



ALABASTER
CITY SCHOOLS

CHAMPIONS OF OUR FUTURE

EMPLOYEE HANDBOOK

**HUMAN RESOURCES
AND PAYROLL POLICIES
AND PROCEDURES**
August 2021-2022

**10111 Highway 119
Alabaster, Alabama 35007
205-663-8400**

Dr. L. Wayne Vickers, Superintendent
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www.acsboe.org

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MISSION

Preparing students for their future.

VISION

The vision of the Alabaster City Schools is to partner with families and the community to inspire and prepare graduates to be responsible and productive champions of their future.

BELIEFS

These values and beliefs guide teaching, learning, and working in the Alabaster City Schools:

Our schools are safe, caring, learning communities engaged in continuous improvement, committed to the pursuit of excellence, and dedicated to the success of each student.

Our employees are qualified, dedicated, innovative, and student-centered, engaged in continued learning.

Our schools provide quality instructional programs, enriching extracurricular experiences, and a wide variety of opportunities for students to explore their interests, expand their dreams, and develop their talents.

Our schools partner with families, business, industry, post-secondary institutions, community agencies, and government to create and sustain outstanding facilities, technology, learning resources, and experiences to maximize student achievement.

Our schools embrace diversity, promote respectful relationships, and have high expectations and performance standards for all students and adults.

Our schools value integrity, open communication, shared responsibility, innovation, and accountability.

INTRODUCTION

This handbook is intended to be a resource for employees and should be construed as a whole and with reference to related policies and applicable law.

Although this manual is intended to explain certain procedures and practices of the Board, it does not establish or create a legal right, claim, entitlement, or interest to or in any title, position, assignment, duty, work location, level or rate of compensation, benefit, or term of employment. In general, the Board reserves the right to adopt, revise, interpret, amend, repeal, suspend, or apply its policies and procedures according to its assessment of the needs and interests of the school system, subject only to such limitations on the exercise of such prerogatives as may be imposed by law. Changes or additions to the policies, procedures, rules, or benefit plan documents referred to or incorporated herein may have become effective since the publication of this material and such changes would supersede the contents of this handbook.

All forms associated with Human Resources or Payroll/Benefits information can be found online at: www.acsboe.org or with your local bookkeeper.

Human Resources related questions must be addressed to the Human Resources Department. Payroll questions must be addressed to the Finance Department. To contact either department, call 663-8400.

Statement of Nondiscrimination

The Alabaster City Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in any of its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding nondiscrimination policies:

Dr. Dorann Tanner—Chief Student Services Officer (Title IX, Student Concerns)
(dorann.tanner@acsboe.org)

Dr. Amanda Wilbanks —Coordinator of Secondary Education (Title II)
(amanda.wilbanks@acsboe.org)

Dr. Latanza M. Harrison—Chief Human Resources Officer (Title IX, Employee Concerns)
(latanza.harrison@acsboe.org)

Ms. Lisa Radcliff—Exceptional Education Supervisor (Section 504)
(lisa.radcliff@acsboe.org)

**Contact Information: 10111 Highway 119, Alabaster, AL 35007
205-663-8400**

HUMAN RESOURCES INFORMATION & PROCEDURES

EQUAL OPPORTUNITY EMPLOYER

The Alabaster City Board of Education is an equal opportunity employer. Human Resources and payroll decisions will be made without regard to factors or considerations prohibited by federal or state law (as such laws may from time to time be amended), including but not limited to race, gender, age, disability, national origin, citizenship, genetic makeup and religious preference. Subject to the limitations set forth in the Policy Manual, the general complaint policy may be used to present any complaint alleging unlawful discrimination or harassment. Inquiries regarding compliance and complaint procedures can be directed to:

Dr. Latanza M. Harrison, Chief Human Resources Officer

Alabaster City Schools
10111 Highway 119
Alabaster, Alabama 35007
205-663-8400 or 205-215-7986

EMPLOYMENT REQUIREMENTS

All applicants must submit an online application, any required documents, and a copy of their diploma if applicable. An official transcript and a teaching certificate must also be submitted, if applying for a certified position. Upon recommendation to hire, all employees of the Alabaster City Board of Education are subject to a background check through the State Department of Education and are required to be e-verified through the Department of Homeland Security.

PROFESSIONAL CERTIFICATION AND PROCEDURES

In addition to requirements established by the State Board of Education and the pertinent job description, professional employees must hold a degree from an accredited college or university and hold a current, valid and properly endorsed Alabama Teacher's Certificate, which will be maintained in their Human Resources file.

A teacher who has completed the certification process, but has not received the certificate, may be employed pending verification of the initiation of the certification process from the State Department of Education. The Human Resources Department may work closely with each teacher to expedite the process to obtain the certificate as soon as possible; however, it is ultimately the teacher's responsibility to ensure they obtain and maintain the proper certification for their position.

If a teacher earns a higher degree from a regionally accredited institution recognized by the State Department, that merits increased compensation under the approved salary schedule, the salary increase will become effective following verification of the new degree or additional hours with an official transcript presented to the Human Resources office.

Professional Certification Reminders:

It is ultimately the employee's responsibility to maintain and renew a certificate. The following information is based on the system's understanding of the state's certification requirements and is provided for informational purposes only. Employees are responsible for independently verifying the current requirements to obtain or maintain their certificate.

- Any Provisional Certificate in a Teaching Field (PCTF) & Professional Certificate in Career & Technical Teaching Field (PCCT) applications must be received in the Teacher Certification Office at the Alabama Department of Education by October 1st of the application year. To request the 1st PCTF, the teacher must have already passed the Praxis subject area test by September 1st.
- Any first year Interim Employment Certificate (IEC) and Provisional Certificate in Library Media or School Counseling (PCLS) applications for the current school year must be received in the Teacher Certification Office at the Alabama Department of Education each application year within four scholastic school years.
- An individual may not be employed more than three years while holding a PCTF, IEC, PRE or any combination thereof.
- If an employee is renewing an instructional leader/administrative certificate he or she must earn 5 PLU's (Professional Learning Units) regardless of his or her position or role in which he or she serves (2 must be ACLD approved).
- If an employee is renewing a teaching certificate that expires at the end of the five year period, he or she must earn 5 CEU's (50 hours of professional development). There is an additional option of 100 clock hours of allowable professional development from a prescribed list of providers.

SUBSTITUTES

Substitute teachers are required to follow policies and procedures outlined by Kelly Educational Staffing for Substitute Teachers. Upon completion of attending the Substitute Training and reading the policies and procedures for substitute teaching in Alabaster City Schools, each substitute must sign the Substitute Agreement Form and Confidentiality Notice prior to being recommended for hire.

Substitute teachers will use the AESOP system to search and sign up for openings. A copy of the Aesop Employee User Guide is available on our website.

WORK VERIFICATION PROCEDURES

Verification of prior work experience must be obtained through the interview and hiring process. Employees are responsible for providing proper documentation of previous experience for purposes of placement on the salary schedule.

