



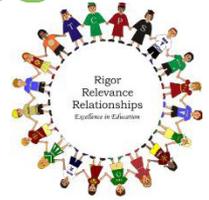
TES librarian/media specialist Beth Thompson guides students in a STEM activity. #TCPSTeaches

# Human Resources

## Tazewell County Public Schools

George G. Brown, Superintendent

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### HR Leadership

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[Click here for Human Resources Online](#)

## Health Insurance Cards Arrive Soon

Health insurance cards will arrive in your mailbox around September 20. As you review the information sent to you, verify that the card reflects the plan you selected and the dependents you are covering. Any changes must be made by September 30. After September 30, your plan is locked in for the year unless a qualifying event allows a change.

## Insurance deductions begin October 15

Health insurance and HSA contributions will start on October 15. They will be deducted from October 2018 through September 2019 (skipping the months of July and August). Classified employees' deductions will be half of the amount on October 15 and the second half on 30/31st. Please note: No health insurance deductions have been taken out of your September paycheck.

## HSA Contribution Schedules

### Professional Employees

TCPS's contribution to your HSA account will begin on October 15. On October 15, you will have 25% plus 10% of the remaining balance deposited into your HSA account. Each month thereafter, you will receive 10% of the remaining balance through September 2019 (no contributions in July and August).

Here is an example for **employee-only** coverage:

\$500.00 (25% of \$2,000 yearly contribution amount)  
+\$150.00 (10% of \$1500 which is remaining balance)  
=\$650.00 (Total Contribution on Oct. 15)

November 2018 through September 2019 will include a \$150.00 monthly contribution. (No contributions in July and August).

### Classified Employees

TCPS's contribution to your HSA account will begin on October 15. On October 15, TCPS's contribution to your HSA will be 25% of yearly amount plus 1/2 of the 10% of the remaining balance. On October 31, you will receive 1/2 of the 10% remaining balance.

Here is an example for **employee-only** coverage:

\$500.00 (25% of \$2,000 yearly contribution amount)  
+\$75.00 (10% of \$1500 which is remaining balance split  
into two payments on Oct. 15 and Oct. 31)  
= \$575.00 (Total Contribution on Oct. 15)

October 31 through September 30, 2019 there will be a \$ 75.00 contribution for each payroll. (No contributions in July and August).

### Calendar

#### September

20 – Mentor/Mentee Meeting 3:30  
25 – End of 1st Six Weeks  
26 – Substitute Teacher Workshop

#### October

8 – School Board Meeting  
15 – Elementary PT Conferences 4-7:00  
16 – Middle PT Conferences 4-7:00  
18 – High PT Conferences 4-7:00  
24 – Para-Pro Test  
31 – Substitute Teacher Workshop



### Bus driver CDL class offered in October

School bus driver CDL class is set for October 1-5 at the Tazewell County Career Technical Center, 5:00-9:00 P.M.

Interested individuals should register at the transportation office and complete an application.

Drivers are required to complete class instruction, 12 hours driving with an instructor, and pass the VDOT written and driver skills test.

School bus drivers must also have a background check, DOE physical, CPR training, and a good driving record.

## Employee Spotlight

### TCPS Custodians

On September 5, TCPS celebrated Custodian/Maintenance/Grounds Appreciation Day, but we want you to know that we appreciate all you do every day. You helped in the transition of school consolidations this summer, prepared your schools for the new year, and continue to keep your buildings in superior condition.

We truly appreciate your hard work, dedication, and pride you take in your schools!

*Thank You*



# Retiree Information

## Retired Employees Action Needed

### Health Insurance Information

TCPS active medical-eligible early retirees should receive a mailing by the end of September with updated health insurance premiums that will begin with the October 4 bank draft. You will not need to sign another bank draft form as the deduction will be withdrawn from your current bank account on file. Be aware of the change of premium for your personal bank records.

### Active Medical-Eligible Early Retirees, Update Your Contact Information

TCPS needs your updated contact information. If you are viewing a digital copy of this newsletter, click [HERE](#) to submit the Retiree Contact Update Form online. If you are unable to submit online, a form will be included in the retiree mailing.

