

The HR Connection



WHAT YOU WILL FIND IN THIS ISSUE:

- Certification updates
- Retirement Planning
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- Dental Plan Highlights
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To All Sarasota School Employees:

As the school year is beginning to wind down and preparations are being made for the summer, spring is an exciting time for staff and students alike. We understand it can be a very busy and challenging time of year with student testing, end-of-year activities, preparing for graduation and working around the many campus construction projects. So we would like to extend a few helpful reminders for this spring and summer:

- If your professional teaching certificate expires June 30th, make sure you have earned enough renewal credits.
- Now is a great time to schedule all your wellness exams for the summer!
- Complete your Prevention Pays Wellness Incentive for 2018-2019 and earn up to \$100.
- Remember, Teladoc is always available, even when you are on vacation.
- Schedule a meeting with our Retirement Benefits Specialist if you are planning to retire soon.
- Have a fun, relaxing, and healthy summer!

Thank you for everything you do to ensure our District's continuing success. Every Student. Every Day.

Staffing News You Can Use!

Certification News!

If your professional teaching certificate expires June 30, 2019, make sure you have earned sufficient renewal credits. A total of 120 inservice credits, including 20 credits in ESE SWD must be earned every five years, within your certificate validity period.

All applications are now completed online on the new FLDOE website. If you have not logged on to their new website, you must complete the initial "onboarding" process before you can apply. Completed applications will now come to our district queue to process. Payment of \$75 is sent to HR/Certification after you complete the application.

Copy and paste this link

<https://flcertify.fldoe.org/datamart/login.do> into your web browser to sign-up. Be sure to enter a valid home email address and indicate Sarasota County, District 58 – as your district affiliation. DOE is now paperless, all correspondence from DOE will be sent to the email address you have on file.

If you hold a temporary teaching certificate that expires June 30, 2019, you must complete all remaining certification requirements and apply to DOE to upgrade to your Professional certificate. Take into consideration that DOE's current processing timeframe is 90 days.

Teachers who need to pass the general knowledge exam, or are currently out-of-field, must complete their yearly requirement(s) by June 30, 2019.



We are hiring!

We are fast approaching our peak hiring season. We will be hiring all types of positions: Transportation, Food & Nutrition Services, Custodial, as well as instructional and non-instructional classroom positions. Please spread the word about these great opportunities. Also, please share with others that the Sarasota County Schools website has been updated. Here are the steps to access an application at www.sarasotacountyschools.net:

- Click on "Find It Fast" at the top right corner of the page
- Click on "Search Jobs"
- Click on "Application Overview"
- Choose the specific type of application and click: "Instructional, Non-Instructional or Administrative"
- Read, and make note of the "Required Documents" to complete your specific application packet
- To begin the application process, click on: "Start Your Online Application" (found at bottom of page)
- You can monitor vacancies posted on the Human Resources website by clicking on "Search & Apply for Jobs". (Left side under Human Resources.)
- Follow the instructions to apply for a specific job posting.

If you have questions, please call Human Resources at (941) 927-9000 ext. 31200

Important Staffing Dates

- Preference Survey: Opens on April 24th - Closes on May 7th
- Surplus & Vacancy lists published: April 30th
- MOCK Staffing (Instructional & Classified): May 10th
- Staffing: Instructional May 14th - Classified May 15th
- Results go out: Instructional May 22nd - Classified May 24th
- Left over Instructional vacancies from staffing posted: May 28th – May 30th
- Left over Classified vacancies from staffing posted: June 4th – 6th (Classified).
- School entered Instructional vacancies created after April 2nd board post: May 31st – June 4th
- School entered Classified vacancies created after April 2nd board post: June 11th – June 13th.

Retirement Planning

Presented by Risk Management

Planning to Retire Soon...?

If you are ready to retire or will be exiting drop in the next two to three months, schedule an appointment with Risk Management by calling 927-9000, extension 32318, or emailing

Jarett.Curtis@sarasotacountyschools.net.

Prior to your appointment:

1. Contact FRS to determine eligibility
2. Identify your official retirement date
3. Decide on your retirement benefit option (i.e., Option 1,2,3 or 4)
4. If you are exiting drop, please be sure you have received your drop exit papers

For general information about all FRS programs.

