



Introduction to Payroll/Personnel Management

**Best Practices in the Employment Process
Alabama Association of School Business Officials
Tuesday, September 19, 2023
1:00 pm - 4:00 pm**



The Employment Process

Forecasting
Vacancy Announcements
Application Submittals
Board Approvals and Hiring
Onboarding
Enhanced Onboarding
Exit Process



The Employment Process

Forecasting

Usually in February of each year, staffing meetings are scheduled with local school principals to determine the number of anticipated vacancies for the next school year.



The Employment Process

Vacancy Announcements

A. Advertisement

1. All vacancies will be advertised through **TEACH in ALABAMA** and the ACS website as well as through CLAS as necessary.

When vacant positions are advertised, an announcement of vacancies shall be posted in all school building offices and faculty lounges by the building principals. All vacancies will be sent by email to each principal for posting.

2. General Postings for positions anticipated for upcoming school terms will be advertised effective early spring of each year. A second general posting will be scheduled for mid June through September 15th of each year.



The Employment Process

Application Submittals

B. Online Application

All inquiries regarding employment with ACS are POSITIVELY ENCOURAGED. All applicants must apply through Teach In Alabama using the online application system. ONLY applicants listed in this system will be considered for interviews and employment in the district.

If a person calls or walks in to submit a resume, an explanation of the application procedure should be given; i.e., resumes and all supporting documentation should be submitted online through Teach In Alabama.



The Employment Process

Application Submittals **B. Online Application**

Current staff members applying for a position should utilize the Transfer Application process. They should complete the Employee Transfer Application in Teach In Alabama.



The Employment Process

Application Submittals

C. Screening of Candidates

All applicants identified through Teach In Alabama must be screened to determine if he/she meets the minimum job qualifications for the posted position.

To verify an applicant's certification, go to www.alabamaachieves.org click on I want to know, click on Educator Certification, Certification Look up.



The Employment Process

Application Submittals

D. Interviews

If possible, an appropriate number of applicants should be selected for interviews based on the number of qualified applicants.

The interview team(s) shall interview **not less than five candidates** for each vacancy unless there are fewer than five qualified applicants in the pool of applicants.



The Employment Process

Application Submittals

E. References

The hiring administrators should have at least one reference from either an administrator who has **direct knowledge of the candidate's professional performance or a teacher who had direct supervision of the candidate's student teaching** (in the case of an inexperienced teacher). The references **must be recorded** while completing the Employee Transaction Form.

For administrator positions, references should be from administrators or previous employers with knowledge of prior work experience.



The Employment Process

Board Approvals and Hiring

F. Selection

If, after discussion of the candidates, the hiring administrator and/or interview team and/or Superintendent determine that none of the candidates should be recommended to the Board for approval, the position will be advertised again and new applicants will be sought.



The Employment Process

Board Approvals and Hiring **G. Required Documentation**

For a candidate to be recommended to the Board, the following materials must be on file with the hiring administrator:

1. Online Application and all support documents.
2. Any required references
3. Interview rating forms from:
 - a. Hiring administrators.
 - b. Interview team members.