DRUG AND ALCOHOL TESTING PROCEDURES

It is the policy of the Alabaster City Board of Education that the use of alcohol and other drugs and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs is prohibited. The Board also requires that all employees report to work without any alcohol or illegal or mind altering substances in their system.

All transportation personnel under the regulations of the United States Department of Transportation will be drug tested in accordance with state and federal law. If an employee holding a Commercial Driver's License tests positively during a random drug screening, he/she may be subject to immediate termination or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended by the Superintendent, the employee must meet requirements specified by federal law and the Substance Abuse evaluator to be eligible to return to duty. The employee will be placed on administrative leave until the Substance Abuse evaluator reinstates eligibility to return to work and all other DOT requirements are met to return to work.

All employees of the Alabaster City Board of Education are subject to drug and alcohol testing if there is reasonable suspicion to believe an employee has violated the Alcohol and Drug Policy. If an employee tests positive, he/she may be subject to termination, counseling sessions through the Employee Assistance Program, or enrollment and treatment in an appropriate Substance Abuse Program. If termination is not recommended, the employee will be placed on Administrative leave and must meet the requirements set forth by the Substance Abuse evaluator to be eligible to return to work.

TECHNOLOGY

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Alabaster City Schools. Use of any and all technology resources is a privilege and not a right.

The Board permits restricted and conditional access to and use of its technology resources, including but not limited to computers, the "Internet," network storage areas, and electronic mail. Such access and use is restricted to employees, students, and other persons who are engaged in *bona fide* educational and administrative activities that serve and are consistent with identified educational objectives or authorized support functions, and who, by signing an "Acceptable Use Agreement," agree to abide

by all Board policies, rules, and regulations regarding technology use. The Acceptable Use Agreement will be developed by the Superintendent and approved by the Board.

Employees who violate any Board policy, rule, or regulation regarding technology use may be denied use of the Board's technology resources and may be subject to additional disciplinary action. All technology resources, including network and Internet resources, e-mail systems, and computers or other access devices owned, leased, or maintained by the Board are the sole property of the Board. Board personnel may, at any time and without prior notice, access, search, examine, inspect, collect, or retrieve information of any kind from the Board's technology resources, including computer or related equipment, files, and data, to determine if a user is in violation of any of the Board's policies, rules, and regulations regarding access to and use of technology resources, for or in connection with any other matter or reason related to the safe and efficient operation or administration of the school system, or for any other reason not prohibited by law. Users of school system technology resources have no personal right of privacy or confidentiality with respect to the use or content of such.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Coordinator of Technology before proceeding.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is voluntary and confidential. Through this free program, employees and their immediate family members may receive confidential personal counseling, marital counseling, counseling regarding alcohol and drug difficulties, and other services from a program called American Behavioral. The employee may enter the program through self-referral or may be referred by his or her supervisor. The services are offered at no cost to the employee and are confidential. School officials are not made aware of which employees have used the service. Although the services offered by the Employee Assistance Program are free, if those services lead to referral by the program for services that exceed those covered by the program, those costs will be the responsibility of the employee. It shall be the employee's discretion whether to comply with the referral from the Employee Assistance Program to other services. To take advantage of this employee benefit, employees may call **American Behavioral at 1-800-925-5327**.

INFORMATION REGARDING SUBSTANCE ABUSE

The school system maintains a list of resources for employees who want to learn more about substance abuse and resources for employees who may need diagnostic or treatment services related to substance abuse. In addition, the school system makes available a self-study PowerPoint presentation with information about substance abuse. To make use of these resources, employees may visit the school system website, Human Resources section, and click on the appropriate link.

SEXUAL HARASSMENT

The Board strictly prohibits unlawful discrimination in all of its programs, offices, departments and facilities. Sexual harassment, as defined by law, is a form of unlawful discrimination and will not be tolerated from employees or other persons associated with the Board. All employees are required to participate in “Sexual Harassment” training.

The “Sexual Harassment” training behavior program is available on-line on the system web site throughout the year for all employees to review the contents. Any staff member who is aware of a sexual harassment complaint by a student should report the complaint to his or her principal or supervisor.

- I. Definition of Sexual Harassment - Title IX regulations define sexual harassment to include one or more of the following:
 - a. An employee conditioning the provision of an aid, benefit, or service of the school/school district on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school/school district's education program or activity; or
 - c. Sexual assault, dating violence, domestic violence, or stalking, as each of those terms is defined by federal statutes enumerated in the Title IX regulations, 34 C.F.R. § 106.30(a).

- II. Examples of Prohibited Conduct – The following are examples of conduct that may constitute sexual harassment, depending on individual circumstances:
 - a. Verbal harassment or abuse of a sexual nature, including graphic or derogatory comments, the display of sexually suggestive objects or pictures, and sexual propositions;
 - b. Repeated unwelcome sexual advances, solicitation of sexual activity or sexual contact;
 - c. Unwelcome, inappropriate sexual touching;

- d. Demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats with regard to an individual's employment status.
- III. Sexual Harassment Complaint Procedures Authorized – The Superintendent is authorized and directed to establish, implement and revise more detailed sexual harassment complaint procedures in compliance with Title IX that are designed to provide employees who believe that they are victims of unlawful sexual harassment with a thorough, discreet, and prompt internal procedure for investigating and resolving sexual harassment complaints. The process and procedures will be drafted so as to provide supportive measures, facilitate the gathering of relevant facts and evidence, permit timely assessment of the merits of the complaint, provide an opportunity for informal resolution of complaint where appropriate, eliminate any harassment that is established by the investigation, and prevent any retaliation based upon the filing of the complaint. The procedures will reflect due regard for the legal rights and interests of all persons involved in the complaint, and will be drafted, explained, and implemented so as to comply with federal regulations, and to be understandable and accessible to all population groups and ages.
 - IV. Initial Confrontation of Accused Harasser Not Required – An employee who invokes the harassment complaint procedure will not be required to present the complaint to the accused or suspected harasser for resolution. Employees will be permitted to report allegations of suspected harassment to any employee and such persons have a duty to promptly refer such allegations to the Title IX Coordinator or to take such action as may be required by the procedures established under “Sexual Harassment Complaint Procedures Authorized” above. In no case will any employee who is the subject of a complaint be permitted to conduct, review, or otherwise exercise decision making responsibility in connection with the processing of the complaint.
 - V. Notice of Policy to be Promulgated – The Superintendent will promulgate and disseminate this policy and the complaint procedures to applicants for admission and employment, the schools, parents and legal guardians, unions and professional organizations, and will take such other steps and measures as may be reasonably available and expedient for informing the school community of the conduct prohibited by this policy and the recourse available to students who believe that they have been subjected to sexual harassment.
 - VI. Confidentiality – To the extent possible, reports of sexual harassment will be kept confidential; however, complete confidentiality cannot be guaranteed.
 - VII. Retaliation Prohibited – No retaliation or adverse action may be imposed as a result of a good faith complaint or report of sexual harassment. False accusations that are made in bad faith or for improper reasons may result in disciplinary action.