Visit www.myfrs.com

Telephone (Toll Free): 866-446-9377

Register for an online account to:

- Check your service and salary history for pension plan members
- View your current Member Annual Statement
- Create your own estimates for retiring or joining DROP
- View and update beneficiary designations
- View Current FRS Legislation
- Sign up for workshops or view recorded workshops



New Hire 1st Election Deadlines for FRS

If a retirement plan choice is not received by the 1st Election deadline, members initially enrolled in the FRS on or after January 1, 2018 will default to the Investment Plan. Special Risk Class (police, fire, etc.) will default to the Pension Plan.

To confirm your deadline, call FRS at 1-866-377-2121, Option 3. You can also compare the plans and make your election at <https://choosemyfrsplan.com>.



Tip: If you're not ready to retire, but want to know where you stand, FRS can provide retirement or DROP calculations and answer any questions about your Florida Retirement System benefits.

Making Changes to your Voluntary Retirement Savings Plans Contributions

403(b) and 457(b) Changes



- To change your 403(b)/457(b) contributions, go to: <https://www.tsacg.com>.
- For assistance with the TSA ART system, please contact TSA Consulting at 1-888-796-3786
- For login instructions please go to: <https://www.sarasotacountyschools.net/Page/1383>
- If you close your 403(b)/457(b) account, please notify Risk Management

401K Changes

- To make changes to your 401K contributions, go to: www.prudential.com/online/retirement.
- For assistance with the Prudential system, please contact Prudential at 1-877-778-2100

Delta Dental

Highlights

- Plan covers two exams/cleanings per 12 month period
- \$50 deductible per person/\$150 per family
- \$1,500 maximum reimbursement per each covered member per calendar year
- \$1,500 Lifetime maximum for Orthodontics

What's the difference between PPO/Premier and Out-of-Network?

- PPO - Preferred Provider Organization. PPO plan will maximize your savings. Lower Out of Pocket Costs.
- Premier plan - Managed Fee for Service. Not contractually obligated to charge allowed fees.
- PPO and Premier Plans will file claims on your behalf.
- Out-of-Network dentist - you may be responsible for paying the dentist the full amount for the services and submitting the claim to Delta after your visit.

For more info go to www.deltadentalins.com



Don't have your dental card? No worries, just provide your Dentist with the following information:

- Name
 - Date of Birth
 - Social Security Number
- Did you know that taking good care of your teeth and gums may be a factor to good heart health? Gum disease increases your risk of a heart attack by 28%.

Stay Connected

At www.deltadentalins.com, all the information you need is at your fingertips! You can check your plan details, find an in-network provider, and more!

Create an account:

1. Go to deltadentalins.com
2. Click on "Register Today" in the "Online Services" section

With an online account, you can:

- Check your plan details and eligibility
- Review claim statements and plan documents
- Find a dentist
- View or print your ID Card



Visit www.mysmileway.com - a one stop shop for dental health-related tools and tips, including interactive quizzes, a risk assessment tool and the wellness e-magazine, Grin!

