

Business and Personnel

If you are a new employee of Florence City Schools, there are a number of forms and procedures of which you need to be aware. Please review the Employment Checklist and ensure that each part is completed. If you have questions, please contact the business office payroll officer or the Superintendent's office.

Employment Procedures

Basic Forms and Documentation

Teaching Certificate	Please submit an original teaching certificate.
Highly Qualified Teaching Status as mandated by the No Child Left Behind Act of 2001 if applicable.	
Experience Verification	Verification of public school teaching experience should be provided by each of your previous employers.
Transcripts	Official Transcripts must be provided (NO PHOTOCOPIES).
Application	An application for employment must be completed and filed in the Superintendent's office.
Immigration Form E-Verify	A form I9 immigration form must be completed and you must provide the business office a copy of your social security card and driver's license or other approved photo id.
W4 and A4	In order to properly determine the correct amount of federal and state income tax to withhold from your paycheck, you will need to complete a form W4 and form A4. If you are uncertain about your filing status, please consult with your tax advisor. The payroll officer cannot offer advice related to your income taxes.
Background Check	The Code of Alabama (Act 99-361) states that employees of a school system are subject to a background check. You must visit the Florence Police Department and be fingerprinted. The fingerprint cards will then be submitted to the ABI and FBI for processing. The cost of this procedure is \$49 and must be paid by the employee. Proof of completing this process must be submitted with your employment package. Please contact the Superintendent's office before going to the police department.
Sick Leave Transfer	If you have been employed by another public school system in Alabama, you may transfer the balance of any sick leave days to Florence City Schools. It is your responsibility to complete the transfer form and submit it to your former employer.
Experience Verification (Certificated Personnel)	Upon employment, you will be placed on the lowest experience level on the salary schedule until you provide verification of experience from any public schools. It is your responsibility to contact your former employer(s) in order to secure the needed information.

All of the above referenced forms will be included in your employment package. Please bring the completed forms to the Business Office and to the Superintendent's office.

Benefits

Florence City Schools offers an array of insurance and investment benefits to our employees. Please read the information provided and feel free to contact the payroll officer with any questions. Many of the products offered contain special features if purchased upon initial employment. Please be sure to ask the agents about possible open enrollment benefits.

COMPENSATION

All employees will be paid according to the Board-approved salary schedule. All cells of the teacher salary schedule meet or exceed the requirements of the state salary matrix. All employees are paid once per month on the last day of the month. Paychecks are distributed at the school or at the building assigned.

ACH/Direct Deposit

Board policy requires direct deposit. The board does not choose the financial institution you are required to use but they must participate in the Automated Clearing House (ACH) program. **Direct Deposit is mandatory. This allows you to receive your pay at the earliest possible time and prevents the possibility of a lost check or mail delay.** It also prevents delay of your pay when the last day of the month falls during a vacation period such as spring or winter break.

INSURANCE/PAYROLL DEDUCTIONS

PEEHIP/ Health Insurance

Your health insurance is administered by Blue Cross/Blue Shield and the Public Employees Health Insurance Plan (PEEHIP). You may elect to begin coverage on your date of employment, on the first day of the month following your employment, or on October 1. If you elect October 1, pre-existing conditions will be waived. An enrollment form is included in your employment package. A list of premiums is included in your package. PEEHIP premiums qualify for Federal, State, and FICA tax sheltering under the Section 125.

Retirement

All qualified employees must participate in the Teachers Retirement System. Six percent will be deducted from your pay if you were hired on or after January 1, 2013 and deposited in a retirement account managed by the Retirement Systems of Alabama. If you have any service prior to January 1, 2013 your mandatory amount will be 7.50% with a credit of .25% paid by Florence City Board of Education. A member handbook with complete information will be mailed from the Retirement System. Retirement deductions are sheltered from federal tax.

