



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.



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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 timesheets. 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!

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 here you will access Mandatory Child Abuse, Incident, and Threat Assessment reporting. Additionally, you will find information regarding Ethics, Bumping, and Tuition Assistance here.

We encourage you to explore our Tuition Assistance 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 posted on the BPS website. 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.

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' comp and drug-free workplace information along with a list of frequently asked questions to help you navigate any workers' comp issues you may have. This page also provides the Risk Management office phone number should you need further information.

[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 two 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:

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

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 development.

It is very important that each BPS employee logs into Frontline, completes an annual orientation, and acknowledges their completion. This should be done as quickly as possible after receiving your Microsoft credentials. Please see “How to Register for Orientation in Frontline” 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 B 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.

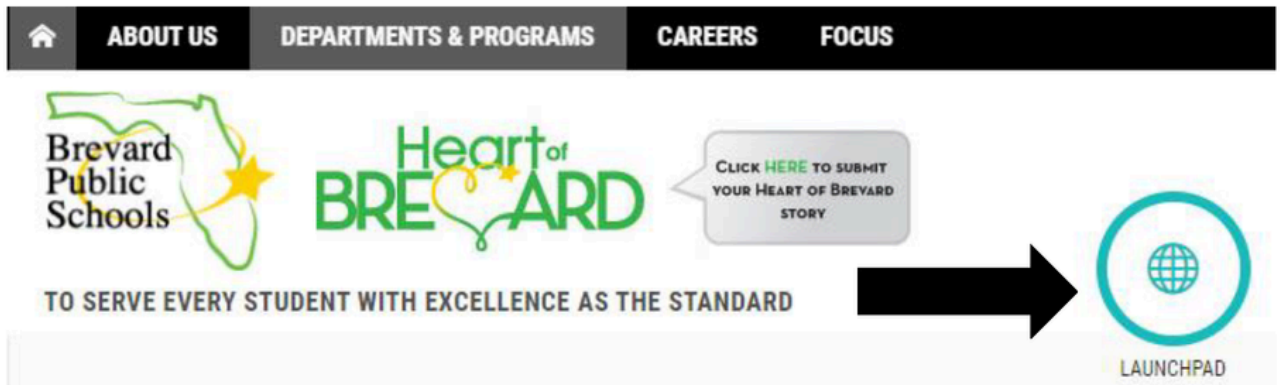
If you have any questions regarding YMHFA, please contact Dr. Chana Speir speir.chana@brevardschools.org or call ext. 11406.

Appendix A

Orientation in Frontline – Employee

***This is a 2 part process – 1st part register and 2nd part acknowledge

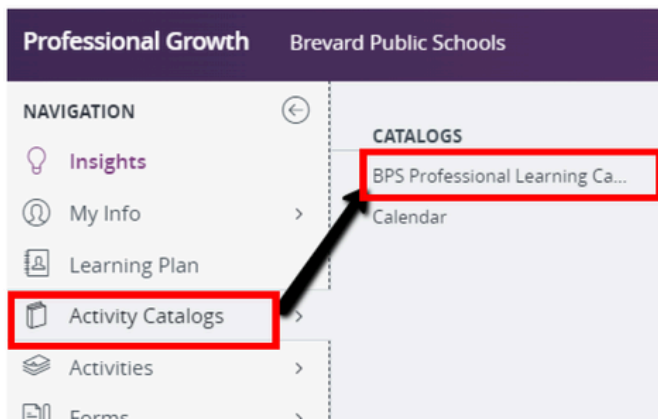
Step 1- Go to www.brevardschools.org and click on the BPS Launchpad