- VIII. Penalties for Violation – Any employee who violates the terms of this policy or who impedes or unreasonably refuses to cooperate with a Board investigation regarding allegations of sexual harassment will be subject to appropriate disciplinary action, up to and including termination.

EMPLOYEE ATTENDANCE REQUIREMENTS

Punctual, regular attendance is an essential job function of every job and position, and employees are expected to report to work when scheduled to work and to remain at work each working day.

EMPLOYEE ABSENCES – Kelly Educational Staffing / Aesop

When an employee needs to be absent from work, some are required to enter absences in Aesop and all other employees must notify their immediate supervisor and building administrator. Please verify with the building administrator/supervisor which employee groups must utilize the Aesop service. It is the employee's responsibility to register an absence when he/she will not be reporting to work or notify the building administrator/supervisor of the absence. Additional questions can be addressed to Kelly Educational Staffing at 205-870-7154 or call the Human Resources Office at 663-8400. In the event an employee must leave work in the middle of the day, he or she must notify an administrator who will arrange coverage.

In the event of an emergency or incapacity that makes advance notice impractical, employees must notify the Board of their absence as early as possible. Except as otherwise provided or permitted, an employee who is absent from work without approved leave will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures. Employees who are approved for paid leave or absences will be paid at the regular daily rate of pay; however, a day of paid leave or absence will not be counted as a day worked for the purposes of computing overtime under the Fair Labor Standards Act. Pay will be reduced on a pro rata basis for leaves or absences not covered by sick, vacation, personal, or other appropriate form of paid leave. The continuation of benefits during an approved absence is subject to the provisions of the particular benefit policy or plan.

Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:

SICK LEAVE:

The sick leave plan for all employees shall be in accordance with the rules and regulations established by the State of Alabama and the Board of Education and are outlined as follows:

- A. All employees shall be allowed sick leave at the rate of one day per month of employment and shall be permitted to accumulate these days to the maximum the state allows.

- B. Full pay for sick leave shall be allowed only if the absences fall within the definition of sick leave established by the State Board of Education and outlined below:
1. Personal illness.
 2. Bodily injury which incapacitates the employee.
 3. Attendance upon an ill member of the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, grandchildren, or a person standing in loco parentis.
 4. Death in the employee's immediate family, i.e., husband, wife, father, mother, son, daughter, brother, sister, in-laws, grandparents, grandchildren, or a person standing in loco parentis.
 5. Where unusually strong personal ties exist, due to an employee having been supported or educated by a person of some relationship other than those listed, this relationship may be recognized for leave purposes. In each of such cases, the employee shall file with the Superintendent a written statement of the circumstances which justify an exception to the general rule.
- C. If an employee of the Board of Education is absent from his or her job due to personal illness or illness in the immediate family as described above, he or she shall notify his or her supervisor as soon as possible so that arrangements for substitutes can be made.
- D. Employees must certify that sick leave was used for one of the reasons provided in state law and specify the reason. If the employee's principal or department head has probable cause to believe that an employee has abused or misused sick leave, a physician's statement verifying the existence and nature of the illness or medical condition may be required by the Board. Abuse of sick leave may subject the employee to disciplinary action.

FAMILY AND MEDICAL LEAVE

Employees who are eligible under the Family and Medical Leave Act of 1993 (FMLA) may take leave for up to 12 work weeks during a calendar year for any one or more of the following reasons:

1. The birth of the employee's child, and to care for the newborn child during the first year after the birth;
2. The placement with the employee of a child for adoption or foster care, and to care for the newly placed child during the first year after the placement;
3. To care for the employee's spouse, son, daughter, or parent (but not for parent-in-law), who has a serious health condition; or

4. Because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her job.

From the inception of the qualifying event, the 12-week FMLA leave entitlement is to be charged concurrently with accumulated sick leave, annual leave or leave without pay. Any FMLA leave taken for a single condition should be taken all at one time. An employee may take FMLA leave intermittently or by reducing his/her work schedule to care for a family member with a serious health condition or for the employee's own serious health condition, only if medically necessary and with proper medical certification. Any intermittent leave schedule must be approved by his or her supervisor and the superintendent.

The Board may require the employee to provide medical certification of the serious health condition from the attending health care provider. The certification must be submitted within 15 calendar days after the Board requests it. Failure to provide the certification in a timely manner according to policy may result in denial of taking leave and/or discipline up to and including termination. The Board may require, at its discretion and expense, a second medical opinion. If the first and second opinions differ, the Board, at its own expense, may require the binding opinion of a third health care provider approved jointly by the employee and the Board. The Board may require periodic recertification on a reasonable basis. The Board may also require, as a condition of reinstatement, certification from a health care provider that the employee is able to resume work.

Spouses who are both employed by the Board are entitled to a maximum of twelve (12) weeks of leave combined (rather than twelve (12) weeks each) for the birth or placement of a child for adoption or foster care. However, if an employee's child or spouse is seriously-ill, both the employee and his or her spouse are each entitled to twelve (12) weeks of leave. Leave may begin prior to birth or placement, as circumstances dictate. An employee's FMLA entitlement to leave for the birth or placement of a child for adoption or foster care shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

During FMLA leave, the Board will maintain the employee's individual group insurance benefits at the same level and under the same conditions as if the employee had been working. Dependent insurance coverage must be paid by the employee. If an employee fails to return to work at the conclusion of the approved leave, he/she may be required to reimburse the Board for the employer's portion of the premium paid on their behalf during the leave.

Should an employee request FMLA-qualifying leave, the employee must give the Board at least thirty days' advance notice of the need for leave when it is foreseeable, such as a birth, placement of a child for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member, and must set forth:

1. The reasons for the requested leave;
2. The anticipated duration of the leave; and
3. The anticipated start of the leave.

If 30 days' notice is not practicable, such as a medical emergency, notice must be given as soon as practicable (which ordinarily means at least verbal notification to the employee's supervisor within 1 or 2 business days of when the need for leave becomes known to the employee). Reasonable efforts must also be made to schedule foreseeable leave so as not to unduly disrupt work operations, subject to the doctor's approval. Failure to give the required notice may delay the taking of FMLA leave until at least 30 days after the date the employee provides notice to the Board of the need for FMLA leave.

To be eligible for the leave, an employee must:

1. Have been employed by the Board for a least one year as of the date leave commences, and
2. Have worked for the Board at least 1,250 hours in the past 12 months.

Upon timely return from FMLA-qualifying leave and proper certification, an eligible employee who has not been designated a key employee by the Board, will be restored to his/her last position or an equivalent position with equal pay, benefits, and other conditions and terms of employment.

