



Human Resources FAQs

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Question 1: How do employees accrue annual leave?

Answer: Only 12-month employees (239 contract days) accrue annual leave as follows:

- Employees with less than 15 years of service: 1 day per month
- Employees with 15-20 years of service: 1.3 days per month
- Employees with more than 20 years of service: 1.5 days per month
- Leave accruals are managed by the payroll department. For questions, contact payroll @ Payroll@bcsdk12.net or 478-765-8526.
- For more information, click here [BCSD Employee Handbook](#)

Question 2: How is personal leave calculated?

Answer: Personal leave is calculated as follows:

- Employees with at least 45 days of accumulated sick leave are allowed 3 personal days
- For more information, click here [BCSD Employee Handbook](#)

Question 3: How do employees accrue sick leave?

Answer: Sick leave is accrued as follows:

- Employees earn sick leave, with full pay, computed on the basis of one and one-fourth (1 ¼) working days for each completed month of service
- For more information, click here [BCSD Employee Handbook](#)

Question 4: How can I access my employee benefits information (ie. health, life, dental, vision)?

Answer: To access State Health benefits, click here [State Health Benefits Portal](#)

- For more information about benefits, click here [BCSD Benefits Information](#)
- For benefits forms, click here [Benefits Forms](#)
- For questions, contact the Benefits Administrator @ Carolyn.Robinson@bcsdk12.net or 478.765.8574

Question 5: How many days of bereavement leave are employees entitled to?

Answer: Employees are granted to up 3 days of bereavement leave due to death in their immediate family

- For more information, click here [BCSD Employee Handbook](#)

Question 6: Who is considered immediate family for the purpose of bereavement leave?

Answer: For bereavement leave, members of the immediate family are defined as: spouse, children, parents, siblings, aunts, nieces, nephews, in-law equivalents of the same, grandparents, grandchildren, or relatives living in the employee's household

- For more information, click here [BCSD Employee Handbook](#)

Question 7: How do I apply for a certification upgrade or add an additional field?

Answer: To apply for a certificate upgrade or add an additional field, click here to access your [MyPSC Account](#) and follow these steps:

- Contact your college or university to request an official copy of your transcript. The transcript will need to display the date the degree was conferred and the type of degree awarded. Official electronic copies of your transcript may be submitted to certifications@bcsdk12.net. Your school is also responsible for submitting an electronic verification of program completion directly to the Georgia Professional Standards Commission (GaPSC).

- Complete an electronic Certification Upgrade Application and ensure answers to Personal Affirmation Questions are valid for the current school year via your [MyPSC Account](#).
- GaPSC will notify you via your email address and contact information on file with their office when your request is complete. Please make sure this information is current. You may also check the status of your request via your MyPSC Account.
- We will submit your completed application and transcript to the GaPSC upon receipt. Once your certificate is updated, email us again at certifications@bcsdk12.net, so that we may update your certificate status in the employee database. GaPSC doesn't notify us when your certificate is updated, so we rely solely on your notification to update your status.
- Click here for GaPSC [Certification FAQs](#)

Question 8: How do I renew my certificate if it is expiring soon?

Answer:

Certificate Renewals are processed annually beginning in the month of *December* for those with certificates expiring in the upcoming year. The recertification process is detailed below: HR distributes renewal notifications to the School Principal via email. Notifications include a list of educators and paraprofessionals with certificates expiring on June 30th of the upcoming year. It also includes a Background Authorization form.

- Schools will direct renewal candidates to complete required steps. Employees must complete the Background Authorization form and update Personal Affirmation Questions for renewal.
- Employees will return the completed Background Authorization Form to their School Principal or their designee. The School Principal will collect completed forms for all staff members listed and return completed forms to the Certification Administrator via pony mail. Employees no longer located at the school should be noted on the list provided and a copy of the list returned.
- Once completed packets are received by Human Resources, receipt is documented and renewal requests are submitted for GaPSC review. Background Authorizations are sent to Campus Police for processing. For renewal status, visit your MyPSC Account.
- For questions regarding this process, contact the Certification Administrator @ Melanie.Bown@bcsdk12.net or 478.765.8565
- For questions regarding Paraprofessional Certification and Requirements, please visit [Paraprofessional Requirements](#) or contact the Classified Personnel Administrator @ Josquitta.Strong@bcsdk12.net or 478.765.8571.

