

PART TIME
EMPLOYEE

Benefits

& WELLNESS GUIDE
2026



THRIVE AND SHINE





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Dr. Leslie C. Ricciardelli
Superintendent

THE DISTRICT SCHOOL BOARD OF COLLIER COUNTY

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This report has been prepared by The District School Board of Collier County.
Additional copies, if available, may be obtained by writing:

The District School Board of Collier County
Dr. Martin Luther King, Jr. Administrative Center
5775 Osceola Trail
Naples, Florida 34109-0919

VISION STATEMENT

Inspire students to achieve academic excellence.

The District School Board of Collier County does not discriminate on the basis of race, color, religion, national origin, sex (including sexual orientation and/or gender identity), disability, or age in the provision of educational opportunities or employment opportunities and benefits. The District School Board does not discriminate on the basis of sex or disability in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, respectively. The right not to be discriminated against extends to both employees and students of the District and shall include equal access to designated youth organizations in conformity with the Boy Scouts of America Equal Access Act. The following personnel should be contacted for inquiries about their rights or to learn how to file a complaint regarding discrimination.

Employees: For matters involving Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Age Discrimination in Employment Act, Title VII, and Florida's Educational Equity Act, contact Ms. Valerie Wenrich, Chief Human Resources Officer, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

Students: For matters involving (a) Florida's Education Act and Federal Title VI (race, religion, national origin issues), contact Ms. Rhoderica Washington, Director, Teaching and Learning, at (239) 377-0100, or at 5775 Osceola Trail, Naples, Florida 34109; and (b) Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, contact Ms. Jana Csenger, Coordinator of Psychological Services, at (239) 377-0521, or at 5775 Osceola Trail, Naples, Florida, 34

Title IX: For all Title IX related matters, whether involving employees and/or students, contact Ms. Valerie Wenrich, the District's Title IX Coordinator and Chief Human Resources Officer, at (239) 377-0351, or at 5775 Osceola Trail, Naples, Florida 34109.

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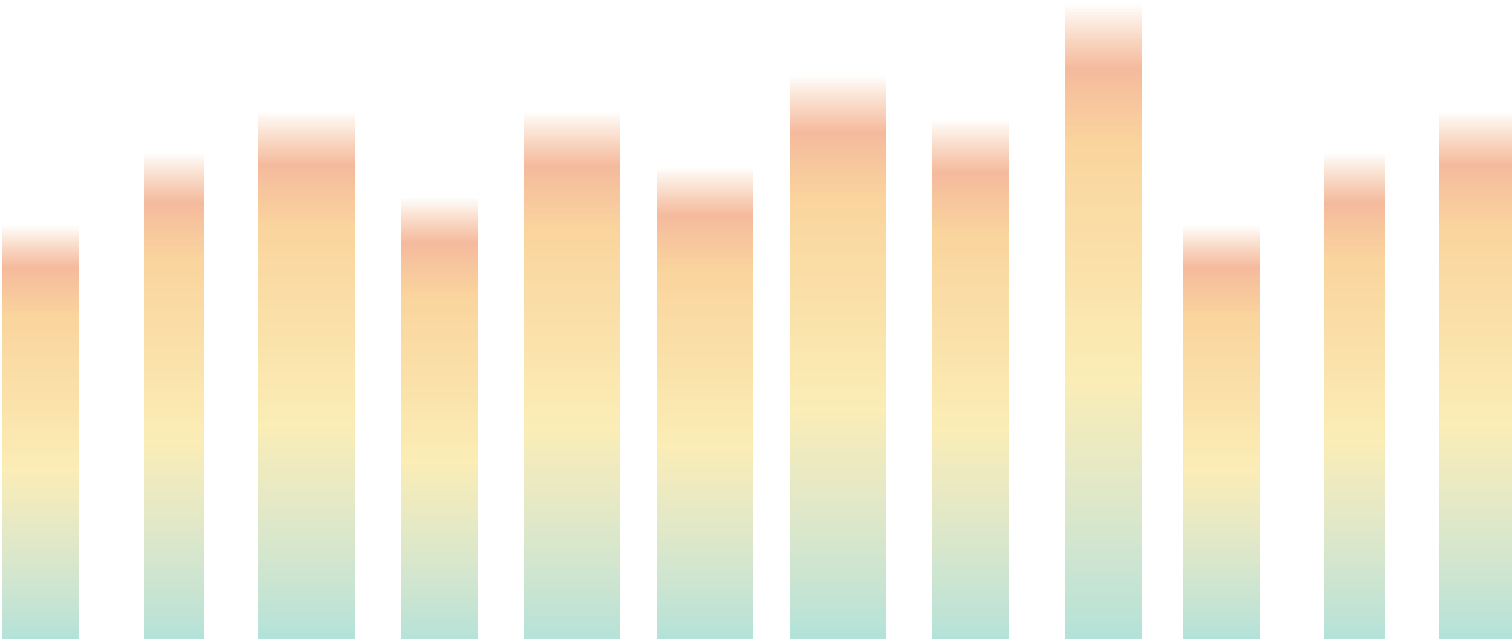
In order to support the health, wealth and happiness of all our employees and their eligible dependents, Collier County Public Schools offers a competitive, comprehensive benefits program. This guide provides an overall summary of these benefits.

