you need to make updates, please contact Human Resources.**
- Review My Family
 - Add family members you will cover on any benefit.
 - Please double check spelling of names and verify dates of birth and social security numbers.
- Shop Benefits
 - Shop each benefit offering, choose your desired election under the appropriate plan, or decline the benefit entirely.
 - In order to proceed through each enrollment page, use the "Shop Plans" button next to the first benefit type.
 - If you elect coverage with family members, select family members to add coverage, then click to confirm.
- Upload required documents if you added any family members to any benefit.
- Review/Update Beneficiaries
 - BENEFICIARIES SHOULD BE REVIEWED DURING OPEN ENROLLMENT REGARDLESS OF MAKING BENEFIT CHANGES.**

Coverage elected during Open Enrollment will be effective January 1, 2022.


If you do not make any benefit changes during Open Enrollment, your 2021 elections will automatically rollover into the 2022 plan year.

BENEFITS


ACPS Annual Health Fair 2021




FREE HEALTH SCREENINGS




GIVEAWAYS



OPEN ENROLLMENT



VENDOR BOOTHS



ACPS ANNUAL HEALTH FAIR 2021

FREE Wellness Screenings, Door Prizes, Benefit Vendors, Local Vendors & More!

OCTOBER 1, 2021
SANTA FE HIGH SCHOOL
9:30AM - 4:00PM

OCTOBER 15, 2021
GAINESVILLE HIGH SCHOOL
9:30AM - 4:00PM