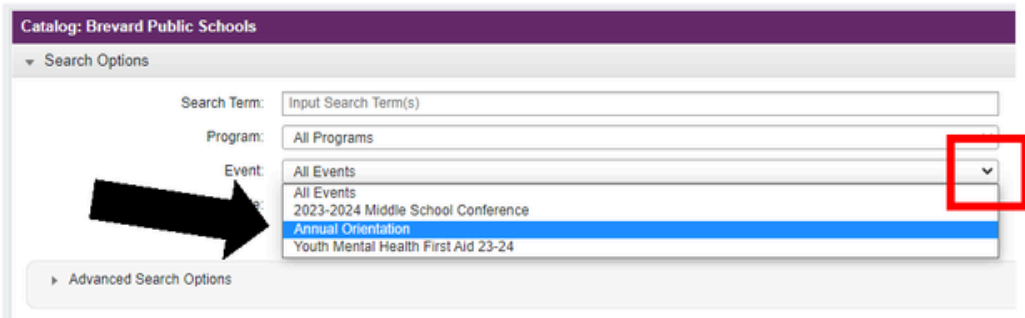
Step 2- Use your Microsoft log in credentials to get into the Launchpad, then find the Frontline App



Step 3- On the left side navigation, select Activity Catalogs then select BPS Professional Learning Catalog

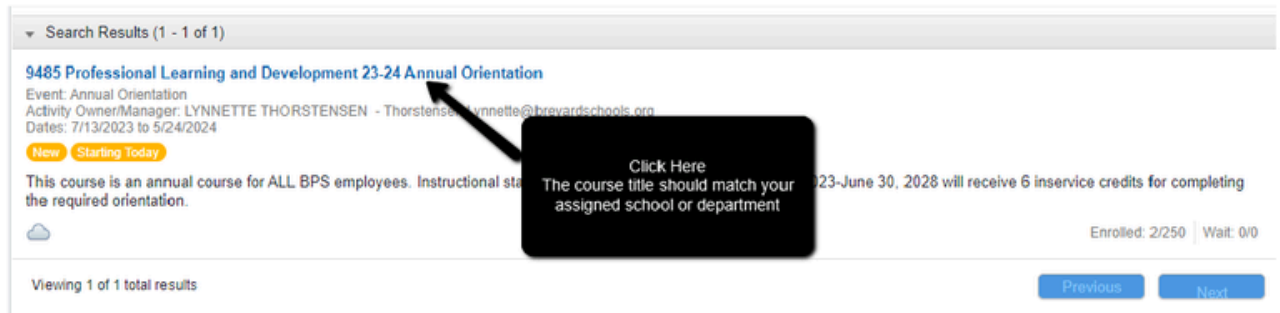


Step 4- Select the **Event** dropdown, then select **Annual Orientation**.

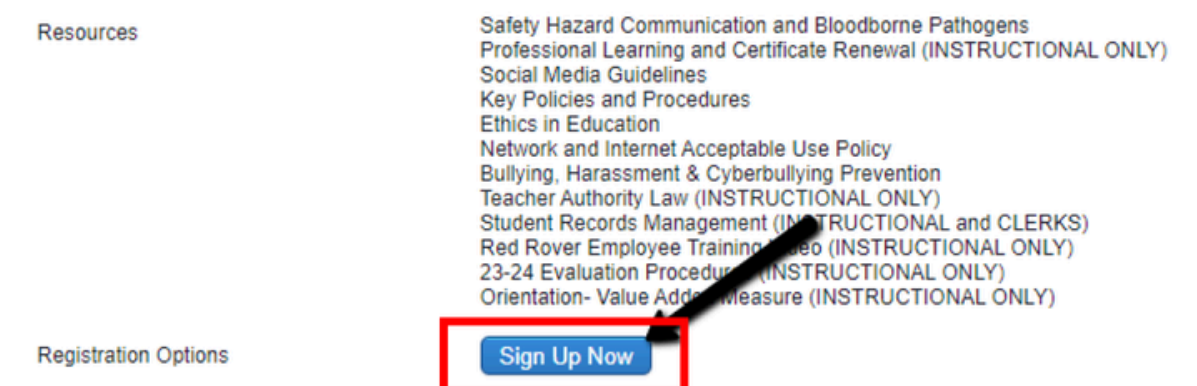


Step 5- When the course comes up you will see a blue hyperlink to enroll in the course.