Life Insurance

The Florence City Board of Education provides \$15,000 of term life insurance at no cost to full-time employees. In addition, after being employed for one year, you will receive a Pre-Retirement Death Benefit equal to your annual salary for the past year. NOTE: The Internal Revenue Service regulations state that the imputed premium value of employer provided life insurance above \$50,000 is subject to income tax and FICA withholding. If you are subject to this regulation, the imputed premium will be calculated and tax will be withheld each month.

Section 125 Cafeteria Plan

The school system offers you the opportunity to participate in a Section 125 Cafeteria Plan. Participation enables you to deduct qualified insurance premiums before taxes are computed. This results in a full deduction of some insurance premiums and reduces the real price for the product. Under normal circumstances, these premiums do not qualify for deduction outside a Section 125 program. Participation in the Section 125 plan does prohibit you from discontinuing the insurance product except during the re-service period held once per year. You will be provided a Section 125 Form to complete if you are interested in enrolling.

Optional Insurance Deductions

There are a number of insurance companies eligible for payroll deduction slots. If you wish to purchase a product from these companies, please contact the insurance agent and set up an appointment. Some products are only offered only at certain times of the year because of IRS Section 125 regulations. Please contact the agents directly to discuss specific insurance products. The business office maintains most claim forms for major products offered by these companies.

Investments

There are a number of investment options available through Florence City Schools, the Retirement Systems of Alabama, and independent insurance companies. Florence City Schools does not endorse any products provided for deduction and will not offer advice concerning your investment choices. We will, however, provide you with information to help you and your advisor make an informed decision. Your overall investment portfolio should be considered when making decisions about these vehicles.

RSA-1

The Retirement Systems of Alabama (RSA) offers a Section 457 Deferred Compensation Plan through payroll deduction. The funds are managed by the Chief Executive Officer of the RSA. You may select a mix of fixed investments and stocks reflecting the S&P 500. Your packet has information about the RSA-1. Please read the terms carefully before making a decision to invest. Updated performance reports are available through the business office. RSA-1 contributions are tax deferred.

403(b) Annuities

Many insurance companies on our approved deduction list offer a variety of annuity products. You may contact these companies individually.

Florence Municipal Credit Union

As an employee of Florence City Schools, you qualify to become a member. We encourage you to contact the Credit Union and evaluate the benefits of membership.

Leaves and Absences

Regular attendance is extremely important in the education of our children, regardless of the position. However, from time to time we understand and accept the fact that you must be absent.

Sick Leave

You will earn one sick leave per month of employment based on the following:

175-187-day contract	9 days per year
202-day contract	10 days per year
12-month contract	12 days per year

The Code of Alabama specifies the allowable reasons for using sick leave. These reasons are listed in our Sick Leave Policy ([GBRIB-C](#)). Sick leave must be taken in at least ½ day increments and forms must be signed by you and your immediate supervisor. Substitutes (if needed) are paid from these forms, so care should be taken to insure that all parties sign where appropriate and that the forms are submitted timely. All certified employees will use Kelly Services to record their leave and request a substitute.

Upon retirement, you may convert your unused sick leave to retirement service credit. A conversion chart is available in the Business Office.

Personal Leave

All employees receive two personal leave days each year that may be taken at the employee's discretion. Personal leave days will be converted to sick leave if not depleted by June 30. Employees also have the option to be reimbursed for unused personal leave days. In order to be reimbursed, you must notify the Business Manager, in writing, no later than June 10. The unused days will be reimbursed at the substitute rate of pay. Certified employees also have access to three additional personal leave days which they can use and be "docked" at the substitute rate of pay.

Sick Leave Bank

A sick leave bank is available to all full time employees. This gives member employees access to additional days which must be repaid as days are earned upon returning to work. If an employee does not return to work, the value of borrowed days must be repaid to the Board of Education. Details of membership are provided in your employment packet and are governed by Policy GBRIB-C.

The sick leave bank policy has a catastrophic leave provision which allows an employee to receive or donate catastrophic sick leave. Recipients are not required to repay these donated days. All catastrophic requests must be approved by the sick leave bank.