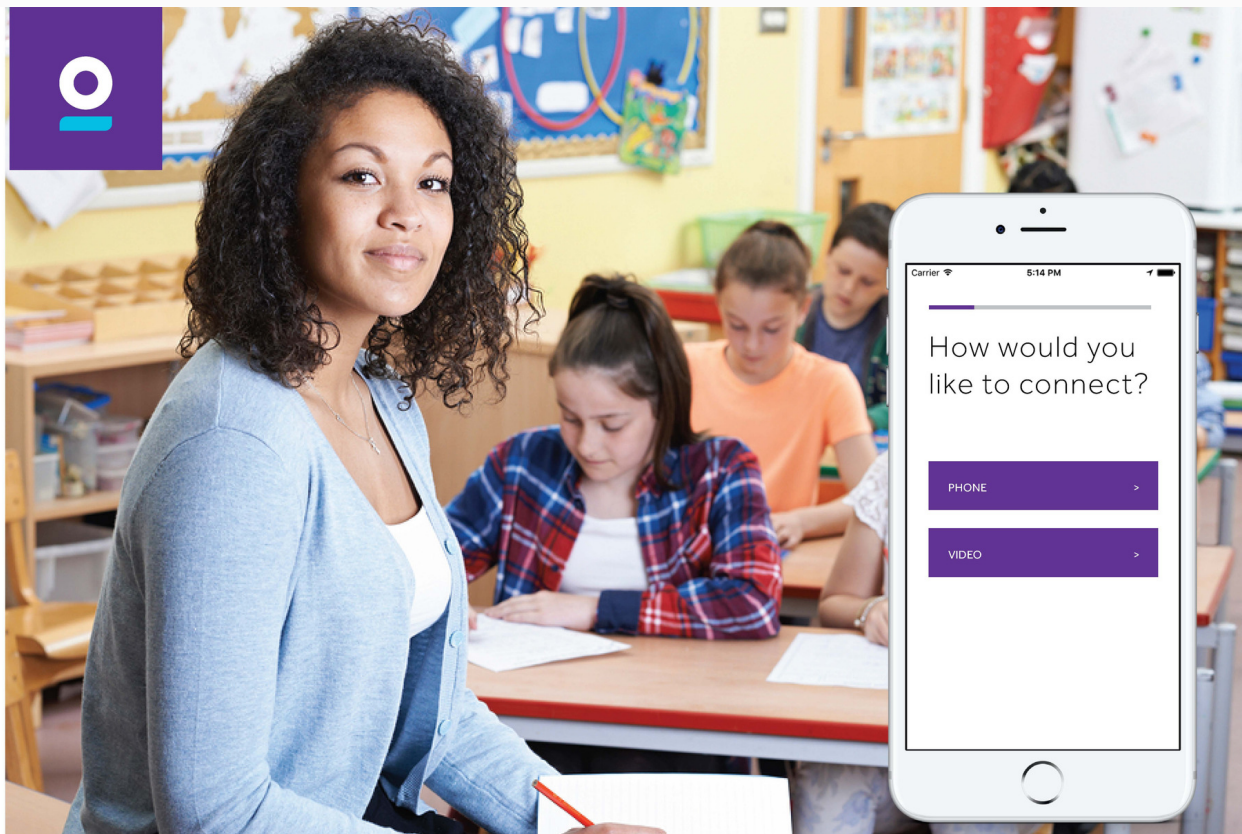


Download the App:

1. Open the App Store or Google Play
2. Search Delta Dental
3. Download the free app titled "Dental Dental" by Delta Dental Plans Association

Use the app to review your plan details, pull up your ID card and try out the musical toothbrush timer.





When getting better faster means everything, **you've got Teladoc!**

Flu season has arrived. Fortunately, if you do get sick, you have 24/7 access to a U.S. board-certified Teladoc® doctor by phone or video.

Get the care you need and get back to making memories.

FLU PREVENTION TIPS

- Avoid close contact with anyone who is sick
- Wash your hands frequently
- Clean surfaces with a germ-killing disinfectant
- Get your annual flu vaccine

Talk to a doctor for less than your PCP copay!

 Teladoc.com  1-800-TELADOC (835-2362)   Download the app



HMO High: \$15
HMO Low: \$20

High PPO: \$20
Low PPO: \$25



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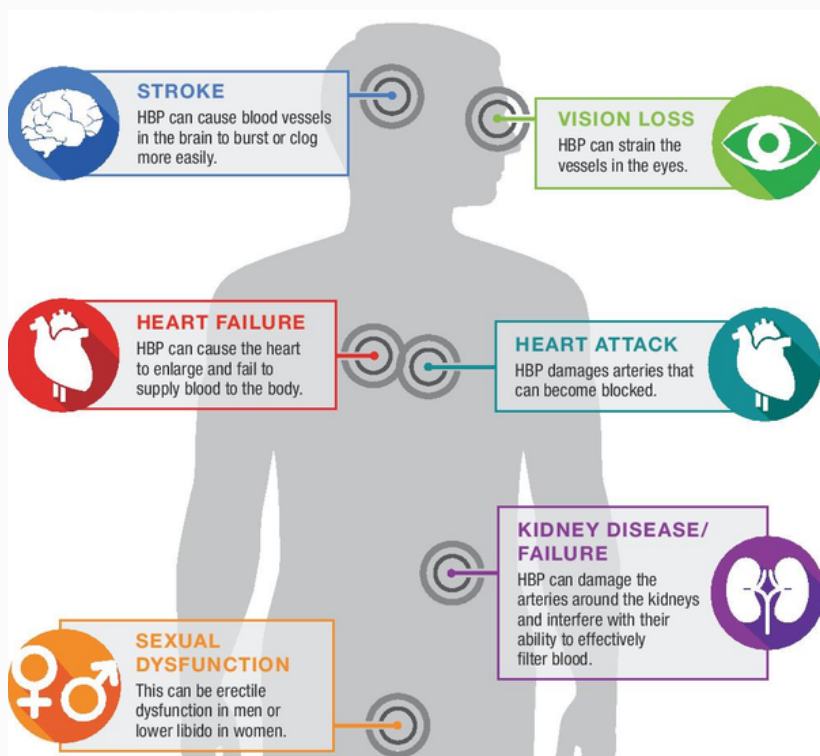
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Blood Pressure - the "Silent Killer"