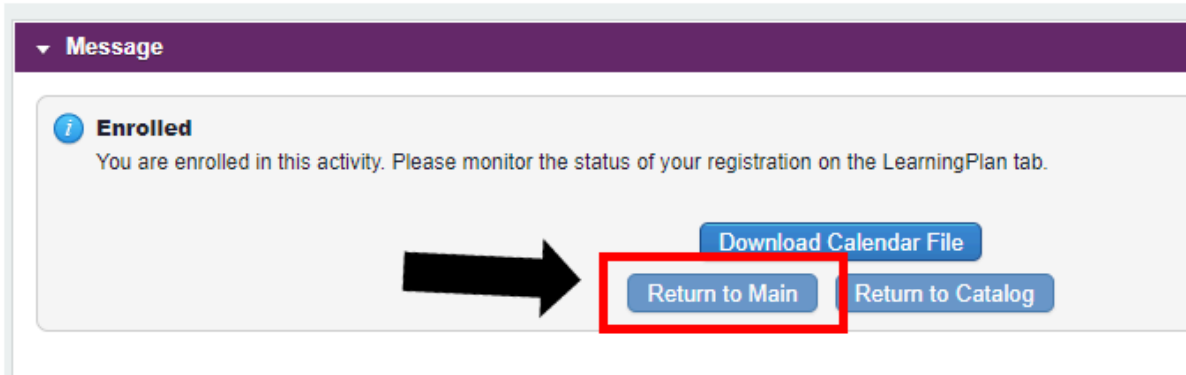
***The course title should contain **YOUR** school site OR the department you are assigned through the district.*



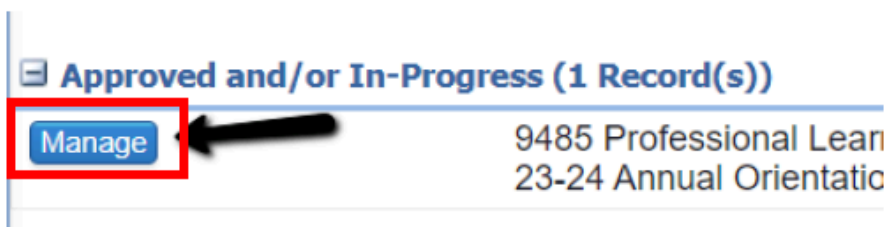
Step 6- Once you are in the course, click the button **SIGN UP NOW**



Step 7- You are successfully enrolled in the orientation course. Select the **Return to Main** button.



Step 8- To access the course. Click on the **Manage** button.



Step 9- Then click **Launch Activity** to get started.



Once the activity is launched you can begin. If you are unable to complete the activity during a session, you can leave the activity and go back in by selecting the navigation Learning Plan tab (Part 2, Step 1) and select manage (Part 1, Step 8). Once you open the activity and complete the reading/video the system will mark

the activity complete. Sometimes it doesn't happen right away, you may need to refresh your screen.

This course is an annual course for ALL BPS employees. Instructional staff with a certificate validity year of July 1, 2023-June 30, 2028 will receive inservice credits for completing the required orientation.

Upon successful completion of online resource(s), this record should automatically move to a completed status in your portfolio.

Course Details	
Content Title	Content Status
Professional Learning and Certificate Renewal (INSTRUCTIONAL ONLY)	Complete
Social Media Guidelines	Complete
Key Policies and Procedures	Complete
Ethics in Education	Not Started
Network and Internet Acceptable Use Policy	Not Started

If an activity is marked Instructional Only, which means it is not required for support personnel. However, it will not show 100% complete if the activity is not opened. The final video on VAM must be watched in its entirety to appear complete. Support personnel are **not** required to show 100% complete.

Once all of the materials are viewed/read, follow the instructions below to complete Part 2, acknowledging the orientation form.

How to Complete the Orientation Acknowledgment Form in Frontline

Step 1- On the left side navigation, select Learning Plan

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Forms

Step 2- Scroll down to My Evaluation, click Open Orientation Acknowledgement.

My Evaluation - Brevard, FL Demo01

Scheduled Components

None

Action Required


Orientation Acknowledgement - Orientation

Status: **awaiting form submission**

Action: **Open Orientation Acknowledgement - Orientation form for submission**

Step 3- Check the box and click submit.

