**When will I receive my Employee ID, email address and laptop?**

* An Employee Identification Number {EID) will be assigned by the Instructional Specialist after you have completed new hire paperwork and provided your social security card and one form of photo identification.
* Your email address is formatted using your last name and the first two letters of your first name, followed by the district's email. John Doe's email would be doejo@nassau.k12.fl.us. If another person by that name is already in the system, the above format would be altered. The Instructional Specialist will advise you of your email address.
* Laptops are issued by the hiring school/department. Please contact your hiring administrator.

**How do I transfer sick leave to the District?**

* If you have sick leave in another Florida public school district, you may initiate the request to transfer your time to the Nassau County School District with your current Florida public school district.
* Each school district has a form letter that they complete to facilitate this transfer. The letter should be addressed and mailed to: Nassau County School District

Human Resources Department

1201 Atlantic Avenue

Fernandina Beach, FL 32034

**When will I receive my first paycheck?**

* Instructional employees are paid on the 15th and last day of each month for a total of 24 pay periods per year.
* Administrative employees are paid on the last day of each month for a total of 12 pay periods per year.
* Refer to the payroll calendar that is available on the district's website [Payroll Calendar](https://www.nassau.k12.fl.us/cms/lib/FL02213748/Centricity/Domain/45/2021-2022%20PAYROLL%20CALENDAR%202.pdf).
* You may also call your school or department secretary for this information.

**When is my start date?**

* This will be decided once all pre-employment requirements have been satisfied.

**How do I receive Advanced Degree pay?**

* Florida Statute 1012.22 (1) (c) 3 Advanced degrees: A district school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement.
* A supplement for the next higher degree level shall be prorated to the first day of each semester, provided that:

• The required course work is completed prior to the semester or within three (3) weeks of the start of that semester and

• Appropriate evidence of additional academic credit earned is on file with the Personnel Office.

* Employees who become eligible for the higher degree supplement effective the second semester, shall receive 50% of the supplement amount.
* Supplements for higher degree for instructional personnel employed on or after July 1, 2011 shall be awarded as stated herein except that such higher degrees must be in areas reflected on the Florida Professional Educators or Temporary Certificate. The Human Resources Department shall maintain the list of acceptable higher degrees that correspond to areas of certification.
* The employee will only receive one supplement for the degree that matches their area of certification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **196 Days** | **206 Days** | **216 Days** | **260 Days** |
| Master | 3,000.00 | 3,153.06 | 3,306.12 | 3,980.00 |
| Specialist | 3,200.00 | 3,363.26 | 3,526.53 | 4,245.00 |
| Doctorate | 3,400.00 | 3,573.46 | 3,746.94 | 4,510.00 |

**Where can I get Verification of Experience Forms?**

* Verification of Experience Forms are available online [Human Resources / Verification of Employment Form (nassau.k12.fl.us)](https://www.nassau.k12.fl.us/cms/lib/FL02213748/Centricity/Domain/56/Experience%20Form.pdf).
* It is the responsibility of each employee to submit his or her Verification of Experience form. Retroactive pay will only be processed for the school year in which the form is received.

**How much will I get paid?**

* You will be entered into Skyward at the base salary for your position until all completed Verification of Experience forms have been received by the Instructional Specialist and approved by the Director of Human Resources.
* Salary Schedules for newly hired employees, or those returning following a separation in employment, can be found online at [Human Resources / Instructional Salary Schedules (nassau.k12.fl.us)](https://www.nassau.k12.fl.us/Page/4683).
* Salary Schedules are also available in the Nassau Teachers' Association Collective Bargaining Agreement which can be found online at [Human Resources / NTA Contract & Bargaining (nassau.k12.fl.us)](https://www.nassau.k12.fl.us/Page/2030#calendar4366/20210924/month).

**When will my health benefits begin?**

* Health benefits become effective the first of the month following 30 days of employment. Example: If your first day of work is August 5, your health benefits will begin on October 1.
* Benefits materials are readily available online at [Human Resources / Benefits & Insurance (nassau.k12.fl.us)](https://www.nassau.k12.fl.us/Page/1771).

**What types of paid time off do I earn?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **196 Days** | **206 & 216 Days** | **260 Days** |
| **Sick Leave** | Accrue 10 Sick Days per year.  Four (4) sick days are advanced  with the first paycheck.  One (1) day is earned per month.  Six (6) of these days may be used  for personal leave annually. | Accrue 11 Sick Days per year.  Four (4) sick days are advanced  with the first paycheck.  One (1) day is earned per month.  Six (6) of these days may be used  for personal leave annually. | Accrue 12 Sick Days per year.  Four (4) sick days are advanced  with the first paycheck.  One (1) day is earned per month.  Six (6) of these days may be used  for personal leave annually. |
| **Holidays** | Labor Day  Thanksgiving & day following  Christmas Day  New Years' Day | Labor Day  Thanksgiving & day following  Christmas Day  New Years' Day | Fourth of July  Labor Day  Thanksgiving & day following  Christmas Eve  Christmas Day  New Years' Day  Spring Break (2 days) |
| **Floating Holidays** | Not eligible | Not eligible | Instructional - 3 days  Administrators - 6 days |
| **Vacation\*** | Not eligible | Not eligible | Eligible for vacation leave.   |  |  |  | | --- | --- | --- | | Years of Experience | Days of Vacation | Monthly Rate | | 0-2 | 10 | 5/6 | | 3-5 | 12 | 1 | | 6-10 | 15 | 1⅟₄ | | 11+ | 18 | 1½ | |

*\*Vacation time is earned in a given fiscal year to be used in the following fiscal year and is prorated accordingly.*