NEW HIRE INFORMATION

Information and forms for Human Resources and Payroll & Benefits are on the Hoover City Schools website at: www.hoovercityschools.net

BENEFITS – Upon returning all new hire documents, a payroll representative will send you passwords to login and sign up for benefits. Please review the local benefits offered by the school district in the Hoover City Schools Benefits Guide prior to enrolling in state benefits to avoid double coverage for dental or other insurance unless additional coverage is desired. This guide is located at www.hoovercityschools.net under the Payroll and Benefits Department tab. Local board-paid benefits include dental, long term disability, and life insurance. To enroll in these benefits, go to Plan Source at: https://benefits.plansource.com/ It is the employee’s responsibility to enroll in PEEHIP which is a state benefit for medical insurance. To enroll in these benefits, go to www.rsa-al.gov to access member services online. The first time you enter the site you will be prompted to register with a log in and password. If assistance is needed, you can contact PEEHIP at 1-800-877-517-0020.

SALARY – The salary schedule represents a full contract annual salary. All employees (excluding 12 month employees) who begin working after the scholastic year starts is subject to a prorated salary. Your name on all paperwork must be completed as shown on your social security card.

POLICY MANUAL – Each school has a copy of the Hoover City Board of Education Policy Manual. An electronic copy of the policy manual as well as the Procedure Manual for Personnel Policies is available on the school district’s website. The Procedure Manual for Personnel Policies provides additional information regarding leaves of absence, work verification submission, end of year staffing procedures, and more.

CONFIDENTIALITY OF PERSONNEL FILES – Certain contents of a personnel file are deemed confidential except documents that are matter of public information or public record under state or federal law. No anonymous materials may be placed in an employee’s personnel file without disclosure to the employee.

ANTI-DISCRIMINATION & HARASSMENT POLICY – The Equal Employment Opportunity Commission (EEOC) enforces federal laws that make it illegal to discriminate due to race, color, religion, sex, national origin, age, disability, genetic information, or retaliation for participation in a related investigation or lawsuit. Hoover City Schools strongly advocates that all employees should be treated fairly and consistently in a work environment free from discrimination and will not tolerate noncompliance with local, state, and federal anti-discrimination laws. If you feel you have been discriminated against or observed another person being discriminated against, report this to your immediate supervisor and/or the Department of Human Resources. All reports will be investigated immediately and addressed based upon findings. If sexual harassment is involved, a request to make such a report to a supervisor of the same sex will be honored or contact the Department of Human Resources directly at (205) 439-1000.

ON-THE-JOB-INJURY – If an employee has an accident while working on the job, he/she should notify the principal or supervisor immediately. An On-the-Job Injury report must be completed (available in your school office or district website) within 24 hours of the accident. If an employee misses work due to an on-the-job-injury, discuss the situation with the principal or supervisor. If
medical attention is required, a Physician’s Certification form must also be completed. Alabama public schools are not covered by workman’s compensation and an injury claim must be submitted to the Alabama State Board of Adjustment by the employee. There is a one-year statute of limitations from the date of the injury.

PERSONAL LEAVE – Fulltime certified and classified employees receive two non-cumulative personal leave days each year that are provided from the state, and three additional days for which the employee is charged an amount equal to the average daily rate of pay for a substitute teacher (certified personnel) and $61/day (classified personnel). Unused additional personal leave may be converted into sick days at the end of the year, or teachers may choose to be compensated for unused paid personal leave at the average daily rate of pay used for substitutes.

LEAVE OF ABSENCE – An employee must submit a written request for any leave of absence that equals 10 or more consecutive working days. If an employee wishes to request maternity or paternity leave during the school year, such requests must be made in writing at least 60 days before the beginning of the leave. Maternity/Medical leave requests must be accompanied by a physician’s form that can be obtained from each work location, district website, or Department of Human Resources. Please refer to the “Leave of Absence Procedures” in the Procedure Manual for Personnel Policies to determine paid and unpaid options for leaves as well as questions related to the Family Medical Leave Act (FMLA). All new hires to Hoover City Schools are not covered under FMLA their first year of employment, but may qualify for other leave not designated as FMLA. Catastrophic leave is available to members of the Sick Bank, and donated days can be received from any Alabama public education employee. There are restrictions to certain catastrophic leave requests that are outlined in policy. Procedures for other leaves-of-absences (i.e. professional, personal, vacation, military, court, and organizational) are included in this manual. If there are questions regarding pay status and continuation of benefits during a leave, please call the Payroll/Benefits Department at 439-1000. If an employee has available sick, personal, or vacation leave, he/she must utilize those forms of leave PRIOR to taking unpaid leave when applicable.

FRONTLINE (Substitute Management Program & Time Clock System) – Employees are required to enter absences in Frontline. It is the employee’s responsibility to register an absence any time work will be missed. Call 1-800-942-3767, or access the website at www.frontline.com for detailed directions.

EMPLOYEE ASSISTANCE PROGRAM – EAP services are available to you and members of your immediate family free of charge through American Behavioral. Up to three visits per plan year/per qualified family member and unlimited scheduled telephone counseling is available. Their number is (800) 925-5EAP (5327). Other EAP and Travel Assistance Program information provided through Guardian can be found in the Hoover City Schools Employee Benefits Guide.

WORK VERIFICATION – Verification of prior experience for determining years of experience on the salary schedule must be submitted within six months of an employee’s hire date in order to have experience paid retroactively. If an employee does not receive notification from Human Resources of a step increase, call (205) 439-1000. If work experience is submitted after the six months deadline, pay adjustments will be made effective the day it is received in the Human Resources Department. Check with your former employer to verify experience has been submitted.

TRANSFER OF SICK DAYS – Fulltime employees can transfer sick days from a previous Alabama public school system. Employees must request transfers from former employers who will submit it to the Payroll and Benefits Department. Out of state sick days are not transferrable. The Alabama Teacher Retirement System does not allow sick days to be paid out.

CERTIFICATION – If you are a new graduate awaiting certificate issuance, moving from out of state and applying for an Alabama teaching certificate, or seeking alternative certification, please contact Jennifer Cole at (205) 439-1041. It is your responsibility to maintain renewal requirements that expire every five years. NBCT certified teachers must contact the state department to notify them of a change in employment to avoid a delay in receiving compensation.

NAME & ADDRESS CHANGES/INSURANCE – Please complete the name and address change form that is located under the Payroll & Benefits Department tab on the district website. All insurance and benefits questions must also be directed to this department.

TENURE/CONTINUED EMPLOYMENT – Under the new Students First Act of 2011, changes with tenure and non-probationary employment have changed. All employees are notified via email in the spring regarding these procedures as well as benefits information. Be aware some One Year Only or End of Year Only appointments may not count towards tenure status. Individual questions about this can be directed to the Director of Human Resources.

EDUCATORS LIABILITY TRUST FUND (ELTF) – The ELTF Program provides basic liability coverage for school board employees if a claim is made or a suit is filed against them in the performance of their job duties. The limit of liability is $1,000,000 per occurrence which includes your costs of defense.