

WELCOME TO

BRADFORD COUNTY SCHOOL DISTRICT

BELIEVING... ACHIEVING... EXCELLING...



CONGRATULATIONS!

WE ARE EXCITED THAT YOU CHOSE TO JOIN THE BCSD TEAM!

EMPLOYEE CREDENTIALS

- Your username/email & temporary password will be emailed to your supervisor
- Your Bradford email account will end in @mybradford.us
- You will be prompted to change your password when you log in for the first time
- and then every 60 days. Computer access, email, and Skyward are the same.

BENEFITS

FLORIDA RETIREMENT SYSTEM (FRS)

- Choose INVESTMENT or PENSION
- Select before the end of the 8th month
- One-time lifetime option to change plans
- Do not return the form to HR go to:
 - www.choosemyFRSplan.com
 - 1-866-446-9377



PAID TIME OFF

- One sick leave day per month of employment
- Four days upfront
- Six of these may be used as personal leave at half or full-day ONLY
- The remaining hours roll to the next year, you do not lose them

INSURANCE

- <https://benefits.plansource.com>

IMPORTANT INFORMATION

PAYCHECKS

- Your first paycheck will be a paper check. See your school or department secretary.
- Equal Paychecks
 - 10-month employees - 24 pays
 - 12-month employees - 24 pays
 - *Your salary amount will be prorated if you do not start at the beginning of the school year

PROBATIONARY PERIOD

- Instructional Employees - 196 Days
- Non-Instructional Employees - 90 Days

ID BADGE

- You are required to wear your ID Badge at all time while on any district campus

IT SUPPORT

- Use the IT Online Ticket system via Classlink
- 904-966-6022 or ext. 6022

CONTACTS

HUMAN RESOURCES | 904-966-6031

Aimee Ferguson, Executive Director of HR

ferguson.aimee@mybradford.us

- Employee Relations, Compensation, **Certification**, Recruitment, Intern placement, New Teacher Program Placement, **Disability ADA Requests**, **Risk Management**, Retirement, Skyward Instructional Data

Michael Kidd, Personnel Specialist

kidd.michael@mybradford.us | 904-966-6008

- **Employee Management** (Skyward, Compensation Questions/ Review, Direct Deposit, W-4 Changes, Withholdings, **Insurance/Benefits**), State Reporting, Staff Surveys, **Employee Leave** (Sick, Personal, Vacation, Extended, FMLA), Verification of Employment, Verification of Experience, Verification of Student Loan Forgiveness

Angel Autry, Administrative Secretary

autry.angelique@mybradford.us | 904-966-6031

- **FastTrack**, Health & Wellness, Substitutes, New Hire Onboarding, Safe Schools **VECTOR**, Drug Testing, Background Checks, Volunteers, Vendors, Unemployment, **Accidents/Worker's Comp.**

CURRICULUM & INSTRUCTION

Christina Cornwell, Professional Development Coord.

cornwell.christina@mybradford.us 904-966-6727

- Professional Development, New Teacher Program & PLCP, Grow Your Own & Para to Pro

Jejetta Lee, Admin. Secretary for the Deputy Superintendent

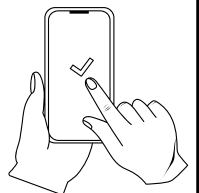
lee.jejetta@mybradford.us 904-966-6010

- **TRACK Professional Development Points**

Evelyn Chastain, Data Scientist

chastain.evelyn@mybradford.us 904-966-6035

- Instructional Evaluations



PAYROLL

Marla Darley, darley.marla@mybradford.us | 904-966-6012

- Payroll & Transfer of leave, Time Off Allocations

STAY UP TO DATE

- Download the Focus App
- Download the Bradford School District App
- Follow us on Social Media

