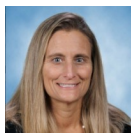




HR Connections

Back to School



A Message from Dr. Allison Foster, Executive Director of Human Resources

I want to welcome back all our employees to the new school year! We are very excited to have many new staff members join the district! Over the past few months, we have restructured the HR department to provide more personalized services. I want to thank all our employees for coming together to create a wonderful start to the new year. We are always looking for feedback. Please let us know what we can do to provide the best work experience for our employees.



FRS Workshop
9.21

Open Enrollment
10.12 - 11.8

Annual Notification of Discrimination

The 2021/22 Equity Policies and Procedures for students and for employees/applicants is located on the district website:
<https://www.sarasotacountyschools.net/Page/2613> under Human Resources/Equity.

All staff should sign the "Acceptance - Receipt of Policy and Procedures Against Discrimination" Form and return to your Principal/Cost Center Head. This form was emailed to all board-appointed staff on 7/29 and can also be located at:
<https://www.sarasotacountyschools.net/Page/2613>.

All staff are enrolled and are required to watch "Discrimination Awareness in the Workplace" in Safe Schools. To access Safe Schools, go to
<https://sarasota-fl.safeschools.com/login>. (Username is your A# and password is the last four digits of your SSN).

New HR Generalists Are Here to Support You!

Human Resources has restructured to provide an exceptional employee experience! We encourage employees to call or email their generalist for all questions (salary, FMLA, certification, DROP, etc.). The generalist will answer questions, provide general information, connect you with the correct person in the department, and follow-up to make sure quality service is provided. The last page of the newsletter provides a list of the teams to find your HR Generalist.



Save the Date for Annual Open Enrollment!

October 12 - November 8

Open Enrollment is the time to review your elections for medical, dental, vision, and voluntary plans, and make changes outside of a life event. Look for new and improved voluntary benefits too!

In order to ensure that you have the correct benefits for 2022, you are encouraged to participate in enrollment, or you may jeopardize your coverage. You will notice a brand new Benefits system, "Benefits Solver", and Enrollers will be available to assist you with virtual enrollment.

Educator Certification

As a reminder, all FL DOE applications are completed online. Also included are instructional 'how to' videos for all application types.

Certification Reminders:

- District No. 58 - Sarasota
- Use personal email address for your DOE account.

Application Link:

<https://www.fldoe.org/teaching/certification/how-to.html>

We're Hiring!

Do you know someone interested in working for Sarasota Schools? Please spread the word! The district is hiring for many positions including bus drivers, food and nutrition services, custodial, classroom aides, and substitute teachers.

Opportunities are posted on the Sarasota Schools website: <https://www.sarasotacountyschools.net/>. Select "Find it Fast" and then "Search Jobs".

Teledoc

Speak to a licensed doctor by web, phone, or mobile app in under 10 minutes! You can also schedule a doctor visit, manage your medical history, or send a prescription to your nearest pharmacy.

Doctors will diagnose, treat and prescribe medication for a wide range of conditions such as cold and flu, sinusitis, upper respiratory infections, and more!

Call Teledoc at 1-855-835-2363 or download the mobile at teledoc.com/mobile.

Earn \$\$ Rewards and Save Money by using Healthcare Bluebook



Are you scheduling a procedure this year? Healthcare Bluebook can help you save money and earn cash rewards every time you search for select procedures in Healthcare Bluebook and use a Fair Price facility for your care.

To search procedures and learn more, go to: <https://www.healthcarebluebook.com/cc/SarasotaSchools>

Safe School Training

As a reminder, all staff should complete the following Safe Schools training to help ensure a safe and healthy workplace.

- Child Abuse: Mandatory Reporting
- Bloodborne Pathogen Exposure Prevention

Don't forget, if you drive a golf cart, you also need to take the Golf Cart Safety training.

To access Safe Schools, go to:

<https://sarasota-fl.safeschools.com/login>

(Username is your A# and password is the last four digits of your SSN.)



Have you created your FRS online account?

Register Online 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

Visit www.myfrs.com

Telephone (Toll Free): 866-446-9377

Workshop: "Using the FRS to Plan for Your Retirement" (virtual) on 9.21.21 from 5-6:30pm.

