



Fall 2015

Hanover County Public Schools Human Resources Newsletter

Human Resources Staff
Phone: 365-4585
website: www.hcps.us

Mark J. Pasier

Assistant Superintendent of
Human Resources

Joni Shelton, PHR

Director of Human Resources

Robert Sargeant

Assistant Director of Human
Resources

Mike Duke, SHRM-CP

Coordinator of HR/Recruitment

Melissa Semones

Coordinator, HR & Staff Develop-
ment

Nancy Berryman

Benefit Specialist

Judith Marston, SPHR, CPM

Human Resources Compensation/Compliance Officer

Tina Fix

Human Resources Records
Specialist

Elisa Allen

Wellness Coordinator

Human Resources News



Welcome to the new school year! Effective September 1, 2015, *The Hanover County and Bon Secours Good Health Clinic* opened its doors to all current Hanover County School employees and their families. The clinic is located on the third floor of the Ortho Virginia building at Memorial Regional Medical Center in Mechanicsville.

The clinic provides occupational services (pre- and post-employment physicals, drug testing, return-to-work, and worker's compensation injury assessment), along with walk-in sick visits for you, your spouse, and dependents. If the patient has health insurance through the County, there is no co-pay for your visit. If the patient has health insurance through another provider, the regular co-pay applies. The clinic will have onsite x-ray capabilities and a full pharmacy (regular Rx copay applies for all).

This benefit is a direct result of the combined efforts between HCPS and Hanover County government to establish a partnership with Bon Secours and provide convenient and cost-effective health and wellness services to our employees and their families. After all, your health is important to us! [Click here](#) for additional details, or

HCPS is a student-centered, community-driven school district that assures quality education for success in a changing world.



Virginia Retirement System

[Click here](#) for the September issue of *Member News* which contains the most up-to-date information about your retirement as well as VRS news updates including:

- Your Member Benefit Profile Helps You Plan for Tomorrow, Today
- Prepare Now for Tomorrow: Purchase of Prior Service Changes Coming in 2017
- How Purchase of Prior Service Affects Your Retirement Benefits
- Be Alert to Retirement Benefit Scams
- FAQ: Retirement Is Getting Closer: How Do I Determine My Benefit and if It Will Be Enough?

Health & Wellness Incentive Program



Did you know that you can save \$20/month on your HCPS health insurance premiums or receive \$60/quarter into your HSA account (for our HDHP plan members)? Take a few moments to visit the new Health and Wellness Portal at <https://bonsecours-hanover.uspm.com> to register, complete an online health assessment, and visit the new clinic for your biometric screening. Also, for your convenience, Bon Secours will be offering on-site biometric screening opportunities at several schools in the coming months. [Click here](#) for screening details and onsite locations.

TEACHER LICENSURE

Effective July 1, 2015, anyone renewing their license and holding a bachelor's degree (Collegiate Professional License) is no longer required to take a 3 semester credit hour class.

The \$25.00 renewal fee is paid by Hanover County for all full-time/benefit eligible employees renewing their license. The original IRR form should be completed, approved by your principal/advisor and submitted to the Human Resources Licensure Specialist in January 2016.

Completion of the CPR AED & First Aid module (available on your Blackboard Account) and the Virginia History or State and Local Government Module (available on the VDOE website at [this link](#)) are required. You only need to complete the History module if you hold any of the following endorsements below on your license (even if you are not currently teaching in this area):

- Early-Middle Education K-8
- Elementary Grades NK-8
- Elementary Grades K-7
- Elementary Grades K-8
- Elementary Grades 1-7
- Elementary Grades 4-7
- Kindergarten Elementary Grades 1-7
- Economics
- Government
- History
- History and Social Sciences
- Middle Education Grades 4-8
- Middle Education Grades 5-8
- Middle Education Grades 6-8
- Middle Education Grades 6-7
- Middle Education 6-8: History and Social Science
- Social Studies—Without History

For teacher licensure actions including, license renewals, adding endorsements and/or degrees, name changes, etc. instructions are available at [this link](#).

If you have any questions, please contact Deborah Dailey, Licensure Specialist in Human Resources, at (804) 365-4587 or ddailey@hcps.us.

15 HOUR & MASTER'S SALARY SUPPLEMENTS

To be eligible for the 15 hour supplement, please have an official transcript reflecting current enrollment in a Master's Degree program sent to the attention of Tina Fix in Human Resources no later than October 1st of the contract year. If the transcript does not reflect enrollment in a Master's Degree program, you are required to obtain a letter from your advisor stating that you are currently enrolled in a Master's Degree program and have completed 15+ hours in that program.