Employees involved in disciplinary actions from management will still be under those actions after returning to work from FMLA leave of absence.

It is the policy of the Board not to unlawfully interfere with, restrain, or deny the exercise of any right provided under the Family and Medical Leave Act (FMLA). It is not the intent of the Board to discharge or discriminate against any person for enforcing the FMLA or opposing practices made unlawful by FMLA; nor is it the Board's intent to discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA. FMLA's enforcement procedures parallel those of the federal Fair Labor Standards Act. The FMLA will be enforced by the U.S. Department of Labor's Wage and Hour Division. If an eligible employee has a complaint regarding an FMLA violation, he or she should report it to the Chief Human Resources Officer.

VACATION LEAVE

Twelve-month full-time employees are eligible for paid vacation as follows:

- a. A proportionate number of five (5) vacation days will be awarded as follows when the eligible employee is hired during a scholastic year (July 1 to June 30):

<u>Initial Employment (between)</u>	<u>Number of Vacation Days</u>
July 1 and July 31	5
August 1 and September 30	4
October 1 and November 30	3
December 1 and January 31	2
February 1 and March 31	1
April 1 and June 30	0

- b. A proportionate number of ten (10) vacation days will be awarded as follows when the eligible employee begins work at the beginning of a scholastic year but has not yet been employed by the Board for a full scholastic year:

<u>Initial Employment (between)</u>	<u>Number of Vacation Days</u>
July 1 and July 14	10
July 15 and August 31	9
September 1 and October 31	8
November 1 and January 31	7
February 1 and March 31	6
April 1 and June 30	5

- c. Ten (10) vacation days will be awarded to an eligible employee previously employed by the Board for at least a full scholastic year as an eligible employee. Fifteen (15) vacation days will be awarded to an eligible employee previously employed by the Board for at least five (5) full consecutive contract years as an eligible employee.
- d. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.

Accrual and Accumulation of Vacation Time - Twelve month employees may carry over unused vacation days from fiscal year to fiscal year, but no employee may accrue more than forty-five (45) vacation days. Any accrued but unused vacation days in excess of forty-five (45) will be forfeited after the close of business on September 30 of each year. Vacation days may not be bought, sold, or donated.

Upon an employee's effective date of retirement, resignation, or death, the employee will be paid at the employee's daily rate of pay for up to forty-five (45) accrued, but unused vacation days. This policy applies to all applicable employees unless otherwise specified by contract.

Vacations must be scheduled with the knowledge and approval of the employee's supervisor. Vacation leave in excess of five (5) consecutive days must be approved by the Superintendent or his/her designee.

PERSONAL LEAVE

All regular full time employees are eligible for three (3) non-cumulative personal leave days each scholastic year without loss of pay and may be granted two (2) additional non-cumulative personal leave days each scholastic year for which the employee will be charged an amount equal to the average daily rate of pay for a substitute teacher. Personal leave days will be prorated accordingly for employees hired during the scholastic year.

Unused personal leave days are automatically converted to sick leave unless an employee requests in writing to be paid for those days at the end of the school year. Compensation for unused personal leave days will be the same daily rate of pay used for substitute teachers.

Personal leave should be requested in writing at least 3 days in advance. In granting personal leave to employees, each school may have a daily limit of one per ten teachers or any fraction thereof. For example, if a school has 21 teachers, as many as three teachers may be away on personal leave on any one day. No personal leave shall be granted within the 10-day period beginning with Institute Day, nor during the last 10 days of the scholastic year, except in emergencies as approved by the Superintendent or his designee.

PROFESSIONAL LEAVE

Upon written request by the employee and approval by the Superintendent, professional leave may be granted for the purpose of attending national, regional, state or local meetings which, in the judgment of the Superintendent, serve the needs and interests of the school system.

ONE YEAR LEAVE OF ABSENCE

Permanent and full time employees may be permitted an unpaid leave of absence for educational or study reasons without loss of continuing service status upon the specific advance approval of the Board. The following terms and conditions will apply to any such request:

- a. The leave must not unduly disrupt the operation of the Board or school. For classroom teachers, such leave must be taken in semester blocks.
- b. The leave of absence must be for the purpose of receiving additional educational training or engaging in other activities that will benefit the instructional program and/or the operation of the school or the Board. Said leave will not be approved for an employee who wishes to receive training for a position or job outside of education.
- c. An employee requesting leave must be a tenured employee and have at least five (5) years of service as a professional employee of the Board.
- d. Request for such a leave of absence must be made on the leave request form developed by the Superintendent, with all requested information provided.

The Board retains the sole discretion to approve the request for such leave and may consider the extent of disruption to the Board, benefits to the school system that will be derived as a result of the leave, the ability to secure a suitable substitute for the period of leave, length of service of the employee requesting leave, and any other factor the Board deems appropriate.

MILITARY LEAVE

Military leave is available to all eligible employees in accordance with state and federal law. Military paid leave will be utilized for the specific number of days, according to the specific type of military leave, after verification has been provided to the Payroll/Benefits Department.

COURT LEAVE

Permanent and full-time employees are entitled to regular compensation while performing jury duty (ALA. CODE § 12-8-25), or when the employee is summoned under subpoena or other legal requirement to testify at trial in a court of law, or in administrative proceedings constituted under the statutory authority of the agency conducting the proceeding provided that the testimony is not for a personal litigation matter and is for school-related purposes. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.

An employee must submit the summons for jury duty prior to the date to appear for this service. A copy of the jury certificate that an employee receives from the court at the completion of their jury service must also be submitted. These documents must be given to the payroll bookkeeper at the employee's work location. Failure to provide this documentation will result in utilizing the employee's accumulated personal or vacation to cover the absence. In the event the employee has no accumulated days, a pay deduction equivalent to their daily rate will be docked for each day.

ON THE JOB INJURY LEAVE PROCEDURES

On-the-job injury includes an accident or injury to an employee that occurs in the course of performing job duties for the Board or when the employee is directed or requested by the employer to be on the property of employer and which prevents the employee from working or returning to the job. Employees who are accidentally injured on the job may be approved for paid “on-the-job injury” leave without using sick days, provided that:

- I. The injured employee submits written medical certification to the Human Resources Department from the attending licensed physician stating that the employee was injured and cannot return to work due to a specified injury, if there is a reasonable expectation that the employee will return to work and, if so, the expected date of that return. The Board may require a second opinion from a Board specified physician, at its expense.
- II. The employee submits a signed written account of the accident attested by a principal or department head to the Human Resources Department within **twenty-four (24) hours** after the injury occurred. If the injured employee is not able to notify the Board, another person reasonably knowledgeable about the employee’s condition and circumstances leading to the injury may provide the required notification.
- III. Upon a determination that the employee has been injured on the job and cannot return to work, the Board may maintain the employee’s salary and benefits for the period of incapacity caused by the injury, not to exceed ninety (90) days. An employee who is injured on the job may file a request for unreimbursed medical expenses and costs with the State Board of Adjustment. The Board will provide such reasonable assistance to the employee in filing the Board of Adjustment claim as is required by law, but assumes and will have no responsibility or liability for processing the claim or directly reimbursing the employee any unreimbursed medical expenses and costs. On-the-job injury leave will be administered in accordance with and subject to the requirements and limitations imposed by state law regarding such leave.