The Employment Process

H. Onboarding

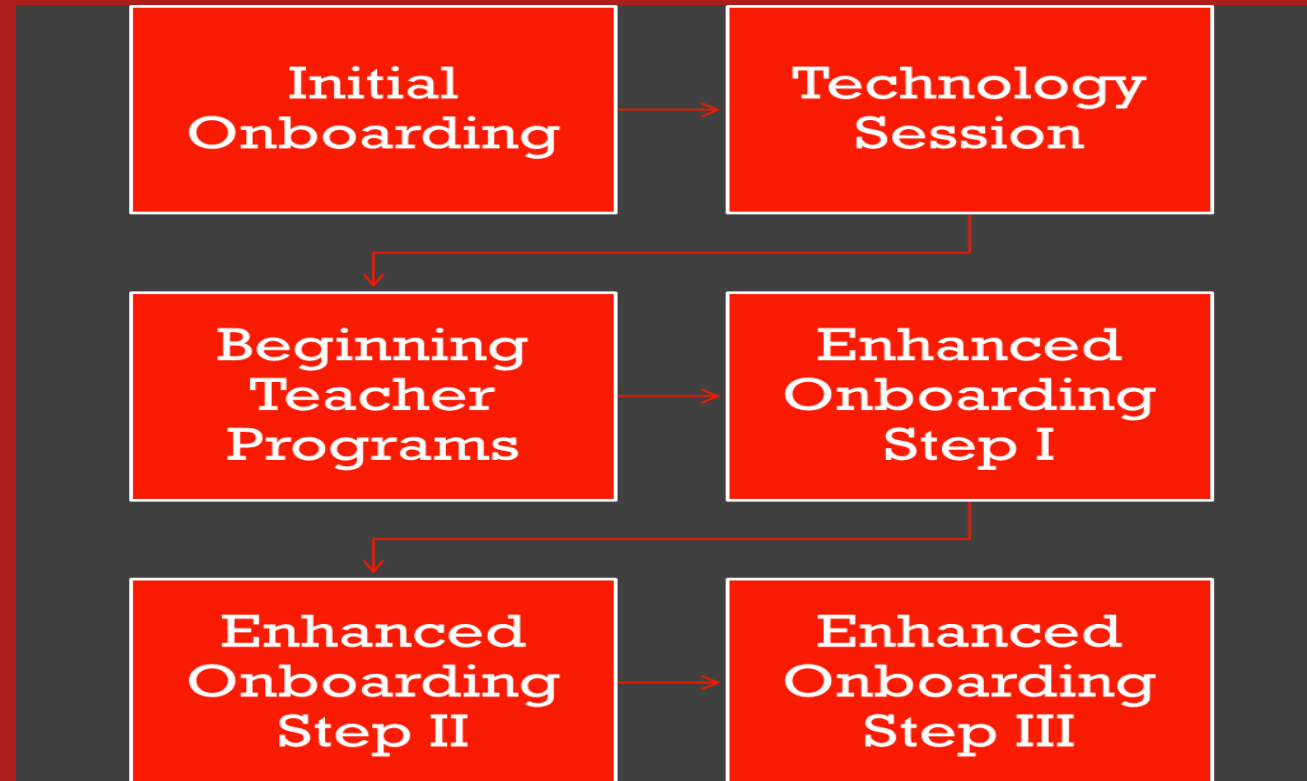
Onboarding for all new and returning staff (leave of one year or longer) will be held virtually until further notice.

The hiring administrator shall make the new hire aware of the onboarding sessions for all new teachers and staff hired during the school year.



The Employment Process

Enhanced Onboarding





Welcome to Alabaster City Schools!



New Employee Onboarding Session



Mission Statement

Preparing students for their future.

Beliefs

These values and beliefs guide teaching, learning and working in the Alabaster City Schools:

1. Our schools are safe, caring, learning communities engaged in continuous improvement, committed to the pursuit of excellence, and dedicated to the success of each student.
- 2. Our employees are qualified, dedicated, innovative, and student-centered, engaged in continued learning.**
3. Our schools provide quality instructional programs, enriching extracurricular experiences, and a wide variety of opportunities for students to explore their interests, expand their dreams, and develop their talents.
4. Our schools partner with families, business, industry, post-secondary institutions, community agencies, and government to create and sustain outstanding facilities, technology, learning resources, and experiences to maximize student achievement.
5. Our schools embrace diversity, promote respectful relationships, and have high expectations and performance standards for all students and adults.
6. Our schools value integrity, open communication, shared responsibility, innovation, and accountability.



Human Resources

1. Policy Manual

- a. Drug- and Alcohol-Free Workplace
- b. Possession of Firearms
- b. Sexual Harassment Policy



What is Sexual Harassment?

- Unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...



What is Sexual Harassment?

- The advances, requests, or conduct have the affect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or