To be eligible for the Master's supplement, please have an official transcript sent to the attention of Tina Fix in Human Resources reflecting conferral of your Master's Degree by December 1st of the contract year. If the official transcript is received between December 2nd and March 1st, one-half of the supplement will be given. No supplement will be given for transcripts received after March 1st of the contract year.

A Personnel Status Form will be issued confirming the addition of the supplement and salary increase, once it has been approved by the Hanover County School Board.

It is the employee's responsibility to verify receipt of the official transcript by contacting Tina Fix at 365-4808 or via email at cfix@hcps.us.

TUITION REIMBURSEMENT

We are pleased to announce that the Tuition Reimbursement Program will continue to be available to reimburse full-time employees up to \$800 and part-time employees up to \$400 for qualifying coursework completed between July 1, 2015 and June 30, 2016 (while funds are available).

Be sure to follow all instructions for your reimbursement application. In particular, note that Human Resources should receive a completed application prior to the start of the class. In addition, your grade report and receipt should be submitted to HR within 60 days of the completion of the class.

In order to assist as many employees as possible, only tuition costs are covered by this program. Other typical fees, including technology fees, art fees, etc., will not be reimbursed. Tuition Reimbursement funds may also be used to reimburse Praxis fees.

The tuition reimbursement application, which can be completed while on your computer screen, can be found on the Intranet [here](#). Additional information may be found [here](#) or by contacting Denyse McGraw at (804)356-4591 or dmmcgraw@hcps.us.

PD SPOTLIGHT



Come join the staff at the MathScience Innovation Center for a series of professional development workshops tailored for the classroom teacher! Tiered workshops based on teaching levels will be provided this Fall. [For more details click here.](#)

Additional professional development courses and workshops are added to the [HR Post](#) throughout the school year. You are encouraged to check the HR Post frequently as coursework, conferences and workshop details are included. As a reminder, tuition assistance funds are available for part-time and full-time employees that are completing college credit courses.

Benefits

'Tis the season for Benefits Open Enrollment!

Your HR Benefits Department will soon be providing important information about Open Enrollment which begins **October 19th and ends November 13th**. This is your annual opportunity to make changes to your benefits pertaining to Medical, Dental, Flex Spending and Aflac policies. There are some significant changes with our Dental benefits for 2016, so be sure to review your Open Enrollment packet when you receive it in early October. Also, remember that participation in the Flex Spending Plan requires an annual re-enrollment. All Benefit changes become effective on January 1, 2016.

FMLA

Family and Medical Leave Act

If you know you are going to need to be away from work for personal or family medical reason, Family Medical Leave and Medical Leave of Absence are available for you. Complete a [FMLA/LOA Request Form](#) or contact the HCPS/Human Resources Office at 804-365-4688 for information and assistance. Please let us know so that we can plan ahead for your absence.

Worker's Compensation

ASK HR:

Q: Yesterday I tripped in the hallway at school on my way to my classroom. I had not reported to my classroom yet, so I had not actually started working for the day. I was not seriously hurt so I forgot about it for the rest of the day. When I got home, I was a little sore and I thought maybe I should have completed an accident report. What should I do?

A: *If you are injured or have any type of accident on the job at one of our schools or facilities, ALWAYS complete an accident report as soon as possible. Be brief, but give enough detail so the facts are clear and understandable and be sure to sign a panel of physicians form, as well. Tell your supervisor about any injuries you have so that s/he can complete the necessary supervisor report and plan for safety modifications or facility repairs, if needed. Send all of the accident report forms in to the HCPS HR Office as soon as possible (fax preferred @365-4688) so that the claim can be processed. If you seek medical attention, be sure to include doctor's forms/reports and a return to work (RTW) medical release form indicating that you are able to return to work. And PLEASE be careful! Safety is a priority at the HCPS!*



Virginia State University (VSU) is hosting a University Open House, Saturday, October 3, 2015, 10:00 a.m. – 1:00 p.m., in Daniel Gymnasium. The Department of Educational Leadership will have personnel present to talk with anyone who may want information/applications for two Educational Leadership programs. These programs include the Master and Doctor of Education in Educational Administration and Supervision.

Discussion will include program requirements, the application process, and application deadlines. We anticipate the discussions will be very informative as professors in the department will man the table. Everyone is encouraged to come to VSU and share the experience.

For additional information, please contact Michael Shackelford at (804) 524-5886 or email mshackelford@vsu.edu