SICK LEAVE BANK

A. Purpose

The Alabaster City Schools Sick Leave Bank (SLB) is established to provide a loan of leave days for participating members after their accumulated sick leave days have been exhausted. It is the purpose of the SLB to allow any school employee who earns sick leave and who wishes to participate in the SLB to also have access to the catastrophic sick leave provisions as established by law.

B. The Sick Leave Bank Committee

The SLB Committee shall consist of five members. Four of these members shall be members of the SLB and are to be elected by secret ballot by the participating members of the SLB. The remaining member shall be appointed by the Superintendent, subject to Board approval.

Members of the SLB Committee will serve a term of one year. Term shall be for the scholastic year. No representative on the committee shall serve for a term longer than five consecutive years.

The SLB Committee is charged with the administration of the SLB policies, decisions; recommended changes in the SLB Guidelines may occur only when approved by the majority of the SLB Committee. The SLB shall be responsible for writing the guidelines which shall govern the operations of the SLB, and Catastrophic Leave Policies. No Board or SLB Committee shall adopt any regulations that conflict with state regulations.

Duties of the SLB Committee:

The SLB Committee will elect a chairperson from among its members at the beginning of each year. Other officers may be elected as the Committee shall determine. Meetings of the SLB Committee shall be scheduled on a regular basis as determined by the Committee. Additionally, meetings may be called by the elected Chairperson or by a majority of the Committee.

Decisions affecting the SLB and Catastrophic leave are to be made exclusively by the SLB Committee by a majority recorded vote.

The SLB Committee is charged with the responsibility of developing the necessary forms so that all eligible employees will have reasonable access to the forms and membership. All forms developed by the SLB Committee shall be available on the ACS Website or intranets.

The SLB Committee shall review all applications for loans from the SLB and make appropriate decisions on approval of such loans. Any alleged abuse of the SLB shall be investigated by the Committee. Upon finding of wrongdoing, the violator shall repay all of the sick leave credits drawn from the SLB and be subject to appropriate disciplinary action.

C. Eligibility and Participation in the Sick Leave Bank

Participation in SLB shall be voluntary. Any full time employee of the ACS who has completed a Sick Leave Bank Authorization Form depositing or committing the required two (2) days to the SLB is eligible to borrow up to fifteen (15) days from the SLB. SLB enrollment shall be held the first 30 days of the beginning of each scholastic year, the month of January or within 30 days of hire date of new employee. Members wishing

to withdraw can do so at the end of the scholastic school year or at the end of employment with ACS.

To be eligible for a loan from the SLB, a participating member must have exhausted all accumulated sick/personal leave in his/her personal account.

No employee shall be allowed to borrow or owe a number of days which is in excess of fifteen (15) days unless over 50% of the participating members of the SLB vote to extend said limit. The number of days loaned to an applicant shall be determined by the SLB committee. Factors to be considered include, but are not limited to, (1) the applicant's need, (2) the circumstances of the illness or disability, (3) years of service to the system, and (4) the availability of days in the SLB.

The ACS Payroll Department shall maintain records of all member deposits to the SLB, withdrawals from the SLB and the status of the SLB. Reports shall be provided on a timely basis and at the request of the SLB Committee, Superintendent, or ACS Board.

Days borrowed need to be in half or whole day increments.

D. Repayment of Loaned Days

Members of the SLB who borrow from the SLB shall be required to repay the SLB as he or she accrues new days monthly. An individual cannot leave employment without repaying any outstanding debt of leave days to the SLB. If the member has no sick leave days remaining, then his/her final check shall be garnished at the prevailing rate of pay for the number of days owed to the SLB. Such monies collected from former members of the SLB by the administration shall be used to replace the number of days borrowed from the SLB. If a member of the SLB has days borrowed and is on sick leave and cannot return to work due to a permanent or long term disability, the employee may request a donation of days, the donated days shall repay the SLB and the beneficiary employee's last paycheck shall not be garnished.

Retirement – Any member who is retiring may withdraw his or her donated days from the SLB for retirement credit.

Disagreements and Appeals – Any individual who disagrees with the initial decision of the SLB Committee may appeal the decision in writing for reconsideration to the SLB Committee. The Committee shall have the authority, but shall not be required, to put the issue to a vote of the full membership of the SLB. The decision of the SLB Committee shall be final and binding on all parties.

Withdrawal from SLB – Withdrawal from SLB must be made by submitting the official form to the SLB Committee at the end of the scholastic year. Any days which the member has on deposit shall be re-credited to the employee's personal sick leave account.

E. Catastrophic Sick Leave

Must be a member of the Sick Leave Bank.

The term “Catastrophic illness or injury” is defined as “Any illness, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.”

An employee may use catastrophic sick leave for a catastrophic illness for himself or herself or for the following covered persons: parent, spouse, child, foster child currently in the custody and care of the employee, sibling, or an individual with a close personal tie. An employee who desires to receive Catastrophic Sick Leave must provide a written request to the SLB Committee. The request must include an estimated time of leave and the required form signed by a licensed physician.

An employee must exhaust all sick, personal leave and vacation (if applicable) days before using catastrophic sick leave days and must borrow and utilize from the sick leave bank (up to a maximum of 15 days before being eligible to use catastrophic sick leave days.)

A sick leave bank member may donate a specific number of days (not to exceed 30 sick leave days) to a sick leave bank for a specific employee to use against a catastrophic illness. Donated catastrophic sick leave may be used to repay days owed to the sick leave bank.

Days are donated for a specific person and can only be used by that person. In the case of more than one employee on catastrophic sick leave at the same time, donated days will be recorded separately for each employee. The employee receiving donated days from a SLB member is not required to repay the donated days back to the donor, also donated days are not to be recovered or returned to the donor. Any days donated for catastrophic purposes which are not used by the beneficiary employee shall revert to the employee making the donation.

COMPLAINTS AND GRIEVANCE PROCEDURES

General Complaints and Grievances:

Employees may present to the Board a concern, complaint, grievance, or request for corrective action regarding any aspect of school system operations. Before requesting corrective action or relief from the Superintendent or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action.

The general complaint/grievance policies and procedures do not apply to specific complaint or grievance policies and procedures that are established by Board policy or

law for application to special factual or legal circumstances (e.g., sexual harassment grievance procedures; review of personnel matters under the Students First Act; “due process” hearings provided under the Individuals with Disabilities Education Act). In such instances, the specific statutory, regulatory, or policy-based process is the applicable procedure. The general complaint/ grievance procedures that are authorized under the terms of this policy may not be invoked for the purpose of challenging or seeking review or reconsideration of adverse personnel decisions that have received final Board approval. A grievance may be based on an alleged misapplication of Board policies, regulations, or procedures, but may not be used to challenge the Board’s exercise of its discretion to adopt, approve, modify, or repeal a policy, regulation, or procedure or on its failure to exercise such discretion (e.g., adoption of a school calendar, compensation policies, etc.).