Pre-registration required - [click here](#)

Meeting ID: 956-7462-7185; Password FRS



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.

New Hires



Retirement Election for New Employees

New hires that are also new to the FRS will receive communications from FRS informing you that you have an 8-month election period to choose a plan to participate in; if you do not make a choice by the end of your election window, you will be defaulted to the Investment Plan.

To help you choose the correct plan that's right for you, please visit the website www.MyFRS.com or call the MyFRS Financial Guidance Line at 1-866-446-9377.

New Employee Plan Selection

Please take time today to complete your enrollment by following the login instructions on page 3 of your online benefits guide. For your reference, here is the link to the website with the enrollment guide: <https://www.sarasotacountyschools.net/Page/1383>

You may enroll in your benefits from any computer with internet access. You will have 30 days from the later of your hire date or Board appointed date to enroll.

New Employee Orientation

New Employee Orientation is now being conducted virtually. New employees will receive a link to register for a session after their Board appointment date and must participate in a full session within 30 days of starting work. If you have any questions or concerns reach out to the HR Generalist assigned to your cost center.

MOBILE MAMMOGRAPHY AND FLU SHOTS RETURN!

Mobile Mammograms will be available again this year!

About 1 in 8 U.S. women will develop invasive breast cancer over the course of her lifetime. The 15 minutes you spend on the Mammogram Bus may save your life.

- Women 40 & older, no script or referral needed (under 40 requires a script)
- 1 mammogram per calendar year, and 10 months for District insurance
- 3D digital mammograms - no extra charge on the bus
- Appointments take 10-15 mins
- Results sent to Patient and her Doctor
- Private. Convenient. No More Excuses.

Schedule today: www.AdventHealthMobileMammography.com

Note: Dates available for scheduling through 2021; 2022 school dates will be available for scheduling at a later time.



If you cannot attend the scheduled date, you may go to any Walgreens of obtain a Flu and/or Pneumonia vaccine.

Flu and Pneumonia Vaccines available onsite!

To see when Walgreens is coming to your school, check out the Employee Wellness Website at:
<https://www.sarasotacountyschools.net/Page/1381>

Here are a few things to keep in mind:

- Flu and Pneumonia shots are **FREE** for employees covered under the District Florida Blue Insurance Plan (bring insurance card with you).
- Vaccines will only be administered to those who are 18 years and older.
- All participants must complete the appropriate release forms (available on the Employee Wellness site).
- Counts towards Prevention Pays!



HealthyWage Back-to-School Weight Loss Challenge starts Monday, September 20th! [Sign up](#) today to earn money while losing weight! Link on the Employee Wellness website!

Riverview High's "Team Rodzilla's" won \$1500 in 2020!!

HealthyWage
Fun. Effective.

Have a suggestion for a wellness activity? Share with your Wellness Champion!

Emotional Awareness Program

Take care of your emotional and mental well-being

I need help finding resources

Humana EAP & Work Life Services offers:

- work life** - relationship issues, planning trips and events, child and elder care.
 - legal guidance** - consultations, online wills, identity theft services, legal documents.
 - financial resources** - consultations, debt/credit management, investing, and savings.
 - online support** - webinars, articles, podcasts, etc.
 - life coach** - personalized coaching to support personal & professional goals.
- (1-866-441-6556) or www.humana.com/eap
username and password "scs"

I need someone now

Crisis Text Line - text HERE4U to 741741
 Humana EAP - call 1-866-441-6556

I can wait for an appointment

New Directions | Florida Blue
 call 1-866-287-9569
 Humana EAP
 call 1-866-441-6556



Helpful apps

that promote mindfulness and stress management.

- Inner Explorer
- MyLife Meditation
- Headspace



Scan me!

Sarasota County Schools
 Employee Wellness
 Emotional Awareness
 Program

New Directions is available to staff on the District Florida Blue medical plan.

Humana EAP and Work Life Services are available to all employees and members of their household.

Participants may receive up to 3 free sessions per unique issue using Humana EAP and Work Life Services.

Online resources available at www.humana.com/eap (username and password "scs").



Save the date!