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Welcome and Benefits Highlights

Welcome to Collier County Public Schools (CCPS)! As a part-time employee you are eligible for certain benefits that may include paid sick leave, holidays, and retirement. This Employee Benefits Guide includes information on these great benefits as well as contact information for the Benefits and Wellness Office.

Best Wishes,
Valerie Wenrich
Chief Human Resources Officer



Florida Retirement System

 [Click here to visit the MyFRS website](#)

ABOUT THE FLORIDA RETIREMENT SYSTEM (FRS)

Florida Retirement System (FRS) members must contribute 3% of their salary as retirement contributions, on a pre-tax basis for all employees in regular full-time and part-time positions. FRS offers two options for employees to choose from:

PENSION PLAN

- Defined benefit plan, in which you are promised a benefit at retirement if you meet the criteria
- The amount of your future benefit is determined by a formula, based on your earnings, length of service, and membership class
- Primarily designed to serve longer-service employees who will be with the FRS for most of their career
- Older employees and those employees who do not want to control their retirement plan may also prefer the Pension Plan
- Benefits are generally back-loaded, which means that you accumulate benefits slowly at first and then at a faster rate the longer you stay
- You will be eligible for a Pension Plan benefit (i.e. be vested) when you complete six years of service if you enrolled in the FRS prior to July 1, 2011 or eight years of service if you enrolled on or after July 1, 2011

INVESTMENT PLAN

- Defined contribution plan, in which employer and employee contributions are defined by law
- Your ultimate benefit depends in part on the performance of your investment funds
- Funded by employer and employee contributions that are based on your salary and your FRS membership class (Regular Class, Special Risk Class, etc.)
- Directs contributions to individual member accounts and you allocate your contributions and account balance among various investment funds
- Retirement benefit is the value of your account at termination
- Unlike the Pension Plan, there is no fixed benefit level at retirement

Approximately 60 days from the first contract day of employment, new employees will receive an informational packet from FRS on your plan choice for retirement. Employees will have eight (8) months from the first contract day to make a retirement plan election. The Florida Retirement System (FRS) distributes a series of email reminders each month to employees who have not actively enrolled in an FRS retirement plan. The reminders are sent to the email addresses employees provided at their time of hire. If an employee does not make a choice within eight (8) months, the default retirement plan will be the Investment Plan. Employees are, however, allowed to change their selection ONE time in their life.

Tax Sheltered Annuities

AVAILABLE TAX SHELTERED ANNUITIES

CCPS employees are eligible to contribute to 403(b), 457(b), and Roth 403(b) tax sheltered annuities. Employees may choose from several types of investment products for retirement savings. All employees, with the exception of private contractors, school board members, and student workers, are eligible to participate in a tax sheltered annuities plan. Approved companies, which meet certain standards, are allowed to provide tax sheltered annuities to employees.



 [Click here to learn more about CCPS tax sheltered annuity options](#)

 [Click here for a list of authorized tax sheltered annuity vendors](#)

Employee Leave Time

SICK LEAVE

Employees receive one (1) sick day per contractual month each year. For example, employees who work a 186, 196, or 198 day contract receive ten (10) days per year. All employees receive four (4) sick leave days on the first contract day of each contract year, then one day per month until the maximum is reached for the contract year. Unused sick leave is carried over from year to year.

SICK LEAVE TRANSFER

Any full or part-time employee may authorize the transfer of accrued, earned sick leave to another employee who is eligible to receive sick leave benefits.

SICK LEAVE POOL

To become a member of the Sick Leave Pool, employees must complete a membership application within the first thirty (30) days of employment. There is a one year waiting period before this benefit can be used. Each employee who enrolls as a member will donate one (1) sick leave day after the one year waiting period. Additional days may automatically be donated if the pool's balance falls below the required limit.

PERSONAL LEAVE

Employees are entitled to six (6) days of personal leave per contract year. These are not additional days, but days that are charged against accrued sick leave.

VACATION LEAVE

Employees who work a 250 day contract (12 months) will receive one (1) vacation day per contractual month each year. An employee will receive one additional day of vacation for each year they are employed with the District up to a maximum of six (6) days.

Vacation days are accumulative and rollover from one year to the next. Sixty (60) days is the maximum carried forward for employees.

FAMILY MEDICAL LEAVE ACT (FMLA)

CCPS is a covered employer under the Family Medical Leave Act (FMLA) and is required to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year and a total of 1,250 hours over the previous 12 months.

Benefits Directory

Benefits and Wellness Office

address: Dr. Martin Luther King, Jr. Administrative Center
5775 Osceola Trail, Naples, Florida 34109

e-mail: benefits@collierschools.com
web: www.collierschools.com/benefits

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