I. LEVEL ONE

- A. **Grievance Filing Requirements.** The grievance process shall be initiated by Filing an approved grievance report form with the Superintendent within thirty (30) days of the act or decision that is the basis of the grievance. The Superintendent may, but is not required to, accept late-filed grievances in order to avoid hardship or injustice, or for other good cause. The grievant may also agree at any time to extend any otherwise applicable timeline.

The approved form must be signed by the grievant and include the following information:

1. A complete description of the grievance, including the policy, procedure, or work rule assertedly violated or misapplied, and all facts supporting the complaint.
2. The date(s) of the act, omission, or decision on which the grievance is based;
3. The names of the supervisor(s), administrator(s), or other decision maker(s) who are responsible for the act, omission, or decision on which the grievance is based;
4. The specific corrective action sought by the grievant;
5. A statement describing the grievant’s efforts to resolve the complaint informally or a statement explaining the reason(s) such efforts were not initiated or pursued; and
6. Copies of any relevant documentary or evidentiary material in the possession of the grievant.

A copy of the form is available at acsboe.org.

- B. **Administrative Investigation and Determination.** The Superintendent may assume direct responsibility for reviewing and responding to the grievance or may assign that responsibility to a designated administrator. In either case, the Superintendent's response to the grievance may include informal complaint resolution, formal investigation, or both.
1. **Informal Complaint Resolution.** Prior to filing a formal grievance, the employee is expected to have made reasonable efforts to resolve the complaint or problem underlying the grievance informally through discussions or other communication with the employee's immediate supervisor or other persons whose actions or decisions led to the filing of the grievance. Informal complaint resolution will not be required if such efforts would not be practical or reasonable under the circumstances. If the Superintendent or Superintendent's designee determine that further efforts at informal resolution should be attempted, the formal grievance process may be temporarily suspended for that purpose for up to thirty (30) days.
 2. **Formal Investigation.** Should the Superintendent or Superintendent's designee conclude that reasonable efforts at informal complaint resolution have not succeeded or would not be appropriate under the circumstances, the Superintendent or Superintendent's designee shall initiate a formal investigation of the grievance. The Superintendent's investigation may include interviews of witnesses, written statements, depositions, administrative conferences or hearings, or any lawful action that is deemed necessary to reach a just disposition of the grievance. Upon completion of the investigation, the Superintendent or Superintendent's designee shall prepare a written decision on the grievance. If a recommended decision is made by the Superintendent's designee, the Superintendent may adopt, reject, or modify the decision based on his or her review of the evidence.
 3. **Notification of Superintendent's Decision.** The written decision of the Superintendent shall be made and mailed or transmitted to the grievant within sixty (60) calendar days of the date on which the grievance is filed.

II. LEVEL TWO

- A. **Appeal of Superintendent's Decision.**
1. **Initiating the Appeal.** A grievant who is dissatisfied with the decision of the Superintendent may appeal the decision to the Board of Education by filing a written notice of appeal with the

Superintendent within fifteen (15) calendar days of receipt of the Superintendent's written decision.

2. Transmittal of Grievance Record. Upon receipt of the notice of appeal, the Superintendent shall transmit to Board Members for their review a copy of the written grievance, the Superintendent's decision letter, the notice of appeal, and all statements, recommendations, documents, recordings, transcripts, or other written or tangible evidence filed, submitted or considered at any stage of the grievance process.

C. Board Consideration of Appeal. Not later than sixty (60) days following receipt of the notice of appeal by the Superintendent, the grievance appeal shall be placed on the Board meeting agenda for consideration. Upon consideration of the grievance appeal and record, the Board may, by majority vote:

1. Affirm the decision of the Superintendent;
2. Modify the decision of the Superintendent;
3. Defer final action until an evidentiary hearing is held on the grievance.

The decision of the Superintendent shall be final unless an action reversing or modifying the Superintendent's decision is approved by majority vote of the Board.

D. Hearing Process. If a hearing is approved by the Board, the hearing shall be set within thirty (30) calendar days. Written notice of the hearing date shall be provided to the grievant. A final Board decision on the grievance shall be due within five (5) calendar days after the hearing is closed. The Board shall give the grievant written notice of its final decision.

Americans with Disabilities Act Complaint Procedures

- A. *Complaint Criteria* – Persons who believe that they have been discriminated against on the basis of disability in the provision of services, activities, programs, or benefits covered by Title II of the Americans with Disabilities Act may file a written complaint with the ADA Coordinator.
- B. *Complaint Form* – The complaint should be in writing and contain information about the alleged discrimination including the name, address, phone number of complaining party and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.
- C. *Complaint Process* – The complaint should be submitted to the ADA Coordinator as soon as possible, but no later than thirty (30) days after the alleged violation. The ADA Coordinator will meet with the complaining party to discuss the complaint and possible resolutions. Within fifteen (15) calendar days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complaining party, such as large print, Braille, or audio tape. The response will explain the position of the Board and offer options for substantive resolution of the complaint.
- D. *Appeal Procedure* – If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complaining party may appeal the decision within fifteen (15) calendar days after receipt of the response to the Superintendent. Within fifteen (15) calendar days, the Superintendent will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
- E. *Records Retention* – All written complaints received by the ADA Coordinator, appeals to the Superintendent, and records relating thereto will be retained by the Board for at least three (3) years.
- F. *Additional Procedures Authorized* – The Superintendent is authorized to develop such procedures as are necessary to implement this policy.

CONTACTS FOR THE HUMAN RESOURCES OFFICE

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PAYROLL GUIDE

The payroll section of this handbook is to provide information regarding paychecks, health benefits, insurance and other financially related matters. Employees are responsible for verifying their eligibility and coverage for the various benefits provided. In the event of a conflict between this handbook and any benefit plan documents, the benefit plan documents would control.

When do I get my first Paycheck?

- **Nine month employees**
– ***September 30****
- **Ten & Eleven month employees**
– ***August 31****
- **Twelve month employees**
– ***July 31****

An employee's salary is divided evenly over 12 months -September thru August for 9 and 9.5 month employees; August through July for 10, 10.5, and 11 month employees; and July thru June for 12 month employees. The pay periods are for reporting absences. Adjustments to pay because of absence will be made in the payroll period in which it falls. So, pay shouldn't be considered a month behind, it's the absences that are reported a month behind. For late hires, pay is calculated on the number of working days and is divided equally over the remaining pay periods.

Below is an example of take home pay based on mandatory deductions. Actual deductions may vary depending on the employee's individual needs.