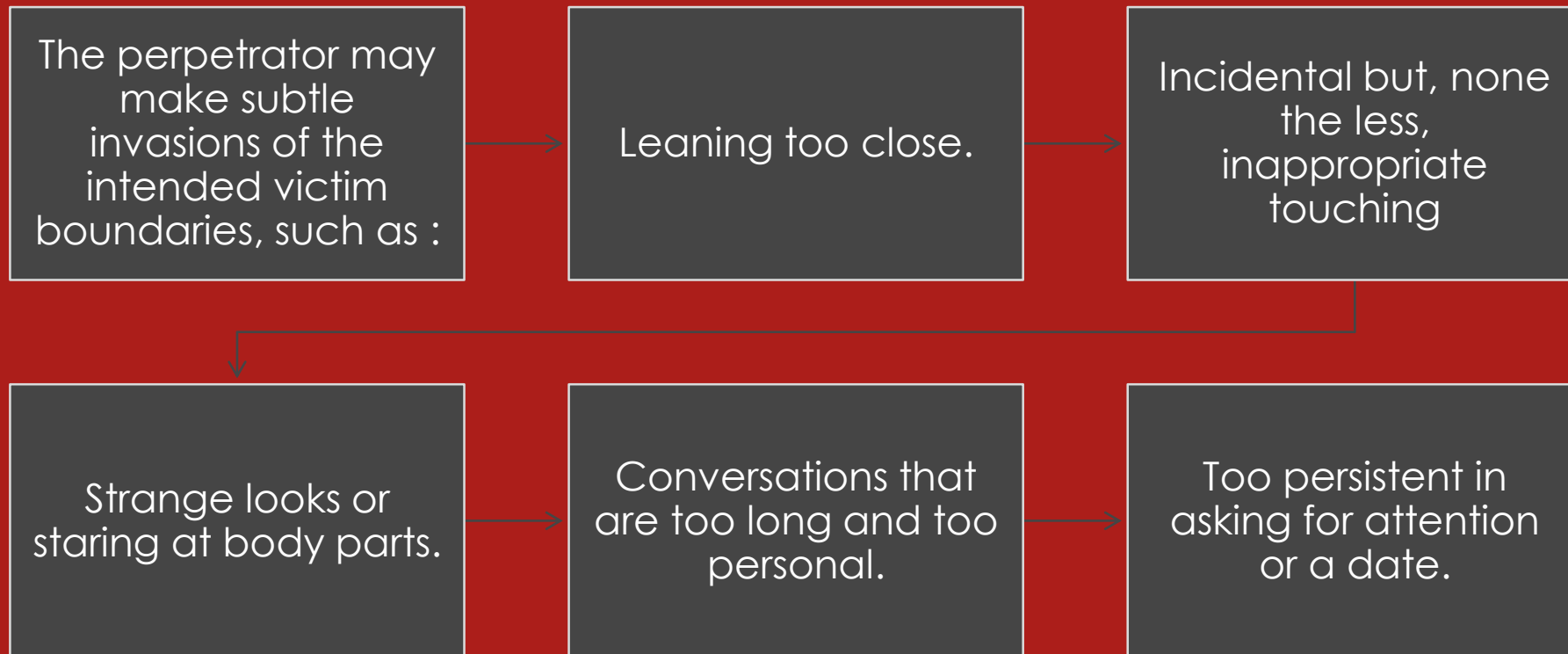


What is Sexual Harassment?

- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment;
- or Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions affecting the employee.



Indicators of Sexual Harassment





Is this Sexual Harassment?

James is Brenda's supervisor and they both work during the day shift at ABC Elementary School. James has insisted that Brenda spends her daily breaks talking to him. James usually tells Brenda that he thinks she is beautiful. Brenda does not want to spend all of her break time talking to James but she is afraid that if she doesn't, he will change her work schedule to the night shift. Brenda already has a job working some evenings so this would create quite a conflict.