Myth: People with high blood pressure will experience symptoms, like nervousness, sweating, difficulty sleeping, or facial flushing.

Truth: High blood pressure often has no symptoms, making it a "silent killer". If you ignore your blood pressure because you think a certain sign or symptom will alert you to the problem, you are taking a dangerous chance with your life.

Consequences of High Blood Pressure (HBP)



Take your medications properly
and work with your doctor.

Know Your Risk Factors

A number of factors can put you at greater risk for developing high blood pressure. Understanding your risk factors can help you be more aware of how likely you are to develop high blood pressure.

Here are some common hereditary and lifestyle risk factors for High Blood Pressure:

- Family history - if parents or other close relatives have high blood pressure, there's an increased chance you may get it also.
- Age - the older you are, the more likely you are to develop high blood pressure.
- Race - African American's tend to develop high blood pressure more often than people of any other racial background in the U.S.
- Physical activity - not getting enough physical activity can put you at risk for high blood pressure. Physical activity is great for your heart and circulatory system.
- Diet - good nutrition is critical to your health. A diet high in salt, calories, saturated and trans fat, and sugar carry an additional risk of high blood pressure. A healthy diet can help lower blood pressure. Excess weight can also strain your circulatory system.
- Drinking too much alcohol - regular, heavy use of alcohol can cause your blood pressure to increase dramatically.
- Smoking and tobacco use - using tobacco can cause your blood pressure to temporarily increase and can contribute to damaged arteries.
- Stress - too much stress can increase blood pressure. It also encourages behaviors such as poor diet, lack of exercise, and using tobacco or drinking alcohol.

More information, go to www.heart.org

SKIN CANCER AWARENESS

FROM: AMERICAN ACADEMY OF DERMATOLOGY AND SPOTME.ORG

ANYONE can get skin cancer, regardless of skin color.

The American Academy of Dermatology encourages you to have fun outdoors and follow these quick tips to decrease your risk of skin cancer:

1. **Seek shade between 10 A.M. and 2 P.M.** If your shadow appears shorter than you, seek shade.
2. **Wear protective clothing**, such as a long-sleeved shirt, pants, wide-brimmed hat, and sunglasses, where possible.
3. **Generously apply a broad-spectrum, water-resistant sunscreen** with a SPF of at least 30 to all exposed skin. Reapply every two hours, even on cloudy days.
4. **Use extra caution near water, snow and sand** because they reflect and can intensify the rays of the sun.
5. **Avoid tanning beds.** Ultraviolet light from the sun and tanning beds can cause skin cancer and wrinkling. If you want to look tan, consider using a self-tanning product, but continue to use sunscreen with it.



One ounce of sunscreen, enough to fill a shot glass, is considered the amount needed to cover the exposed areas of the body.

1 in 5 Americans will develop skin cancer in their lifetime.



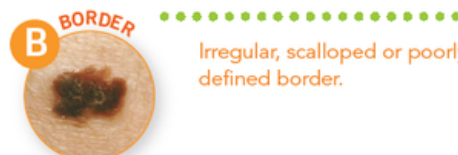
When caught early, skin cancer is highly treatable.

1 The ABCDEs of Melanoma What to Look for:

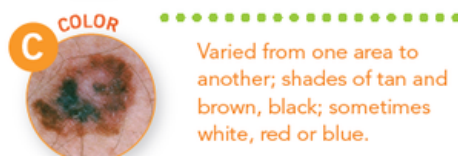
Melanoma is the deadliest form of skin cancer. However, when detected early, melanoma is highly treatable. You can identify the warning signs of melanoma by looking for the following:



One half unlike the other half.



Irregular, scalloped or poorly defined border.



Varied from one area to another; shades of tan and brown, black; sometimes white, red or blue.