The fall Employee Health and Benefits Fair will be Friday, October 15th at STC, Sarasota Campus.

Get free screenings, enroll in benefits, and more!

2021-2022
 Prevention Pays



Earn up to \$100 for Participating in Wellness Activities! The new Prevention Pays wellness incentive form is available on the [Employee Wellness website!](#)

HR Generalists - School and Department Teams

Human Resources – Contact Information

HUMAN RESOURCES TEAM	HUMAN RESOURCES TEAM
VALETA CLARK – HR GENERALIST - 31201	CALYN TULLY – HR GENERALIST - 31209
0301 - ASHTON ELEMENTARY	0012 - ALTA VISTA ELEMENTARY
9025 - ASST SUPT-CHIEF OPERATING OFFICER	9049 - ASST SUPT-CHIEF ACADEMIC OFFICER
0085 - BOOKER HIGH SCHOOL	1241 - ATWATER ELEMENTARY
0101 - BRENTWOOD ELEMENTARY	0071 - BAY HAVEN SCH. OF BASICS PLUS
0111 - BROOKSIDE MIDDLE SCHOOL	0084 - BOOKER MIDDLE SCHOOL
9042 - CONSTRUCTION SERVICES	9037 - BUDGET CONTROL
1271 - CRANBERRY ELEMENTARY	9014 - CAREER TECHNICAL EDUCATION
9003 - EXEC DIRECTOR/ELEMENTARY ED	9075 - COMMUNICATIONS & COMMUNITY REL
9004 - EXEC DIRECTOR/SECONDARY ED	0501 - EMMA E. BOOKER ELEMENTARY
9029 - FACILITIES SERVICES	0121 - ENGLEWOOD ELEMENTARY
9038 - FINANCIAL SERVICES	9029 - FACILITIES SERVICES (CUSTODIANS)
9021 - FOOD and NUTRITION SERVICES	0131 - FRUITVILLE ELEMENTARY
0381 - GARDEN ELEMENTARY	1261 - HERON CREEK MIDDLE SCHOOL
0461 - GLENALLEN ELEMENTARY	9054 - INSTRUCTIONAL MATERIALS & LIBRARY SERVICES
0261 - GOCIO ELEMENTARY	0471 - LAKEVIEW ELEMENTARY
0271 - GULF GATE ELEMENTARY	1341 - LAMARQUE ELEMENTARY
9023 - HUMAN RESOURCES	0141 - MCINTOSH MIDDLE SCHOOL
9020 - INFORMATION TECHNOLOGY	0293 - OAK PARK SCHOOL
1211 - LAUREL NOKOMIS SCHOOL	9016 - OFFICE OF ACCOUNTABILITY and CHOICE
9033 - MATERIALS MANAGEMENT	9039 - OFFICE OF SUPERINTENDENT
1251 - NORTH PORT HIGH SCHOOL	0171 - PHILLIPPI SHORES ELEMENTARY
9051 - PUPIL SUPPORT SERVICES	0021 - PINE VIEW SCHOOL
9035 - SAFETY, SECURITY & SCHOOL POLICE	0292 - PUPIL SUPPORT SVCS-ESE DIV
0191 - SOUTHSIDE ELEMENTARY	9015 - RESEARCH ASSESSMENT EVALUATION
1391 - SUNCOAST POLYTECHNICAL HS	0181 - RIVERVIEW HIGH SCHOOL
0391 - SUNCOAST TECHNICAL COLLEGE	0051 - SARASOTA HIGH SCHOOL
0491 - TAYLOR RANCH ELEMENTARY	0031 - SARASOTA MIDDLE SCHOOL
0294 - TRIAD	1282 - TATUM RIDGE ELEMENTARY
1231 - TOLEDO BLADE ELEMENTARY	9030 - TRANSPORTATION DEPARTMENT
0211 - VENICE ELEMENTARY	0201 - TUTTLE ELEMENTARY
0221 - VENICE HIGH SCHOOL	0291 - WILKINSON ELEMENTARY
0451 - VENICE MIDDLE SCHOOL	
7004 - VIRTUAL FRANCHISE DISTRICT SCHOOL	
1291 - WOODLAND MIDDLE SCHOOL	