****You should never share or email unprotected documents containing Personally Identifiable Information (PII).**

In an effort to protect your information from security threats and breaches, BCSD has created a secure link for uploading certification documents. Please use this link [Upload - Certification Documents](#) to share certification and other related documents contacting PII with Human Resources.

Question 9: Where can I access information about Employee Assistance Program (EAP)?

Answer:

To access information about EAP, click here [Employee Assistance Program](#) or contact [Southern Behavioral](#) @ 478.742.1464

- EAP services are confidential and free for all district employees

Question 10: Where can I find calendars and important district dates (ie. critical days, paydays, holidays)?

Answer:

To access employee calendars and important dates, click here [Employee Calendars](#) or from the [BCSD homepage](#), go to Departments > Communications > Calendars tab

Question 11: How do I access Employee Self Service (ESS)?

Answer:

To access ESS click here [ESS Login](#)

- Username = 5-digit employee ID #
- Password = 1st time logging in, last 4 of social security # (you will be prompted to change password)
- If you forgot your username or password, click Forgot Username / Password on the homepage
- If you need your password reset, contact HR @ 478.765.8560 or Accounting @ 478.765.8520
- For more information, click here [Employee Self Service Information](#)

Questions 12: How do I request employment verification for my years of service in BCSD?

Answer:

To request employment verification, click here [Employment Verification Instructions](#)

- For questions, contact the Administrative Assistant for Personnel @ Shannon.Jenkins@bcsdk12.net or 478.765.8752

Question 13: Where should I send my experience verification from my previous employer?

Answer:

Forward your experience verification to @ Shannon.Jenkins@bcsdk12.net or fax 478.765.8579

- Your salary will be calculated with zero years of experience until the Salary Specialist receives your experience verification
- If you are a late hire (or start after your first contract date) your salary will be prorated by payroll
- For questions about salary proration, contact payroll @ Payroll@bcsdk12.net or 478.765.8526

Question 14: What are the steps for fingerprinting and obtaining a name badge?

Answer:

For instructions on fingerprinting and obtaining a name badge, click here [Fingerprinting & Name Badges](#) or follow these steps:

- You must complete all new hire paperwork electronically in PowerSchool before coming in for fingerprinting
- You must bring a picture ID and your social security card
- Location: 484 Mulberry St. Ste. 501 (Human Resources)
- Hours: M-Th 8:00-4:00, Friday 8:00-2:00
- Fee for fingerprinting: \$50.00
- There is no charge for your first name badge (replacement badges are \$10.00 and badge holders are \$3.00)
- If your badge is not working properly, please contact HR @ 478.765.8560

Question 15: How do I know if I am eligible for FMLA leave?

Answer:

You are eligible for FMLA leave if:

- You have worked for the district for at least 12 months (at least 1,250 hours of service during a 12-month period immediately preceding the leave)
- For more information, click here [FMLA Information](#)
- For questions, contact the FMLA Administrator @ Sandra.Baxter@bcsdk12.net or 478.765.8558

Question 16: How do I request FMLA leave and will I be paid for this leave?

- Answer:** To request an FMLA packet, contact the FMLA Administrator @ Sandra.Baxter@bcsdk12.net or 478.765.8558
- employee's medical provider must complete and return the packet to the FMLA Administrator via email @ Sandra.Baxter@bcsdk12.net or fax 478.765.8579
 - Upon receipt, the FMLA Administrator will review the documentation. Approval decisions and dates will be determined based on the medical certification
 - FMLA is **unpaid** leave. You may use any available sick, personal or annual leave during this time.

Question 17: How do I access Frontline to request a substitute?

- Answer:** To access Frontline, click here [Frontline Login](#)
- Username = BCSD email address
 - Password = last 4 of your telephone #
 - If you forgot your username or password, click Forgot Username / Password on the homepage
 - If you need your password reset, contact HR @ Sandra.Baxter@bcsdk12.net or 478.765.8558
 - For more information, click here [Frontline Information](#)

Question 18: How do I apply for Public Service Loan Forgiveness (PSLF)?

