



New Employee Handbook

Welcome to Brevard Public Schools!

We are happy you have chosen to help ensure our mission:

To Serve Every Student with Excellence as the Standard

We encourage you to become familiar with our website:

www.BrevardSchools.org

This handbook is designed to help you quickly find some of the most important information you will need during your career with BPS.



Table of Contents:

Quick Links

My Information Center (MIC)	1
Day of Service Calendars	1
Labor Relations	2
Bargaining Information/Union Contracts	2
Benefits/Insurance	2
Leave of Absence Information	3
Workers Compensation Information	3
Retirement	3

[Other Useful Links & Contacts](#)

4

Certification
Compensation Services
Millage
District Security
HelpDesk
Verification of Employment
Frontline Assistance

[The School Board of Brevard County](#)

4

[Sick/Personal Leave](#)

5

[Frontline](#)

6

[Youth Mental Health First Aid](#)

6

[Appendix A](#)

8

[Appendix B](#)

10

[Appendix C](#)

12

Things to Know

One of the most important things for you to know is that your site secretary or department administrative assistant will be your primary point of contact. Make sure you have their contact info on your first day. This is the person you need to alert if you are running late, if you need a sick day, or if you have an emergency.

Most support personnel will complete a timesheet for each pay period. Teachers do not complete time sheets. The site secretary or department admin is typically the timekeeper and can explain when you will receive your first paycheck.

BPS employs 9, 10, 11, and 12-month personnel. Only 12-month employees receive vacation time. All employees earn sick time.

Quick Links:

[My Information Center \(MIC\)](#)

The first time you visit MIC, you will be required to retrieve a PIN before you are allowed to register. Follow the instructions on the screen to retrieve your PIN.

MIC is where you will view your pay statements, see your sick and vacation balances, and change personal information (address, emergency contact info, etc.). Perhaps most importantly, MIC is where you will find your W-2s, after consenting to receive the form electronically.

BPS pays employees semi-monthly. Pay dates are the 15th and the last business day of each month. You can find a payroll schedule on MIC under the General Info section.

[Days of Service Calendars](#)

To view or print your days of service calendar, follow the link above and click on the appropriate school year. This will take you to a list of all employee types with their days of service listed. In the column on the far right, under "Positions," click on the link that best matches your current job with BPS. This will open a color-coded calendar for the entire fiscal year. The BPS fiscal year runs from July 1st through June 30th.

BPS employs 9, 10, 11, and 12-month positions. The number of paychecks you will receive in a fiscal year is determined by how many months you work. Twelve-month employees will receive 24 checks, while nine-month employees will only receive 20 checks per year.

If you have any questions regarding your days of service calendar, please contact your site secretary or administrative assistant.

Labor Relations

Please familiarize yourself with the Labor Relations page. From this page, you will find links to information regarding the Employee Assistance Program, Bumping Rights, Grievance Reporting, Reasonable Suspicion, and Mandatory Reporting.

Additionally, you will find information on our Tuition Assistance program. We encourage you to explore this program and take advantage of this benefit if applicable.

Bargaining Information/Union Contracts

Brevard Public Schools negotiates contracts with two bargaining units each year: the Brevard Federation of Teachers (BFT), and the International Union of Painters and Allied Trades Local 1010 (1010).

The most recent contracts with both BFT and 1010 are linked from the Professional Standards and Labor Relations page. Please take some time to read through and understand the contract pertaining to your job type. If you have questions regarding which contract pertains to you, please contact your site secretary or administrative assistant.

Benefits / Insurance

The Benefits page is full of useful information relating to BPS health plans, the employee assistance program, flexible spending accounts, and more.

Important information for new benefits-eligible employees to note:

- You will have 9 days to enroll for benefits after your hire date. Please don't miss your deadline.
- As a new employee, you have the unique opportunity to enroll for Short-term and Long-term Disability insurance *without having to complete a health questionnaire*, i.e., you'll be automatically approved for this coverage.
- The benefits year runs on a calendar year, not the school year. As such, your benefit elections upon being hired are for the remainder of that *calendar* year. Then, during annual Open Enrollment, you'll have *another* opportunity to enroll for benefits which would start January 1 of the *following* calendar year.

Please Note: Not all BPS positions are benefits eligible. To receive benefits from BPS, you must be working in an eligible position in excess of 25 hours per week.