### ALL Retirees--VRS Form 45

Form (VRS-45) needs to be completed and sent to the VA Retirement System noting your change in premium. If you are viewing this newsletter in digital form, click [HERE](#) to access the form. Download a copy to your computer, complete the form, print and mail to the VRS address on the top of the form. A hardcopy of the form has also been included in the retiree mailing.

On the VRS-45 Form, add your social security number and phone number on the top right of the form. Also, complete parts A, C, and D only (Part B is not applicable to school employees).

## Mentor Meeting and Discussion Topics

New teachers and their mentors will meet Thursday, September 20 at the TCCTC Student Center at 3:30 P.M. Attendance is required for all teachers new to TCPS and their mentors.

Here are some suggested topics for mentors and mentees to discuss in the first six weeks of school:



- Ordering procedures (PO numbers), collecting and turning in money to the office daily,
- Aesop – Accessing, recording absences, and substitute information.
- Duties, rules, and guidelines for accomplishing procedures.
- Access to VDOE website Curriculum Framework and Pacing Guides.
- Scheduling of computer lab(s) for testing or computer time.
- Staff norms and expectations -- dress, lunch, social events (pep rallies, homecoming traditions, school traditions, etc.).
- Data disaggregation (benchmark testing, unit testing, performance-based assessment, etc.)



New teacher Laura Kincer and her mentor Cindy Young exhibit a strong mentor/mentee relationship.

## Earn recertification points while having fun and learning with TCPS colleagues

The TCPS Professional Learning Catalog offers you local, high-quality, FREE professional learning opportunities.

Check out the new catalog format [HERE](#).

You will be prompted to sign in to Office 365 to view the content.

On your first sign in, you will be asked to allow the app to connect to your OneDrive. Click “Allow.”

You can also view the catalog using a mobile app on your phone or tablet. In your app store, search for PowerApps or Microsoft PowerApps.

Once you download the free app, sign in with your Office 365

account and allow the app to connect to your OneDrive.

There are two versions of the PL Catalog app—a mobile version viewed in portrait mode and a desktop mode for landscape view.

If you do not see both versions of the app, click “see all apps.”

You can also access the PDF of the PL

Catalog [HERE](#). The registration form is located [HERE](#).

The links are also available under the “Teachers” tab on the TCPS website.

If you have any trouble accessing Office 365 or the catalog contents, contact your building ITRT.



### Nominations needed!

If you would like to nominate a professional or classified employee for the HR Newsletter Spotlight, complete this nomination form:

[Employee Spotlight Nomination Link](#)



## Teacher Licensure Revisions

### New requirements for initial and renewal licenses are in effect

If you are applying for an initial license or renewing your license, you will want to take a look at the updated licensure renewal forms and requirements on the [VDOE Licensure page](#).

Dispose of all previous forms and only use the forms dated “August 2018.”

You no longer have to meet the technology standards for instructional personnel; however, you are required to complete Child Abuse and Neglect Recognition and Intervention Training, Emergency First Aid/AED/CPR (hands-on) Training, and Dyslexia Awareness Training.

School counselors have an additional training requirement, as well as secondary history teachers.

Take a look at the recertification manual [HERE](#).

### Current Employees

If you change your name and/or have a new address/telephone number, contact

Beverly Beavers:  
[bbeavers@tazewell.k12.va.us](mailto:bbeavers@tazewell.k12.va.us)

*Interested in taking the ParaPro assessment?*

**The ParaPro assessment will be administered on October 24 at the Stephen Peery Traing Center.**

**Visit the ParaPro test website for more information: [ETS ParaPro](#).**

**Contact the HR department to add your name to the Oct. 24 roster.**

**TB Evaluations**  
For more information, contact Sandy VanDyke  
(276) 988-6980

### Newsletter Suggestions?

**Do you have ideas or suggestions for future HR newsletters? If so, submit your ideas here: [Newsletter Suggestions Link](#)**

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