While melanomas are usually greater than 6mm (the size of a pencil eraser) when diagnosed, they can be smaller. See the ruler below for a guide.



A mole or skin lesion that looks different from the rest or is changing in size, shape or color.

Example:



If you find any spots on your skin that are changing, itching, or bleeding, make an appointment with a dermatologist.

FI Blue members can locate an in-network dermatologist by going to www.floridablue.com

Employee Assistance Program (EAP)

How do I access these services?

EAP and Work-Life are convenient, confidential and provided at no cost to you and members of your household. We're here 24 hours a day, seven days a week, so call anytime.

Life made easier.



For free and confidential assistance, call **1-866-440-6556** or visit us at **Humana.com/eap**

Username: scs
Password: scs

www.humana.com/eap

EAP and Work-Life Services



Your company understands that job satisfaction and higher productivity are best achieved when employees' personal needs are being met, and when their work and personal lives are in balance. That's why your company offers you EAP and Work-Life – to help you meet your unique personal needs and life events.

What is an EAP?

An Employee Assistance Program (EAP) offers short-term counseling up to 3 sessions per issue per year to help you and members of your household manage everyday life issues. EAP professionals are available to assist you with:

- Everyday needs and life events
- Weight control
- Emotional issues
- Relationship concerns
- Family relationships
- Coping with a serious illness
- Sleeping difficulties
- Loss of a loved one
- Eating disorders
- Workplace concerns
- Smoking cessation

What is Work-Life?

Work-Life offers extensive assistance, information, and support to help you achieve a better balance between work, life, and family to help make your life easier. You can access information and self-search locators to find resources and providers that can help you with:

- Convenience services
- Housing options
- Child care
- Financing college
- Home ownership
- Caregiving from a distance
- Moving and relocation
- Finding colleges and universities
- Services and education for children with special needs
- Adoption, pregnancy and infertility
- Adjusting to retirement
- Locating services and care for older adults
- Pet care
- Finding schools
- Tutors and test prep
- Child development
- Recreational activities
- Consumer education



Humana.

Humana.com

PREVENTION PAYS

Up to \$100!

Program runs July 1, 2018 through June 30, 2019

Active board appointed employees may participate in the Prevention Pays wellness incentive program and may be eligible to receive up to a \$100 for completing preventative health screenings and wellness programs. This program runs from July 1, 2018 - June 30, 2019. The Prevention Pays Incentive Form is located on the Employee Wellness Website under the "District Programs" drop-down.

An annual physical or wellness exam with your in-network provider is required to be eligible for the incentive.

Once completed, submit your form and documentation to your Wellness Champion.

Documentation should be claims, explanation of benefits, and/or payment receipts, and not actual health information. All activities claimed should be completed between July 1, 2018 to June 30, 2019 and credit for each activity can be claimed one time.

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA RISK MANAGEMENT

PREVENTION PAYS – Up to \$100

Instructions: This program runs from July 1, 2018 to June 30, 2019 and employees can earn up to \$100. To be eligible for the full amount, employees complete activities from the categories below. Credit for each activity can only be claimed once. **Employees submit proof of participation to site Wellness Champions.** Submit this form **ONE TIME** during the program period. The IRS considers incentives taxable income, so the award will be taxed accordingly. This program is voluntary. Failure to participate does not make employee ineligible to be covered under a District medical plan. Spouses and dependents on the health plan age 18 and older can participate in most programs but are not eligible for the financial incentives. For more information contact, your site Wellness Champions or Employee Wellness at (941) 927-9000 x31363.

Incentives will be paid to employees via paychecks during one of the following payroll cycles:
Dec 15, 2018 - Mar 15, 2019 - Jun 30, 2019 - Sep 15, 2019
Deadline for paperwork to be processed is two (2) weeks prior to pay date.

ONE REQUIRED ACTIVITY		Completion Date
Annual wellness exam or physical with your in-network provider		
Doctor Name (Print) _____	\$25	Required
Doctor Signature _____		
ADDITIONAL wellness incentives		
Florida Blue health screening	\$30	
Stand-alone routine cancer screening that is separate from the annual wellness exam or physical i.e. skin, breast, cervical, colon, or prostate	\$25	
Dental or vision exam	\$25	
Diabetes program or diabetes prevention program	\$25	
Tobacco cessation program	\$25	
Gym membership (monthly)	\$25	
Organized weight loss program (6+ weeks)	\$25	
Organized fitness program (6+ weeks) or Personal Trainer	\$25	
Health coaching	\$20	
Complete a Personal Health Assessment at www.floridablue.com – Better You Strides (available to Florida Blue members)	\$15	
Submit a wellness success story with your Prevention Pays form (minimum 200 words for ¼ page.)	\$10	
Flu shot, Pneumonia shot, and/or Shingles shot-\$10 each	\$10	
Wellness seminar or class – up to two for \$10 each	\$10	
Organized walk/race	\$10	

By signing below, employee agrees to voluntarily authorize verification of completion of the requirements for the incentive.