[Leave of Absence Information](#)

Please visit our Leave of Absence web page for information, request forms, and certification forms associated with FMLA and other types of leaves. Vacation request forms are also located here!

[Workers' Compensation Information](#)

The BPS Risk Management team has provided workers' compensation and drug-free workplace information along with a list of frequently asked questions to help you navigate any workers' comp issues you may have. Please follow the link above and click on "What Injured Workers Need to Know". This page also provides the Risk Management office phone number should you need further information. You will also need to read the "[Employee Safety Guide](#)".

[Retirement](#)

As a new employee, retirement may be the last thing on your mind, but it's never too early to start planning!

On this page, you will find several retirement specific links for more detailed information. You will also find contact information for the BPS Retirement department staff.

All BPS employees working in FRS covered positions are eligible to participate in the Florida Retirement System. FRS offers two retirement plans: the Pension Plan and the Investment Plan. Within three months of your hire date, you will receive an *FRS Benefit Comparison Statement* in the mail with your Personal Identification Number (PIN) and details about both FRS retirement plans.

[Florida Retirement System](#)

[\(FRS\) FRS Orientation](#)

*If you previously worked for an FRS Employer and have already made your initial retirement plan choice, you may not receive the *FRS Benefit Comparison Statement* again.

Financial guidance is available by phone to all FRS members by calling MyFRS Financial Guidance at **866.446.9377**.

Financial guidance is provided by independent firms not associated with FRS retirement plans. These firms do not sell investment or insurance products to FRS members, so there is no potential conflict of interest.

You must have your PIN before logging into the FRS website or calling MyFRS Financial Guidance.

Other Supplemental Retirement Plans

Tax-sheltered annuities (TSA) are a great way to save. BPS offers both 403(b) and 457(b) deferred compensation plans. We recommend you consider investing in a TSA to help supplement your FRS retirement.

Other useful links & contacts:

Certification	Email: CertificationDept@brevardschools.org
Compensation Services	Email: CompensationServices@brevardschools.org
Millage	Email: MillageCompensation@brevardschools.org
District Security	Email: DistrictSecurity@brevardschools.org
HelpDesk	Email: HelpDesk@brevardschools.org
Verification of Employment	Email: EmploymentVerifications@brevardschools.org
Frontline Assistance	Email: FrontlineHelp@brevardschools.org

The School Board of Brevard County

School Board

The School Board meets once or twice a month at the Educational Services Facility (ESF).
On the School Board webpage, you will find information about each Board member, Board meeting dates, Board meeting minutes and agendas, and a link to Board meeting videos.
School Board meetings may also be viewed on YouTube and Spectrum Channel 496.

BPS Board Policies and Procedures

All current BPS Board Policies and Administrative Procedures can be found at the above link. Please follow the directions on the web page to view BPS policies and procedures.

Sick Leave: SCK, PSK, USK Defined

SCK = Sick

Employees earn one (1) day per month for each month of employment. The total sick time an employee can earn varies based on the number of hours they work. Employees must be paid for more than half of the pay period in order to earn sick time for that pay period. Sick time is earned and processed after each payroll run (as long as the employee is paid for more than half of the pay period).

Example 1: A teacher works 8 hours per day for 10 months of the year, the total hours they can earn in a year is 80 hours (10 days per year).

Example 2: A custodian works 4 hours per day for 9 months of the year, the total hours they can earn in a year is 36 hours (9 days per year).

PSK = Personal Charged to Sick

Out of accumulated sick leave, six (6) days may be used as personal (PSK) leave each school/ fiscal year. PSK time is listed separately from sick time on MIC. However, both sick and personal time is deducted from the same available total sick leave balance. Therefore, if you do not have sick time available, you will be docked for the used PSK.

Example: If an employee has 8.0 hours of sick time available and 20 hours of PSK is showing available in MIC, they can only take 8.0 hours of personal time. After that they are out of sick and PSK time until they earn more sick time.

You may only take PSK up to the amount of earned sick leave, to a max of 6 days per school/fiscal year.

USK = Unearned Sick

Each school year, employees are given four (4) sick days up front, also known as unearned sick time (USK). Teachers receive these sick days on their first day of each school year and all other employees receive these sick days before their 30th day each school/fiscal year. This sick time is earned during the last 8 pay periods each fiscal year.