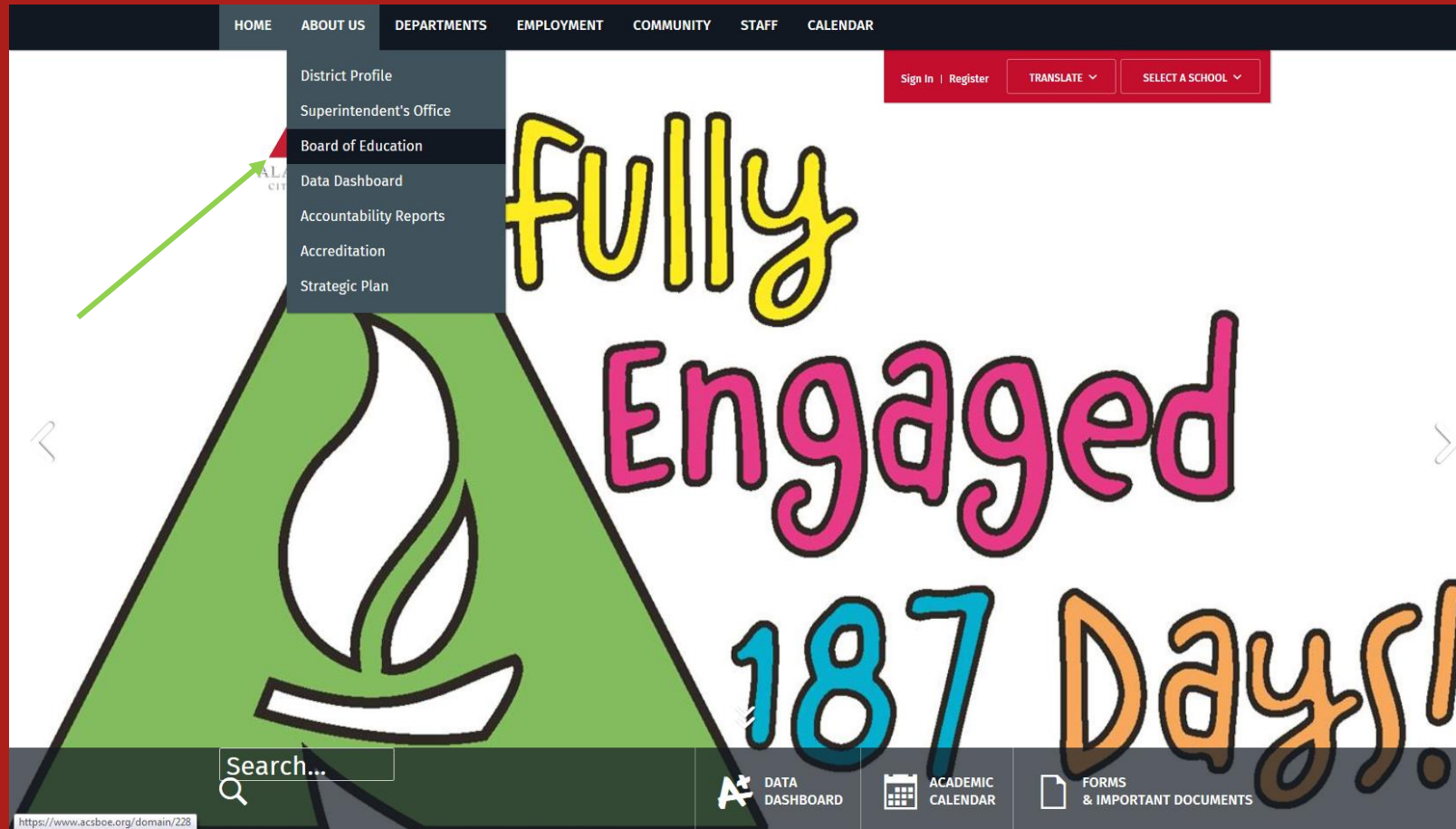


Is this Sexual Harassment?

Earl, Frankie, and Sally are assigned to work the vegetable station in the school's cafeteria. Earl is very affectionate at work. He hugs both Frankie and Sally repeatedly throughout the work shift. Additionally, he tends to touch Sally in a sexual way that has caused her to become less productive at work. Sally's supervisor is unaware of this behavior and Sally was given an unsatisfactory rating on her annual evaluation.



