

***INFORMATION OF INTEREST TO THE EMPLOYEES OF THE  
COOSA COUNTY BOARD OF EDUCATION***

The Superintendent's Office is open from 8:00 a.m. until 4:00 p.m., Monday through Friday. We are always available to assist with any questions that you may have. Our telephone number is (256) 377-4913. Please feel free to call anytime.

**EMPLOYEE NAME:**

Please sign documents using your name as it appears on your social security card. Should you need to change your name, an amended social security card must be presented to the Superintendent's Office. Also, PEEHIP and Retirement "Change of Status" forms must be completed.

**CHANGE OF ADDRESS:**

Should you have a change of address, you must complete the "Retirement Systems of Alabama Change of Home Address" form. This form is available at your school. Complete and submit the form to the Superintendent's Office.

**PAYROLL:**

Calendars are available at school sites with anticipated payroll dates (usually the last working day of the calendar month). Payroll checks are transmitted electronically to the banking institution of your choice by requesting a Direct Deposit Authorization Form from the Superintendent's Office. It is recommended that you verify your deposit has arrived each month. Employees access their payroll information (paystubs, check history, W-2, Truth in Savings, and ACA reports) through the Employee Self Service Portal (ESS). Information on registering in the portal will be provided to you and is also available on our website. You cannot register in the portal until you have been assigned an employee number. This number will be provided to you by Amy Davis as soon as it is available.

**TAX WITHHOLDINGS:**

State and Federal tax withholding certificates may be changed at any time during the calendar year. These forms are available at the Superintendent's Office and on the Coosa County Website.

**TEACHER RETIREMENT:**

Participation in the State of Alabama Teacher Retirement System is mandatory for individuals employed in a position that is eligible for coverage and are employed in a non-temporary capacity on at least a one-half time basis. More information is available at the Retirement Systems of Alabama website at [www.rsa-al.gov](http://www.rsa-al.gov).

**40 HOUR WEEK:**

Support employees are not allowed to work over 40 hours per week unless prior approval is given by their principal and Superintendent. Support Employees must clock in and out each day.

**PERSONAL LEAVE:**

Two personal leave days are earned annually. Upon request, certificated personnel will be paid \$60 per day for remaining unused personal leave at the end of the school year. Personal days not sold or used at the end of the school year will convert to sick leave.

**EXTRA PERSONAL LEAVE:**

You may purchase three days of extra personal leave after you have exhausted all personal and vacation leave. These absences are to be reported on your school's payroll and pay will be docked at your substitute's rate of pay. At the end of the school year unused extra-personal leave will convert to sick leave.

**SICK LEAVE:**

The Sick Leave Bank is available for all employees. Five days of sick must be deposited to become a participant and then members are eligible to borrow up to 15 days of sick leave. Should employment cease and days are owed to the bank, pay will be docked at a daily rate of pay as reimbursement. If you do not have 5 days accrued, you may still join, and your monthly accrual will go toward your deposit in the bank.

**CATASTROPHIC LEAVE:**

A "catastrophic illness" is any illness or injury so certified by a licensed physician which causes the employee to be absent from work for an extended period of time. Extended period of time will be determined on a case-by-case basis by the Coosa County Board. Employees may donate up to 30 days of their unused sick leave to a beneficiary employee who has used all their sick leave and has the physician's certification. Employees are required to be members of the sick leave bank to participate in donating or receiving sick leave. Please contact Central Office for application forms.

**VACATION LEAVE:**

Only twelve month employees are eligible for vacation. One day of vacation is earned for each full month worked, earning a maximum of 10 days per contract period and not exceeding an accrued balance of 10.

**FAMILY MEDICAL LEAVE ACT:**

Employees are eligible for 12 weeks of leave under FMLA if they have worked 1,250 hours over the prior 12 months. Although bus drivers are full-time, normally they do not work 1,250 hours and therefore are not eligible for FMLA. Employees must provide 30-days notice for foreseeable leaves. Leave under FMLA cannot be granted retroactively. Absences granted under FMLA will not affect summer insurance allocation.

**ABSENCES DUE TO WORK RELATED INJURY:**

Injuries sustained under the terms of this policy must be of such severity of nature to render the employee incapable of performing his/her regular assigned duties. Reasonable and prompt reporting of the injuries shall be made to the Principal/Superintendent within twenty-four (24) hours after the accident. The disability must be documented in written form from a duly licensed physician. The Coosa County Board reserves the right to request a concurring opinion and to request the release of relative medical reports.

**ALATRUST CREDIT UNION:**

Call 800-264-8031 for additional information. Changes in deductions must be made by contacting Alatrust Credit Union.

**RSA-1 DEFERRED COMPENSATION:**

The purpose is to reduce the federal income tax withholding by deferring compensation to build additional retirement income. Employees may contact the RSA department at 1-877-517-0020 to determine the amount eligible to be deferred. It is the employee's responsibility to insure that he/she does not exceed the annual maximum limit. To enroll or make changes, contact the Central Office.

**INSURANCE COVERAGE:**

An insurance representative from Collateral Benefits will be scheduled to come to your school site to discuss optional insurance coverage.

**AEA/ESPO**

Membership in the Alabama Education Association is voluntary. Each school site will have a representative to assist with the enrollment or you may call the Uniserve Director, Charmelle Lewis, at 256-404-6055.