

# FORSYTH COUNTY SCHOOLS PERSONNEL INFORMATION

## 2020-2021

### BENEFITS/RETIREMENT

Personnel must meet all eligibility requirements to receive benefits. The Board pays \$49.38 per employee per month toward the cost of medical insurance and \$16.39 per month toward the cost of dental insurance. Additional premium cost is paid by the employee. The Board pays the total cost of long-term disability starting at covering 60 percent of your gross monthly salary and a \$30,000 term life insurance policy based on age. Family coverage for medical and dental insurance is available at a reasonable cost to the employee as well as additional disability, life, accident, cancer, vision and long-term care insurance. Substitutes, after-school program, temporary and seasonal employees are not eligible for any benefits. Teacher Retirement System eligible personnel contribute 6% of their gross monthly salary to TRS. In addition, the Board contributes 21.14% of your gross monthly salary to TRS. Public School Employees Retirement System (PSERS) eligible personnel (bus drivers, bus monitors, food service, maintenance, warehouse and custodial employees) contribute \$10.00 per month September through May. The Board has established a voluntary Supplemental Retirement Plan for employees that participate in PSERS. The Board will match employee contributions to this plan up to a maximum of 4 percent of salary for employees under PSERS.

### SICK/PERSONAL LEAVE

All eligible employees (permanent, 50 percent time or more) may earn 1.25 days sick leave per month. Per fiscal year, 180 and 183-day full-time employees earn 11.25 days; 190 and 200-day full-time employees (8 hours per day) earn 12.5 days (100 hours); 210 and 220-day full-time employees earn 13.75 days (110 hours); and 240-day full-time employees earn 15 days (120 hours). Sick leave is used for personal and family illness or injury. Sick leave can be accumulated up to a maximum of 120 days (960 hours). Employees may use three days per year for **personal leave**. Leave taken for personal reasons is deducted from accumulated sick leave; **no personal leave may be taken if sick leave is not available**. Certified and classified employees who transfer to Forsyth County Schools or are re-employed within a one-year timeframe from Georgia school districts, RESAs, the University System of Georgia and state agencies or institutions can transfer up to 45 days of sick leave. In addition, if an employee's break in service is for a period greater than one year, the individual will be entitled to regain accumulated sick leave after such employee has returned to service for a period of two consecutive years.

### ANNUAL LEAVE

The twelve-month (240-day) employee calendar designates 240 scheduled workdays. A 240-day employee receives 15 annual leave days per year. If employed after July 1, annual leave is prorated. A 240-day employee may carry forward 5 annual leave days that must be taken prior to December 31<sup>st</sup> each year. After completing 5 years of continuous Forsyth County service, a 240-day employee will receive 20 days of annual leave each year.

### OTHER LEAVE

**Jury Duty/Witness Leave** – Each employee is allowed leave with pay for the purposes of serving as a juror or witness in any court or when subpoenaed to testify in a case. Jury and/or witness leave shall not be deducted from an individual's accumulated sick/personal leave. Jury duty and/or witness pay must be endorsed over to the school district. Witness pay is permitted only when appearing in court on the behalf of the school system.

**Bereavement Leave** – Up to five days per year may be used for absence due to death of an employee's spouse, children, brother, sister, father, mother, grandparents, in-law equivalents or any relatives living in the residence of the employee. Bereavement leave is deducted from earned sick leave.

**Religious Leave** – Employees may use personal leave for the absence of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days

allowed for personal leave, the employee may take unpaid leave provided such leave is not excessive and does not interfere with job obligations.

## **SALARY/PAYROLL**

All employees are paid on the last day of the month. If the last day falls on a weekend you will be paid the preceding Friday. Payroll checks are deferred over a 12-month period to those employees who work less than 12 months. Generally, there are two payroll cycles: August cycle (August through July) for 180, 183, 190, 200, 210, and 220-day employees; and July cycle (July through June) for 240-day employees.

Teacher, paraprofessional and nurse substitutes are paid through direct deposit only on the last day of the month for work completed from the 16<sup>th</sup> of the prior month through the 15<sup>th</sup> of the current month. Payroll checks are directly deposited into substitutes' accounts. The substitutes are emailed or mailed a direct deposit payroll stub.

Other types of substitutes (transportation, clerical, technology, food service, and custodial), and work completed outside of regular job duties or for Instructional Extension and after-school programs are paid on or about the 15<sup>th</sup> of each month for work completed through the end of the preceding month.

## **IMPORTANT CONTACT NUMBERS (770) 887-2461**

<b>General Information Human Resources</b>	Laura Wittenauer	Ext. 202149
<b>General Information Finance</b>	Lisa Waters	Ext. 202142
<b>Applications/Postings</b>	Victoria Horak	Ext. 202150
<b>Salary/Verification of Experience/ Family Medical Leave</b>	Tracie Rutan	Ext. 202148
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<b>Certification/TKES/LKES</b>	Jeff Hunt	Ext. 202162
<b>New Employees/Forsyth Connect Unemployment</b>	Renita O'Dell	Ext. 202153
<b>Fingerprints/Background Checks</b>	Victoria Horak	Ext. 202150
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