	<i>Hire Date Before 01-01-2013</i>		<i>Hire Date After 01-01-2013</i>
Wages	\$ 1,953.33		\$1953.33
Social Security (6.2%)	-121.11		-121.11
Medicare (1.45%)	-28.32		-28.32
Federal per tax table	-119.73		-119.73
State per tax table	-58.14		-58.14
Retirement (7.50%)	<u>-146.50</u>	(6%)	<u>-117.20</u>
Take Home	\$ 1,479.53		\$1,508.83

Some examples of non-mandatory deductions could include health insurance, disability insurance, dental insurance, savings accounts, deferred compensation plans and flexible spending accounts.

Employees hired prior to January 1, 2013 are considered Tier 1 employees for the employer contribution rate for retirement purposes. Any employee hired on or after January 1, 2013 is considered a Tier 2 employee for the employer contribution rate for retirement purposes.

Tier 1 Employees have **7.50%** of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 12.41% to the retirement system on behalf of each employee. Tier 2 employees have **6.00%** of their gross pay withheld for their retirement account at the Teachers' Retirement System in Montgomery. The board pays 11.35% to the retirement system on behalf of each employee.

For every dollar that an employee pays in Social Security and Medicare tax the Board is required to match that amount on the employee's behalf. State unemployment insurance is also paid by the Board for the employee.

TEACHER SALARY SCHEDULES CAN BE FOUND ON THE HUMAN RESOURCES WEBSITE

DIRECT DEPOSIT - All new employees are required to have direct deposit for receiving their monthly earnings. Below are some of the highlights of utilizing this feature:

- **Improved security**
- **No waiting in lines at the bank**
- **Money available payday morning**
- **Choose your own bank**

Notify Payroll Department immediately if you change banks and/or your account is closed. Also, it is important that the payroll department be notified if your account number changes. Guidance is available on the website to make these changes.

HEALTH BENEFITS - 2021-2022

Blue Cross/Blue Shield

Basic Major Medical No Referrals Monthly Premium	
\$30 Single	
\$207 Employee + non spouse dependents	
\$282 Employee + spouse only	
\$307 Family with spouse	

VIVA Health Plan –HMO

Major Medical, Vision, Dental HMO Monthly Premium	
\$30 Single	
\$207 Family	
\$207 Employee + non spouse dependents	
\$282 Employee + spouse only	
\$307 Family with spouse	

Non-tobacco User Discount

All PEEHIP members enrolled in the PEEHIP Hospital Medical or VIVA Health Plan are charged a **\$50.00** per month PEEHIP premium increase. However, non-tobacco users can have the **\$50 premium removed** from their monthly premium by certifying that they (and their spouse, if the spouse is covered as a dependent) have not used tobacco products within the last 12 months. Members must certify their tobacco status to PEEHIP to qualify for the **\$50 to be removed** from their monthly premium.

If you have previously certified your tobacco status and your spouse’s status (if you have family coverage), you do not need to re-certify every year. You are required to complete a HEALTH INSURANCE AND OPTIONAL STATUS CHANGE form if your or your spouse’s tobacco status changes during the year.

New employees who enroll in hospital medical or VIVA Health Plan must certify their tobacco status (and their spouses’ tobacco status if covered as a dependent) by completing the tobacco questions through the Member Online system at the time of enrollment.

Southland Supplemental Insurance Coverage-

Cancer Plan	\$ 38 per month*
Dental Plan	\$ 38-\$50 per month
Hospital Indemnity	\$ 38 per month*
Vision Plan	\$ 38 per month*

***Single or Family Coverage**

- **You can Purchase supplements for an additional amount @ \$38-\$50 ea. / month**

OR

- **Refuse major medical coverage and apply allocation to the supplements for coverage at no charge.**

PEEHIP Insurance Allocation - “3 – 1” Rule

An employee will earn one additional insurance allocation for every three months the employee has worked at least one half of the work days in the months worked.

- Work nine months and receive three summer allocations.
- Employees working less than nine months will not earn all months and will owe an additional amount for insurance.

Copayment & Deductible Changes Copayments- Deductibles

Prescription Drugs (30 day supply)	<u>PEEHIP BCBS</u>	<u>VIVA</u>
Generic Co-pay	\$ 6.00	\$ 5.00
Preferred Drug Co-pay	\$40.00	\$60.00
Non Preferred Drug Co-pay	\$60.00	\$80.00
Prescription Maintenance Drugs (90 day supply)		
Generic Co-pay	\$12.00	\$43.00 Mail
Preferred Drug Co-pay	\$120.00	\$150.00 Mail
Non-Preferred Drug Co-pay	\$180.00	\$200.00 Mail
Dental Plan		
Active & Retired Members		
Family	\$50.00	
Single (no change in premium)	\$38.00	

Note: No change in premiums, single or family, for the Cancer, Indemnity and Vision plans.

Open Enrollment dates: July 1 - August 30 for paper forms and through September 10 for online changes. Effective date of coverage for Open Enrollment elections is October 1.

This section provides you with information on how to enroll yourself and your eligible dependents in PEEHIP Hospital Medical Plans or Optional Coverage Plans, and Flexible Spending Accounts, or make changes in your coverages.

Enrollments and changes in coverage are handled by PEEHIP and not by the employer.

The preferred method of enrollment is online through Member Online Services (MOS) at <https://mso.rsa-al.gov>.

Instructions are given below:

Information needed to enroll online.

1. Your Personal Identification (PID) Number. If you do not know your PID number, you

- can request a PID letter online. You will need your PID to create a User ID and Password.
2. Last 5 digits of your SSN
 3. Email address
 4. SSN and dates of birth for each dependent being enrolled in coverage
 5. Additional health insurance information under which you and your dependents are covered
 6. Credit card, debit card, or e-check to make first premium payment at time of enrollment

To Register as a first-time use.

1. Go to www.rsa-al.gov and click Member Log In located at the top left of the web page.
2. Click Need to Register or login with your User ID and Password.
3. If you do not remember your User ID and/or Password, you can re-register by clicking Forgot User ID or Password.
4. The RSA mails new employees a Personal Identification Number (PID).
5. If you do not have your PID, you can request a PID letter through MOS and one will be mailed to you.
6. Click Need a PID?
7. Your PID will also be located on all personal correspondence sent to you by PEEHIP.
8. You must receive a confirmation page verifying your enrollment or
9. change was successfully submitted.

Enrolling in or changing coverage online.