If you use this time before it has been earned, you must understand that if you do not earn this time, money will be deducted from your paycheck to reimburse for the unearned sick time already used. Unearned sick time is earned by working more than half of each pay period during the last 8 pay periods of your fiscal year. The last 8 pay periods will be different depending upon how many months you work in a year.

Frontline

Frontline is the platform for BPS Employee Evaluation Management (EEM) and Professional Learning Management (PLM).

The EEM side of Frontline assists with personnel evaluations and the PLM side of Frontline supports professional learning.

It is very important that each BPS employee logs into Frontline and completes an annual Policy and Procedure review. This should be done as quickly as possible after receiving your Microsoft credentials, and annually at the beginning of each school year. Please see “How to Login to Frontline” and “Completing BPS Annual Policies & Procedures” in the appendix for instructions.

Youth Mental Health First Aid

Youth Mental Health First Aid (YMHFA) is designed to teach teachers, school staff, and other caring citizens how to help a young person who is experiencing a mental health or addictions challenge or is in crisis. The course introduces common mental health challenges for youth and teaches a 5-step action plan for how to help young people in both crisis and non-crisis situations. Topics covered include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders (including AD/HD), and eating disorders.

The state of Florida requires staff in [specific job codes](#) to be trained. All school-based employees are required EXCEPT custodial staff. This includes teachers, instructional assistants, cafeteria staff, school techs, activity instructors (PE, art, music, etc.), administration, clerks, bookkeepers, and secretaries.

All district-based staff must refer to the specific job codes link above to determine if your job code is required. Your site secretary or department administrative assistant can help you with this.

You must log into Frontline to register for a Youth Mental Health First Aid training course. Please see Appendix C for step-by-step instructions to register.

NOTE: Work with your administration/supervisor to choose a course date and time that is during your contract work hours. You will NOT be paid for any class time outside of your contract work hours.

If you have any questions regarding YMHFA, please contact Dr. Chana Speir speir.chana@brevardschools.org or call ext. 11406.

Appendix A

How to Login to Frontline – BPS Employee

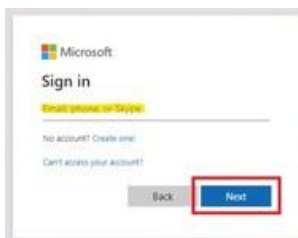
Step 1 – Go to www.brevardschools.org and select the BPS Launchpad.



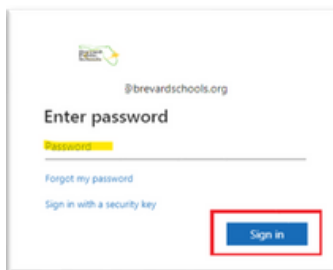
Step 2 – Sign in with Microsoft - Click on the gray box.



Step 3 – Type in your BPS email (yellow highlighted area), then click Next.



Step 4 – Type the password associated to your BPS email, then click Sign in.



Step 5 – Locate the Frontline Icon and select it.



Step 6 –Repeat steps 3 and 4, if needed.