[Show Submission History](#)



Orientation Acknowledgement

User Information	
Name: Brevard, FL Demo01 (Demo01)	Title:
Building: 9221 Access Project C/O Riverview	Department: None
Grade: None	Evaluation Type: Classroom Teacher
Assigned Administrator: Not Assigned	Evaluation Cycle: 08/01/2023 - 07/01/2024
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

! Select the checkbox below to illustrate that you have read, understand, and agree to follow the Brevard Public Schools policies and procedures that are a component of the School District's employee orientation program.

Yes

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

- Social Media Guidelines
- Network and Internet Acceptable Use and Safety (AUP)
- Safety Hazard Communication & Bloodborne Pathogens
- Bullying, Harassment and Cyberbullying Prevention
- Ethics Training
- Key Policies and Procedures
- Teacher Authority Law Presentation (Instructional ONLY)
- Evaluation Procedures (Instructional ONLY)
- PD & Certificate Renewal (Instructional ONLY)
- VAM Video (Instructional ONLY)
- Red Rover Employee Training Video (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.

Submit Save Save & Notify Reset Print Comment

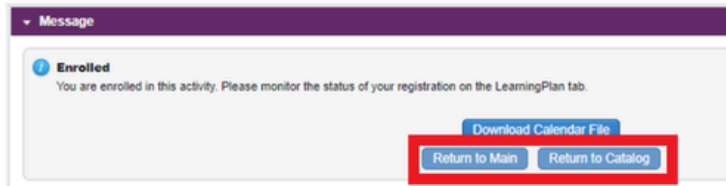
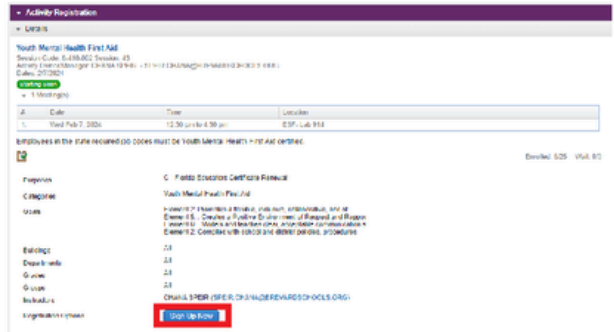
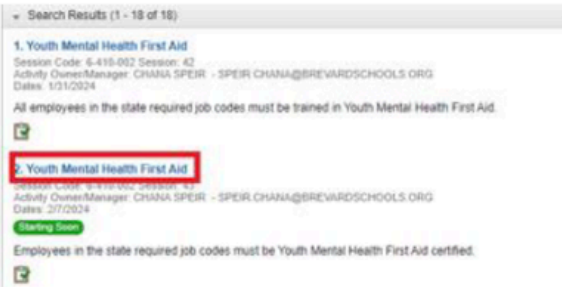
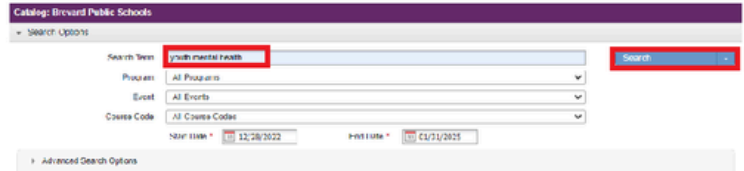
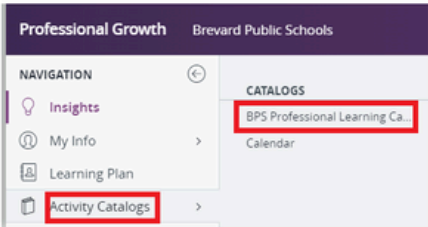
Appendix B

Youth Mental Health First Aid

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. Under Navigation, Click on Activity Catalogs, BPS Professional Learning Catalog
2. Type “youth mental health” in the Search Term and click Search
3. Select the class you want to attend.
4. Click Sign Up Now.
5. Click Return to Main or Return to Catalog



To view the class, from the Navigation Screen, click Learning Plan, scroll to Approved and/or In-Progress