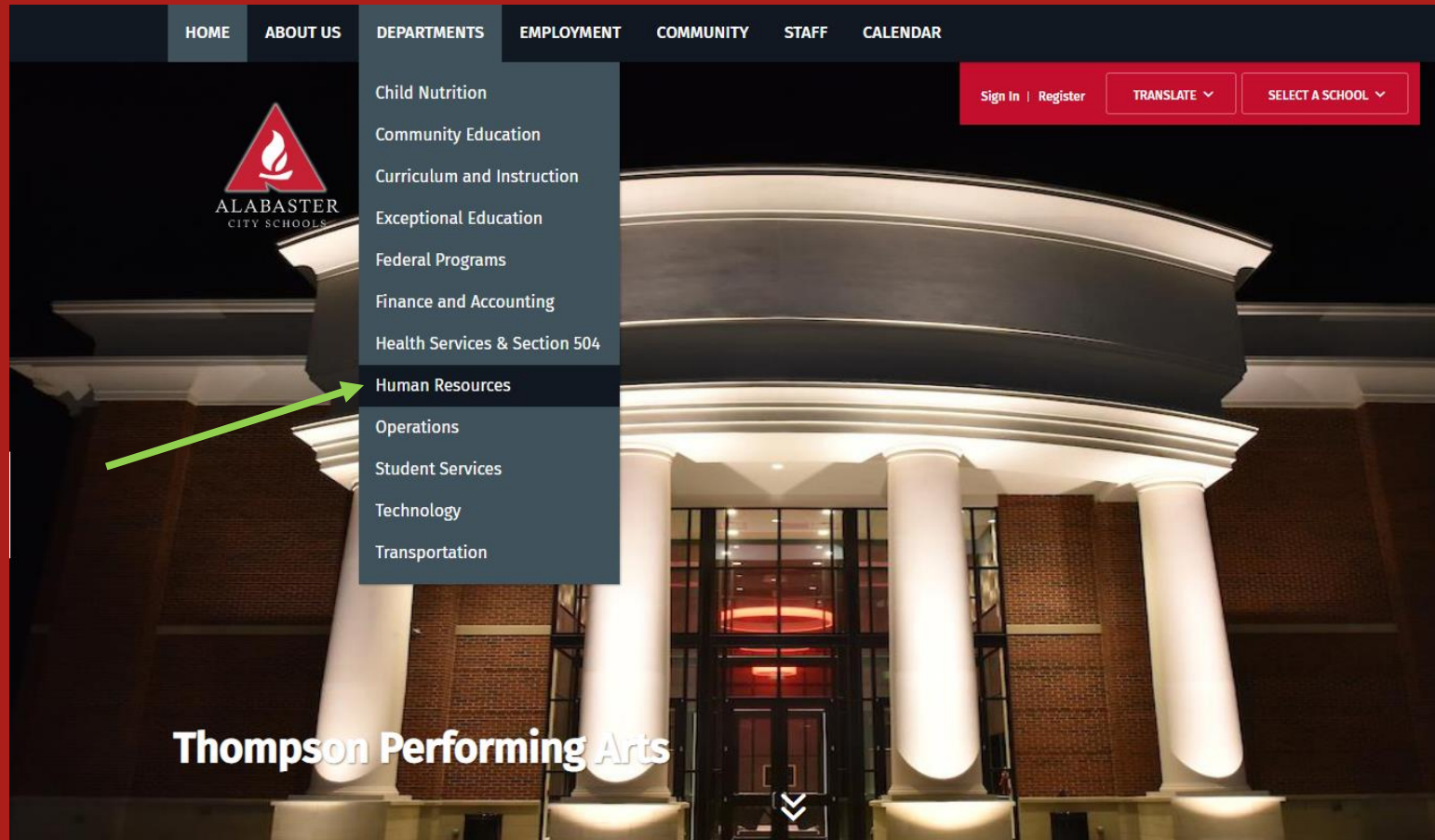
1. Policy Manual



To locate the ACS policies, click on "About us" then "Board of Education" on the ACS website home page.



2. Employee Handbook



To locate the Employee Handbook, go to the ACS website and click on "Human Resources" under the Department tab.



c. Employee Leave
Professional
Personal
Sick
Vacation
FMLA
Sick Leave Bank
On the Job Injury
Leave of Absence
Military Leave
Comp Time / Overtime



Sick Leave

Sick Leave is defined as the absence from duty by an employee as a result of any of the following:


- a) Personal illness or doctor's quarantine.
- b) Incapacitating personal injury.
- c) Attendance upon an ill member of the employee's immediate family (parent, spouse, child, sibling); or an individual with a close personal tie.
- d) Death in the family of the employee (parent, spouse, child, sibling, parent-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt).
- e) Death, injury, or sickness of another person who has unusually strong personal ties to the employee, such as a person who stood in loco parentis.