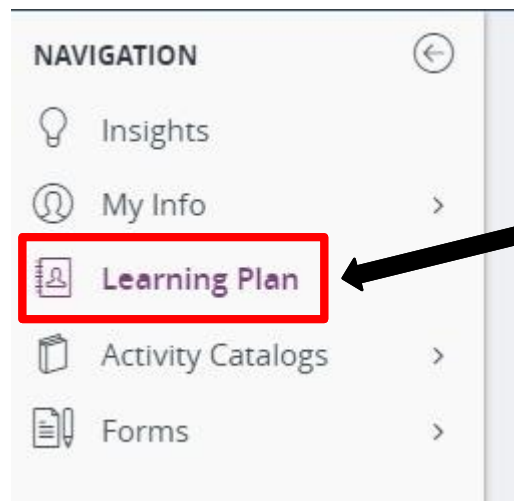
Appendix B

Completing BPS Annual Policies & Procedures – Employee

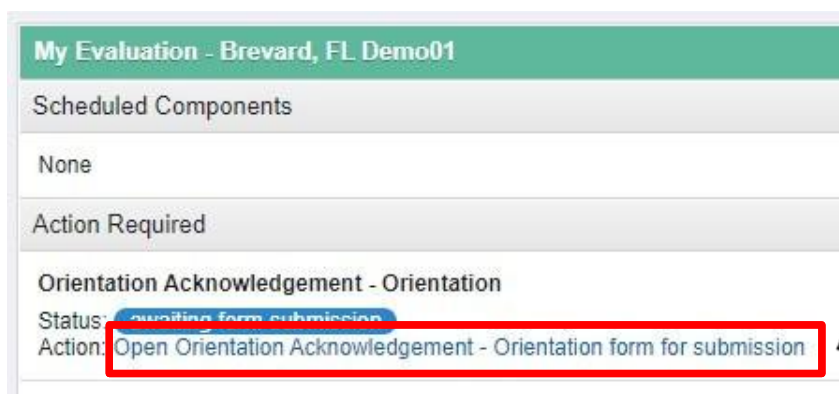
Step 1- Go to www.brevardschools.org and click on the BPS Launchpad. Use your Microsoft log in credentials to get into the Launchpad, then find the Frontline App.



Step 2 - On the left side navigation, select Learning Plan



Step 3 - Scroll down to My Evaluation, click Open Orientation Acknowledgement.



Step 4- Select each hyperlink to review the material. After reviewing all the material, check the YES box and then click submit.

[Show Submission History](#)



24-25 Annual Policies and Procedures

User Information	
Name: Brevard, FL Demo01 (Demo01)	Title:
Building:	Department: None
Grade: None	Evaluation Type:
Assigned Administrator: Not Assigned	Evaluation Cycle:
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

Instructions: Select each of the items listed below for BPS's annual policies and procedures.

This form is submitted by the employee and finalized by their admin. The employee's electronic acknowledgement is replaced by the submission.

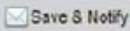
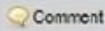
After reviewing all of the material, check the YES box below to illustrate that you have read, understand, and agree to follow the Brevard Public School District's policies and procedures.

☐ Yes

These policies and procedures include, but are not limited to, the following:

- [Social Media Guidelines](#)
- [Student Records Management](#)
- [Customer Service Training](#)
- [Network and Internet Acceptable Use and Safety \(AUP\)](#)
- [Safety Hazard Communication & Bloodborne Pathogens](#)
- [Identifying and Reporting Bullying and Harassment](#)
- [Reporting Threats and Concerning Behaviors in Schools And in the Work Place](#)
- [Ethics Training](#)
- [Red Rover Employee Training Video](#)
- [Key Policies and Procedures](#)
- [Teacher Authority Law Presentation](#) (Instructional ONLY)
- [Evaluation Procedures](#) (Instructional ONLY)
- [PD & Certificate Renewal](#) (Instructional ONLY)
- [VAM Video](#) (Instructional ONLY)
- [Student Code of Conduct](#) (Instructional ONLY)

I also understand that omission of this acknowledgement shall not relieve any employee from the requirement to comply with the information shared in the School District employee orientation program and its components, School Board policies, and/or School District procedures.