1. Go to **www.rsa-al.gov** and click the MOS Login at the top of the page. You can also go to **<https://mso.rsa-al.gov>**.
2. Enter your User ID and Password.
3. From the PEEHIP Services tab at the top of the screen, select one of the following actions from the menu.
4. Click Enroll or Change PEEHIP Coverages to enroll in a hospital medical plan, Optional Coverage Plans (dental, vision, cancer,
5. indemnity), or FSA as:
 - a. Click New Enrollment (available for 30 days from date of hire) if wanting to enroll as a new hire or newly eligible member.
 - b. Click Open Enrollment (available July 1 – September 10) to:
 - i. Enroll/change/cancel hospital medical coverage
 - ii. Add/update/cancel additional insurance coverage information
 - iii. Enroll/change FSA
 - iv. Add/update Medicare information
 - v. Update member/spouse tobacco usage status
6. Click Qualifying Life Event (QLE) to add a newly acquired dependent within 45 days of QLE.
 - a. Adoption/Placement of adoption for a child
 - b. Birth of a child
 - c. Legal custody of a child
 - d. Marriage of a subscriber
7. To make changes outside of Open Enrollment for QLE's not listed, members must complete a New Enrollment and Status Change form and send it to PEEHIP within 45 days of the QLE (e. g., involuntary loss of eligibility for other hospital medical coverage).

Enrollment Documentation Required by PEEHIP.

Every member who enrolls dependent(s) on his or her PEEHIP coverage(s) is required to certify to PEEHIP their dependent's eligibility. Certification will require appropriate documents to support your dependent's eligibility. **Black out Social Security numbers, account numbers, income, or statement balances prior to sending your documents to PEEHIP.** Under no circumstances does PEEHIP solicit this type of information from members.

Please upload to MOS, mail, email, or fax your documents to PEEHIP. Enrollments cannot be processed without the appropriate documentation. PEEHIP is not bound by a court order to insure dependents who do not meet PEEHIP guidelines. **To avoid enrollment deadlines, submit your enrollment even if you do not have all of the appropriate documentation at the time of enrollment.**

Alternatively, enrollments or changes in coverage can be made by submitting a completed new enrollment and Status change form. The form can be obtained on the RSA website or upon request by calling Member Services at 877.517.0020.

*New Employees have **30 days to enroll** in insurance.

* If an employee does not need the PEEHIP hospital medical insurance, they may elect to enroll in the four Southland optional plans (dental, vision, cancer and indemnity) at no cost to the employee. There is also a Supplemental insurance plan at no cost if PEEHIP hospital medical is not elected. Active members who have TriCare or Champus as their primary coverage cannot enroll in the Supplemental Plan.

THE WELLNESS PROGRAM

The Wellness Program is a voluntary program, available during work hours at no cost to PEEHIP members. Members and covered dependents will be eligible to participate in free health screenings, osteoporosis screenings and flu vaccines provided by the Public Health Department nurses. The wellness screenings are intended to assist employees and their families identify health risks and receive early and necessary treatment and ultimately lower healthcare costs.

The PEEHIP Wellness screenings and flu shots will continue to be covered at 100% with no copayment or deductible. Additional information regarding the PEEHIP Worksite Wellness program can be found at www.adph.org/worksitewellness or by calling ADPH at 800.252.1818 and asking for the Wellness Division.

Wellness Premium Discount Program

All active employees covered under the State Employees' Health Insurance Plan (Group 14000) are eligible for a wellness premium discount. Each wellness plan year is September 1 through August 31 and every active employee must be screened either through the SEIB's worksite wellness screening program by a healthcare provider (through the submission of a physician's certification form), or at a participating Pharmacy. Visit our [SEIB Wellness](#) page or [Pharmacy Screening Network](#) page to find screening locations.

TEACHER RETIREMENT SYSTEM

TIER 1 EMPLOYEES

All full-time employees are eligible, and required, to participate in the State Retirement Program. For employees hired prior to January 1, 2013, seven and a half percent of the employee's salary is deducted each month for retirement and all contributions belong to the employee.

Ten years of creditable service are required for an employee to become "vested" or eligible for benefits. Persons terminating their employment with less than 10 years of service must withdraw their retirement funds within 5 years of termination.

A person hired prior to January 1, 2013 may retire after 25 years of service or at the age of 60 (if vested) and may use accumulated sick leave in determining the amount of creditable service.

Retirement benefits will be calculated on the annual salary of the highest 3 of the last 10 years of service.

TIER 2 EMPLOYEES

Employees hired January 1, 2013, or later, will pay six percent to the retirement system and their retirement benefits will be calculated at a lower percentage than current employees. Benefits will be calculated on the annual salary of the highest 3 of the last 5 years of service.

The retirement age requirement for employees hired January 1, 2013, or later will be 62 (if vested) or 30 years of service. An employee may not use accumulated sick leave in determining the amount of creditable service.

TRS DEATH BENEFITS

Death benefits are also provided through the Teacher Retirement Program and depend on years of service and age. For example persons under 60 years of age with from 1 to 25 years of service will receive death benefits consisting of their total retirement contributions and total earned interest plus an amount equal to the previous year's salary.

DEFERRED COMPENSATION PLANS

403B - Under this plan, employees may contribute as much as \$19,500 (2020) of pre-tax income to an annuity each year. The catch-up contribution limit (for those over 50 years old) increased for an annual total of \$26,000. The contribution is automatically deducted from their paychecks.

By investing money in this way before taxes are paid, employees can reduce their current income tax burden. It is permissible to transfer accumulated funds, with no dollar limit, to other qualified IRA annuity plans.

Once such an investment is made, the interest or dividends earned are only taxed as funds are withdrawn. Since the withdrawals are usually made after retirement when the participant is likely to be in a lower tax bracket, less tax is paid and funds accumulate faster.

Lincoln Financial offers Educator investment options.

RSA-1 - Using this plan, employees may elect to delay receiving a portion of their salary (may not exceed--if more than one 457 plan, combined deferrals must not exceed--\$19,500 (2020) or \$26,000 (2020) for employees age 50 or over) until some later determined date, usually after retirement.

The deferred income, which accumulates interest in a special fund, is not subject to federal income tax until distributed to the employee.

RSA-1 funds will be invested in the same type of investments and are subject to the same guidelines and limitations as applicable to investments made by the Teacher Retirement System.

FLEXIBLE SPENDING PLAN

A flexible spending plan is a way to provide employees valuable benefits and tax savings. Benefits under an eligible plan may include reimbursement of dependent care expenses and medical expenses such as co-payments and deductibles.

Also, most importantly, you always pay insurance premiums with pre-tax dollars. All full-time employees are eligible to participate in this plan which gives them the opportunity to recognize additional monthly income through pre-tax savings.

■ OPEN ENROLLMENT

- The open enrollment deadline for the Flexible Spending Accounts is September 30th, for an effective date of October 1st.
- Plan deductions start on the October payroll check. Deductions end with the September payroll check of the following year.

All deductions are processed over 12 months.

The Flexible Spending Account is administered through PEEHIP that is offered through BC/BS of Alabama. Below is the website address:

<https://www.rsa-al.gov/peehip/flex-account/>

Reimbursement of over-the-counter drugs from the Health Care FSA will be prohibited due to the Federal Reform Act unless you have a doctor's prescription for the drug.

Contacts for the Accounting Office

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