3. Salary Schedule

[HOME](#) [ABOUT US](#) [DEPARTMENTS](#) [EMPLOYMENT](#) [COMMUNITY](#) [STAFF](#) [CALENDAR](#)

[Sign In](#) | [Register](#) [TRANSLATE](#) [SELECT A SCHOOL](#)

[Home](#) > [Departments](#) > [Human Resources](#) > [Salary Schedules](#)

Human Resources

[Human Resources Home](#)[HR Calendar](#)[Become a Substitute](#)

[Employee Resources](#)

- > American Behavioral
- > FMLA FAQs
- > Insurance and Benefit Information

[Salary Schedules](#)

[Human Resources Forms](#)

[-> Back to Departments Home](#)


ACS Salary Schedule

The Salary Schedule contains general information regarding:

- Years of Experience
- Level of Certification
- Employee Benefits
- Term of Appointment
- Placement on Salary Schedule and Term of Appointment, Professional and Administrative Positions
- Placement on Salary Schedule and Term of Appointment, Classified Positions
- Salary Schedule for all positions
- Supplemental Schedules

[View Current Salary Schedule](#)

Archived Salary Schedules

 [2018-2019 Salary Schedule](#)

Click on View Current Salary
"Schedule"





4. Professional Educator Certification
5. Students First Act
6. Random Drug Testing for Bus Drivers



7. *Alabama Educator Code of Ethics*

Code of Ethics Standards

Standard 1: Professional Conduct

Standard 2: Trustworthiness

Standard 3: Unlawful Acts

Standard 4: Teacher/Student Relationship



SCENARIO NO. 1

1. Parent A calls a Teacher and says she heard her daughter and friends talking about another male teacher and his relationship with a female student.
2. Parent A heard her daughter and friends saying that the male teacher and female student got together over the last school break.
3. The girls also discussed how the male teacher played favorites with this female student.



SCENARIO NO. 1

4. The male teacher and the female student spend lots of time together outside of class and text each other a lot.
5. Parent A doesn't know if there's anything to these rumors, but thought the Teacher might want to look into it.
6. Parent A does not want her daughter to know she called the Teacher to report her concerns.



SCENARIO NO. 2

1. Student is in teacher's class, receives extra attention from teacher, and is known as the "teacher's pet".
2. Teacher knows that student doesn't have a strong father figure in her life, uses his position to serve as a "father figure" and "mentor" the student.
3. Student is assigned to be the teacher's student assistant.



SCENARIO NO. 2

4. Other staff and administrators let student leave classes to spend time with teacher in his classroom during the school day, even though she is not currently a student in his class.
5. Teacher and student regularly meet in parking lot and leave school campus together after school.
6. Student and teacher frequently seen walking around the school together.



SCENARIO NO. 2

7. Teacher sends passes to student while she is in other classes so she can come to his class during the school day.
8. Student and teacher eat in the coach's office. Other coaches observed these lunches, yet no one reported the lunches to the administration.
9. Teacher brought soft drinks to student during the school day while she was in class.
10. Members of school community expressed concern to school staff and administrators that amount of time teacher spent with student.



(Code of Ethics Standards, continued)

Standard 5: Alcohol, Drug and Tobacco Use or Possession

Standard 6: Public Funds and Property

Standard 7: Remunerative Conduct

Standard 8: Maintenance of Confidentiality

Standard 9: Abandonment of Contract



EMPLOYER REQUIREMENTS

- Section 7 of the Fair Labor Standards Act of 1938 (29 U.S.C. 207) is amended by adding at the end the following:
- An employer shall provide—
 - A. A reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth, each time such employee has need to express the milk;
 - B. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.



HOW TO PREVENT SLIPS, TRIPS, AND FALLS



- ➔ Clean up spills immediately. If a spill can't be cleaned up right away, place "wet floor" warning signs for workers.
- ➔ Keep walkways and hallways free of debris, clutter and obstacles.
- ➔ Cover cables or cords in walkways.
- ➔ Keep filing cabinets and desk drawers shut when not in use.
- ➔ Pay attention to your surroundings and walk at a pace that's suitable for the surface you're on and the task you're performing.
- ➔ Additionally, walk with your feet pointed slightly outward, make wide turns when walking around corners and use the handrails on stairs.