- Answer:** To apply for PSLF, click here [Public Service Loan Forgiveness Information](#) or follow these steps:
- Complete the borrower's section of the [PSLF Application Form](#)
 - Contact the BCSD Certification Administrator @ Melanie.Brown@bcsdk12.net or 478.765.8565 to have the employer's section of the PSLF form completed
 - For information on submitting your form, click here [Manually Sign and Submit](#)

Questions 19: How do I change my name or address with the district?

- Answer:** To change your name or address, click here [Name & Address Change Information](#) or follow these steps:
- Complete the [Employee Name & Address Change Form](#)
 - Return this form to Rebecca.Davis@bcsdk12.net or Teri.McMann@bcsdk12.net
 - For name changes, you must also provide a valid copy of your new social security card & marriage certificate or divorce decree

Question 20: How do I access payroll forms (ie. direct deposit, W4, G4)?

- Answer:** Payroll forms are processed in the accounting department. To access these forms, click here [Payroll Forms](#) and return your forms to Payroll@bcsdk12.net
- For questions, contact Payroll @ 478.765.8526

Question 21: How do I get assistance logging into my PowerSchool Applicant Tracking account?

- Answer:** To get assistance with your PowerSchool account, click here [Having Trouble Logging In](#) and follow the prompts
- For PowerSchool Support, click the Help button on the PowerSchool homepage or call 866.389.1245
 - HR does not have access to reset your username or password in the application portal

Question 22: How do I access my Records in PowerSchool (ie. contracts, salary notification, resignation form)?

- Answer:** To access your records in PowerSchool, click here [PowerSchool Records Log In](#)
- Username = BCSD followed by your EID#
 - Default Password = changeme! (you will be required to change your password on your first log in)

- Click on "Files" to see your records or "My Tasks" to see any outstanding tasks you may have
- If you need your password reset, contact HR @ Lewanna.Stubbs@bcsdk12.net or 478.765.8538

Question 23: Where can I find district policies and procedures (ie. dress code, leave and absences,

Answer: grievances)? To access district policies and procedures, click here [Board of Education \(Simbli\)](#) and select the Policies tab

Question 24: How do I resign from my position?

Answer: To resign from your position, submit a resignation form in PowerSchool Records, follow these steps:

- Log in to [PowerSchool Records](#)
- Click on Available Forms
- Click on Resignation/Retirement Form
- Complete and submit the form electronically

Question 25: How do I apply for retirement?

Answer: To apply for retirement, complete a resignation/retirement form in [PowerSchool Records](#) and schedule an appointment with the Retirement Administrator

- Contact the Retirement Administrator @ Valerie.Adams@bcsdk12.net or 478.765.8563

Question 26: How do I access my salary information and check stubs in ESS?

Answer: To access your salary information and check stubs, click here [Employee Self Service Log in](#)

- Username = EID#
- Password = last 4 of your social security # (you will be required to change your password on the first Log in to a 4-digit password with at least 1 numeric character)
- Click on Employee Self Service > Pay/Tax Information tab
- If you need your password reset, contact HR @ 478-765-8560 or Accounting @ 478-765-8520
- Click here for [ESS Login Quick Guide](#)

Question 27: How do I request my sick leave be transferred to my new employer?

Answer: Sick leave is managed by the payroll department. To request sick leave be transferred, complete the [Sick Leave Transfer Form](#) and return this form to Payroll@bcsdk12.net

- Sick leave can be transferred to most public school districts and state agencies in GA
- For questions, contact Payroll @ 478.765.8526

Questions 28: What should I do if I am injured at work?

Answer: If you are injured at work, you should report the incident to your supervisor immediately.

- Your supervisor will complete a First Report of Injury and contact the Workers' Comp Specialist for next steps.
- If medical attention is required, you must choose a facility from the approved panel of physicians (this list can be found on the back on the injury report form and in each building with the safety and compliance information)
- For questions, contact the Workers' Compensation Specialist @ Fracia.Harden@bcsdk12.net or 478.765.8547

****Visit the [Human Resources Webpage](#) for more information and forms/documents***