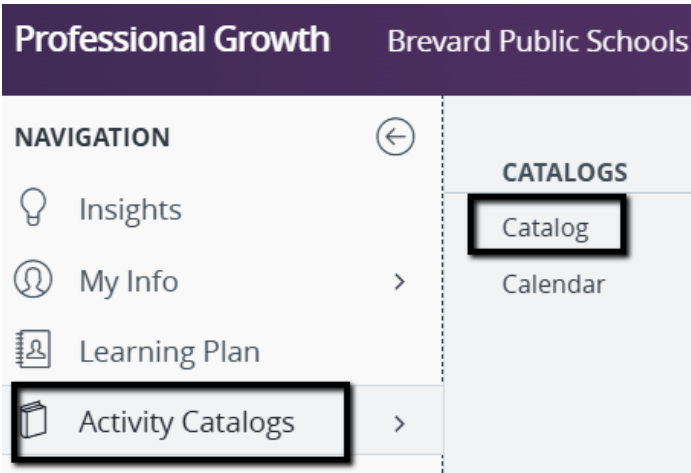
Appendix C

Youth Mental Health First Aid Training

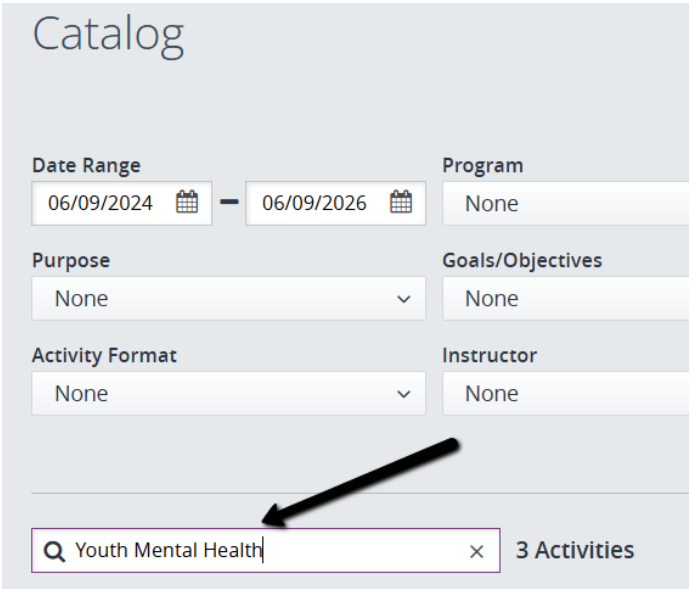
Note: Employees in the [state required job codes](#) must be Youth Mental Health First Aid certified.

Log into Frontline through the BPS website Launchpad

- 1. Type “Youth Mental Health in the Search Term and Click Search
- 2. Select the course (date) you would like to attend
- 3. Click Sign Up Now
- 4. Click Return to Main or Return to Catalog



STEP 1



STEP 2

[Youth Mental Health First Aid](#)

06/11/2025 - 06/11/2025

Owner : CHANA SPEIR | Instructors :

Enrollment: 11/45 | Pending: 0 | Waitlist: 0

[See More](#) ▾

Click on blue link to enroll

STEP 3

Sign Up Now

Right side of screen

Step 4

Once enrolled you can begin the pre-work if you have registered for a date that is not more than 6 months out. **Pre-work is only valid 6 months prior to the face-to-face course.** All instructions for the pre-work can be found in the Frontline course enrollment. Pre-work is **required** prior to attending the face-to-face course session.

APPROVED IN PROGRESS

Options ▾

Starting Soon

Please follow the course steps. You will need to complete the online pre-work before attending the face to face portion of the course. The instructor will be notified by YMhFA when you have completed the online portion. After completing the face to face course, you will come back here to complete the final post-work through Youth Mental Health First Aid. Once you have completed the post work and earned your certificate, you will then need to complete one final step and submit the certificate for points. You will not earn points for the face to face portion, but will earn a total of 6.5 hours once you have submitted your completion certificate in Frontline.

Activity Dates	Activity Owner	Instructor(s)	Credits	Step Hours	Meeting Hours	Total Activity Hours
06/11/2025 to 06/11/2025	CHANA SPEIR	CHANA SPEIR	0	0	0	0

▼ 1 MEETING Add To Calendar ▾

Face to Face Meeting

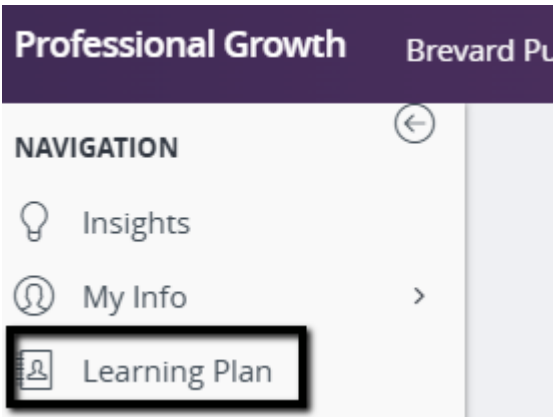
📅 Wednesday June 11th, 2025 12:00 PM to 4:00 PM - ESF-Training Room 5 & 6

Please remember to bring your badge. You will check in at the ESF (District Office) lobby and will be escorted back to the training room. Please be on time.

Start Pre-work Here

Step #	Step Title	Status	Type	Action
1	Pre-Work	Not Started	✎ Text	Open
2	Attend Face to Face Course	Not Started	✎ Text	Open

To locate the course after enrollment, go to the left side navigation in Frontline and go to the **Learning Plan**. Click **MANAGE** to the left of the course to get access.



Approved and/or In-Progress (2 Record(s))					
Manage	Adobe Express Overview for Administrator and District Staff	06/17/2025	06/17/2025	 	Registration Confirmation Form - District Based Sessions
Manage	Youth Mental Health First Aid	06/11/2025	06/11/2025	 	Registration Confirmation Form - District Based Sessions
Instructor Has Confirmed Attendance (0 Record(s))					