8. Human Resources File Requirements

- a. Professional Educator Certificates (current)
- b. Background Check – Fieldprint
- c. Official Transcripts – SEALED
- d. Supplement EXP forms
- e. Leave Transfer forms from System to System
- f. Verification of Higher Degree
- g. National Board Certified Teacher
- h. Teach In Alabama/Records digital onboarding documents
 - i. Changes of beneficiary, name, address, etc.
 - j. Alabama Ethics Commission training video certificate of completion



Teachers' Retirement / TRS Enrollment

TRS Tier 1 Active Members: Any member of the TRS who had service credit with the ERS or TRS prior to January 1, 2013.

TRS Tier 2 Active Members: Any member of the TRS who had no service credit with the ERS or TRS prior to January 1, 2013





TRS ENROLLMENT

Brand new employees who have never enrolled in TRS will receive a welcome packet with important information regarding the designation of a beneficiary. Please complete the form and mail it to TRS. The form requires a notary. We can provide that service as well as most banks.

Employees who have previously enrolled in TRS will not need to designate a new beneficiary unless changes are needed.

If changes are necessary, please complete a Designation of Beneficiary form and mail the form to TRS. The form requires a notary. We can provide that service as well as most banks.



9. Substitutes

Absence Procedure

When employees need to be absent from work we are required to enter our absences in **KELLY SERVICES' Frontline** substitute staffing system and notify our immediate supervisor or building administrator. *(Teachers, Paras, CNP, Custodial*)*

It is each employee's responsibility to record their absence in Frontline when unable to report to work as well as to notify the supervisor or building administrator of the absence.

Specific questions may be addressed to **KELLY SERVICES** at 205-870-7069 or the Human Resources department at the Alabaster City Board of Education.

In the event an employee must leave work in the middle of the day, he or she must notify an administrator who will arrange coverage.




10. Onboarding Procedures

- a. New Employee Checklist
- b. Completing Forms
- c. Confidentiality Form
- d. Uploading Drivers License and Social Security Card
- e. Printing Documents and Notary –
Group Life Beneficiary Designation Form



a. New Employee Checklist

ALABASTER
CITY SCHOOLS

MY TASKSBLANK DOCSFILES

MY TASKS

Needs AttentionCompleted

You have **24** tasks.

🔍

ALL TASKS

Bulk Actions: ▼ GO

<input type="checkbox"/>	TASK	RELATED STAFF	CHECKLIST	DUE DATE	
<input type="checkbox"/>	I-9	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	I-9 Supporting Documents	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	403(b) and 457 (b) Plans Overview	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	A4	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	Affordable Healthcare Act Notice	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	American Fidelity Benefits Overview	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	PEEHIP Benefits Overview	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	Retiree Notice of Postretirement Employment	Mickey Mouse	New Employee Checklist		VIEW
<input type="checkbox"/>	Sick Leave Bank Membership Application	Mickey Mouse	New Employee Checklist		VIEW

3. Direct Deposit



AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

I hereby authorize ALABASTER CITY SCHOOLS BOARD OF EDUCATION to initiate credit entries to my Checking Account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. Debit entries to reverse any transactions originated in error are also authorized.

This authorization is: *

☐

Account Type *

☐

This authorization is to remain in full force and effect until ALABASTER CITY SCHOOLS BOARD OF EDUCATION has received written notification from me of its termination in such time and in such manner as to afford ALABASTER CITY SCHOOLS BOARD OF EDUCATION and the DEPOSITORY a reasonable opportunity to act on it.

Full Name

Mickey

Mouse

PLEASE DO NOT USE A DEPOSIT SLIP because many banks print internal transaction codes instead of routing and transit number on their deposit slips.

MY NAME BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE GENERAL INFORMATION FOR EMPLOYMENT REGARDING MY RESPONSIBILITIES AND DEADLINES.

ATTACHMENTS

Voided Check/Savings
Account *

Upload a file



Group Life Insurance Beneficiary Designation Form

(previously mentioned in onboarding procedures)

Beneficiary Designation Under Group Life Insurance Policy

Products and financial services provided by
American United Life Insurance Company[®]
a OneAmerica[®] company
One American Square, P.O. Box 6123
Indianapolis, IN 46206-0123
1-800-553-5318 Fax: 1-800-285-1565
www.employersbenefits.aul.co.us



IMPORTANT: PLEASE READ INSTRUCTIONS AND SAMPLE DESIGNATIONS ON REVERSE SIDE BEFORE COMPLETING FORM.