Employee Name (Print) _____ Employee Signature _____ Date _____

Employee ID No. (A#) _____ Cost Center _____

Wellness Champion Name (Print) _____ Wellness Champion Signature _____ Date _____

RET: Master 5FY, GS1-SL 195
Dupl., OSA

067-14-FIN
Rev. 8-10-2018
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Congratulations to all of the walkers and runners who participated in Sarasota Schools first annual Virtual 5k - Lace up for Education!



Congratulations to Wilkinson Elementary for the most registered participants!

Congratulations to Amanda Hasbrook from Southside Elementary!

Winner of the \$50 New Balance Gift Card!



Thank you to everyone who attended the second annual Employee Health and Wellness Fair in North Port!

South County school district employees took time out to get checked out at the 2019 Employee Wellness Fair held in North Port. Free health screenings and wellness seminars were offered, along with opportunities to talk with representatives from dozens of health vendors in our area. Sarasota County Schools wants to make sure all its employees stay healthy and take care of themselves, so they can be at 100% for our kids!



Congratulations to Tracy Marchese from Food and Nutrition!

Winner of the Garmin Vivo!



Important Dates!

April

4/15/19: "Boost! Transform Your Workday" Seminar at STC - North Port at 4:45 pm.

4/16/19: "Boost! Transform Your Workday" Seminar at the Landings at 4:45 pm.

May

5/2/19: "Taking Control of Your Finances" Seminar at the Landings.

5/13/19: "Turn Down the Pressure" Seminar at STC - North Port at 4:45 pm.

5/15/19: "Turn Down the Pressure" Seminar at the Landings at 4:45 pm.

5/15/19: Mobile Mammography, Florida Blue Biometric Screening, and Dermatology Screening at the Landings from 12-5pm. Registration links will be available on the Employee Wellness Website.

June

6/13/19: Prevention Pays forms due for June 30 payout.

HR Contact List

HR Staff Member	Area of Responsibility	Extension
Roy Sprinkle.....	Executive Director of Human Resources.....	31213
Bonnie Bell.....	Administrative Assistant to Executive Director.....	31213
Danielle Schwied.....	Supervisor, Staffing Administration.....	31205
Andrea Jordan.....	Administrative Applications, recruitment support.....	31312
Suzanne Barron.....	Certification Specialist.....	31211
Lynne Mendez.....	Certification Specialist.....	34734
Cynthia Hudson.....	Certification support, Changes of Address.....	31206
Missy McNatt.....	Employment Specialist, Posting, Staffing.....	31219
Isabel Duqueyarza.....	HR front desk, application support.....	31202
Borbala Stephenson.....	HR front desk, application support.....	31200
Lisa Wagoner.....	HR front desk, application support.....	31220
Keisha Wilson.....	HR front desk, application support.....	31207
Al Harayda.....	Supervisor, Employee Relations, Equity.....	31217
Cinda Cassity.....	Records service credits.....	32238
Gerry Gobourne.....	Salary, supplements and LOA for non-instructional.....	31210
Laura Messer.....	Salary, supplements and LOA for instructional.....	34736
Judith Ott.....	Sub-Central.....	31266
Anita Ross.....	Employment verification, Best and Brightest, SS Staffing.....	31209
Lynn Peterson.....	Supervisor, Risk Management.....	32315
Jarett Curtis.....	FRS Retirement, Medical.....	32318
Beth Baranowski.....	Dental, Vision, Life, LTD, Flex.....	32317
Sabine Flesch.....	Aflac, 401k, 403b, 457b, Workers' Comp.....	32316
Erin Singerman.....	Employee Wellness Coordinator.....	31363
Valeta Clark.....	Risk Management Compliance Analyst.....	31201
Martina Olson.....	FL Blue Representative.....	32314