Now That You Are Hired - Frequently Asked Questions (FAQ)

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1. When will I receive my Employee ID, email address and laptop?

- An Employee Number will be assigned after you have completed the pre-employment orientation, and a start date has been entered by the school.
- Once this process is complete, **please contact the secretary at your school/department.**

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2. How do I transfer sick leave to the District?

- Once you have notified your previous employer, they will need to send sick leave transfer documentation to our Payroll Department.
- You may call the Payroll Department at 904-966-6012 or email darley.marla for additional instructions.

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3. When will I receive my first paycheck?

- Employees are paid on the 15th and last day of each month for a total of 24 pay periods per year.
- Refer to the pay calendar that was provided to you during employment set-up for further clarification.
- You may also call your school or department secretary for this information.

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4. When is my start date?

- The school or department secretary provides the start date. You may also ask HR.

5. How do I receive Master's Degree pay as in instructional employee?

- Florida Statutes Section 1012-22 (**as applied to degrees held in an area of certification**) hold that an employee who was hired on or after July 1, 2011 will receive an additional supplement for any education beyond a Bachelor's degree. **However, your pay level will only reflect the Bachelor's degree REGARDLESS of whether you have earned a Master's degree or above.**
- This supplemental pay is prorated if an employee starts this employment after the beginning of their school year.
- The employee will only receive one supplement for the degree that matches their area of certification. **Master's $2500.00, Specialist $3200.00, Doctorate $**
- It is the responsibility of each employee to send official transcripts.
- Advanced degrees must relate/match the area of certification.

6. Where can I get Verification of Experience Forms?

- Verification of Experience Forms are available from HR and online.
- You may also request these forms while attending your pre-employment set-up appointment.
- It is the responsibility of each employee to submit his or her Verification of Experience form during his or her first year of employment. Retroactive pay will only be processed if the form is received within the 90 days of employment.

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7. How much will I get paid?

- Your hourly pay rate and/or annual salary will be set once all completed Verification of Experience forms have been received and approved by your personnel specialist.
- HR will provide you with a placement schedule.
- Please refer to the Collective Bargaining Agreements which can be found on the HR page of the district website.

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8. When will my health benefits begin?

- Health benefits become effective the first day of the month after the first full month worked. Example: *If your first day of work is August 5, your health benefits will begin on October 1*.
- You may contact the Benefits Department at 966-6008 for additional information.

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9. How much Sick and Vacation leave do I accrue per year?

- Ten (10) month employees accrue 10 sick days per year. Of these 10 sick days, 6 days may be used for personal leave per school year with prior approval.
- Ten (10) month employees (whether instructional or non-instructional) are not eligible for vacation leave.
- Twelve (12) month employees receive vacation days per year based on years of continuous service with the district. The longer you are employed with the district, the more vacation leave you accrue.
- Twelve (12) month employees earn 12 sick leave days per year.

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10. How long must I work before I become eligible for retirement benefits?

- If you begin work on or after July 1, 2011, you will become eligible (vested) for the Pension Plan in the Florida Retirement System (FRS) after 8 years of creditable service.
- If you select the investment retirement plan, you are eligible and own your contributions and earnings after one year of service.
- You have eight calendar months after your month of hire to make an active election between the FRS Pension Plan and the Investment Plan. If you do not make an active election by the end of the election period, there will be a default membership to the investment plan.

In addition, we encourage you to consider and enroll in individual tax-sheltered annuity investment plans (e.g. 403 (b)) which may help you build a stronger financial future. Information on these plans can be found at www.tsacg.com. When you get into the website, type: Bradford County School District in the search box (upper right side).