Vacation-(Twelve-month Employees only).

All 12-month employees are allocated ten vacation days per year. An employee may carry over as many as ten days each year. Accumulated days above ten will be lost if not used by June 30 of each year. Vacation may be taken in a minimum of ½-day increments and must be approved prior to effective date.

Extended Leave of Absence.

An extended leave of absence may be requested for the following reasons: (1) educational purposes, (2) maternity and (3) an extended illness or medical condition. All leaves of absence should be requested in advance, if possible, and must be approved by the Board. If you are granted an extended leave of absence, you must notify the Superintendent no later than April 1 if you wish to return to work the following fall.

On-the-Job Injuries

It is the goal of Florence City Schools to maintain a safe working environment. Potential hazards must be reported to the administration. If an employee is injured while on the job, the supervisor should be notified immediately. A First Report of Injury should be completed within 24 hours. Once the Business Office receives notification of the injury, a packet will be mailed to the employee explaining his or her right to file for reimbursement with the Alabama Board of Adjustment. Medical expenses must be filed with the employee's health insurance, and out-of-pocket deductibles may be filed for reimbursement with the Alabama Board of Adjustment. Please read policy GBR11 for more detailed information.

Retirement

Upon attaining 25 years of service in the Retirement Systems of Alabama or 10 years of service and reaching age 60, you qualify to receive retirement benefits as a Tier 1 employee having service prior to January 1, 2013. Upon attaining 10 years of service in the Retirement Systems of Alabama and reaching age 62, you qualify to receive retirement benefits as a Tier 2 employee hired on or after January 1, 2013. There are filing deadlines to ensure that you receive the maximum retirement benefit. You should contact the Business Office early in the school year if you plan to retire. We will help you to determine the most beneficial effective retirement date. Counselors from RSA periodically conduct retirement counseling sessions at the Richards Center. Contact the Teachers Retirement System to schedule an appointment. The telephone number is (877) 517-0020.

You must also submit a letter of retirement to the Superintendent when you decide to retire.

Purchasing

Classroom and Club Funds

All funds collected by teachers and staff must be submitted to the school bookkeeper and accounted for in the school's financial records. When purchases are made, a school purchase order should be completed and signed by the teacher/sponsor and the principal or designee. Cash must be turned in daily and receipted by the teacher and the bookkeeper. Checks must be made payable to the school. Under no circumstances should a check be made payable to the teacher. The bookkeeper must maintain a separate class or club account. Funds raised in the classroom should be for a specific purpose. Funds in club accounts are subject to being budgeted by the membership with minutes reflecting the budgeting process and approval. These funds may be classified as Non-Public. All fundraisers must be approved by the principal.

Instructional Support Funds

The Foundation Law requires that each school be allocated Instructional Support Funds each year. The allocations are determined by the number of teacher units at each school multiplied by the per unit allocation specified in the annual appropriations bill (Alabama Education Trust Fund Budget). The four categories of funding are: Classroom Supply, Library Enhancement, Professional Development, and Instructional Technology. In April of each year, the Business Officer will send budget guidelines and budget forms to each principal. A budget committee must be elected by the faculty and a budget must be prepared for each category. The faculty must then vote on the proposed budget of each category.

A portion of Classroom Supply funds may be pooled, as approved by the faculty, for items such as copy paper, copier rentals, and other supplies. A purchase/credit card will be provided to each teacher in October of each year with the limit specified by the approved budget. The teacher must sign an agreement of use before the cards are distributed. These funds are for instructional supplies for the benefit of the students. Teacher chairs, filing cabinets, brief cases, and food items are generally not allowable purchases with these funds.

Should the Governor declare proration of the Education Trust Fund budget, Instructional Support funds are subject to being reduced. Code of Alabama

Inventories

Each teacher must maintain a written record of all equipment, textbooks, and other items within his/her classroom that have a useful life of longer than one year. This inventory should be updated as needed and a copy should be submitted to the principal during the month of May of each year.