CHECK IF BENEFICIARY FOR: ☐ All Policies or ☐ Basic Life ☐ Supplemental ☐ Voluntary Term Life ☐ AD&D
☒ List Other Group Policy

Group Policy/Participating Unit Number	G00613575-0000-000		
Name of Group Policyholder/Participating Unit	Aleabester City Board of Education		
Name of Insured Person			
Insured Person's SSN		Insured Person's Date of Birth	

Subject to the provisions of the policy, applicable laws, and the rights of any valid assignee of record with American United Life Insurance Company[®] (AUL), it is requested the beneficiary of any policy proceeds payable at the death of the Insured Person be as follows:

PRIMARY BENEFICIARY(S)

Name	Relationship	Address	DOB	SSN	Percentage
Total ¹					0

CONTINGENT BENEFICIARY(S) IF THE PRIMARY BENEFICIARY(S) PREDECEASES YOU

Name	Relationship	Address	DOB	SSN	Percentage
Total ¹					0

It is understood and agreed upon receipt of this beneficiary designation by AUL at its principal office, such beneficiary designation will become effective and shall relate back to the date this beneficiary designation is signed, but without prejudice to AUL on account of any payment made prior to the receipt of and acknowledgement of the validity of the beneficiary designation by AUL. AUL shall not be obligated to honor this beneficiary designation unless and until it has been received by AUL, acknowledged by the appropriate officer of AUL, and determined by AUL to comply with applicable law at the time a claim is made. This beneficiary designation supersedes and cancels all prior beneficiary designations by the Insured Person for the policy(s) indicated. If no beneficiary designation is named on any additional AUL coverage, the undersigned understands that this beneficiary designation will be used by AUL for any additional coverage.

The undersigned hereby declares that he/she has not been declared incompetent and no court order or laws prevent naming the above designee(s). It is agreed that AUL assumes no responsibility for the validity or effect of any purported beneficiary designation or transfer of rights under the policy. **The undersigned represents and warrants any information or documents provided to AUL by the undersigned prior to and after the date of the application for insurance and the facts and other matters contained in the foregoing are true and accurate to the best of the undersigned's knowledge and belief.** The undersigned understands and agrees: 1) any insurance coverage or benefits is contingent upon any statements made to AUL as being complete and correct and 2) benefits under any policy will be paid only if AUL decides the applicant is entitled to them under the policy.

Signature of Insured	Signature of Witness (This Witness must have no interest in the policy or contract or be a named beneficiary)
Printed Name	Printed Name
Date	Date

Lack of Notice of Community Property Interest: If AUL has not previously received written notice of a community property interest and if the space for consent below is not signed by a person having such an interest, then AUL shall be entitled to rely upon its good faith that no such interest exists. AUL assumes no responsibility of inquiry regarding such interest and, in consideration of acknowledgement of this designation, the insured person listed above, for himself/herself and his/her estate, heirs, successors and assigns, agrees to indemnify AUL and hold it harmless from the consequences of acknowledging this beneficiary designation.

Spouse's signature and consent (if applicable)² _____ Date _____

¹ Total percentage must equal 100%. If percentages do not equal 100%, then benefits will be paid on a pro-rata basis, according to the percentages shown. If no percentages are shown, benefits will be distributed equally.

² Total percentage must equal 100%. If percentages do not equal 100%, then benefits will be paid on a pro-rata basis, according to the percentages shown. If no percentages are shown, benefits will be distributed equally.

³ Spouse's signature is needed only if insured/beneficiary lives in a community property state which currently include AZ, CA, RI, LA, NM, NV, TX, WA and WI.



Payroll / Finance

Time Clock

Pay Day and the Paycheck Viewer on ACS website

PEEHIP

Overview of insurances

Additional voluntary payroll deductions



Wellness Screenings (Blue Cross)

The PEEHIP Wellness Program is only available for active employee members and their covered spouses, so children are not eligible to participate.

Effective October 2015, the eligible PEEHIP members enrolled in Blue Cross are charged a \$50 monthly wellness premium if they choose not to participate or fail to complete their requirements by the deadline of August 31 of each year. This wellness premium applies to both eligible members and their covered spouses, resulting in a potential combined \$100 monthly additional premium. Members can learn more about how to earn a waiver of this new premium at <https://www.rsa-al.gov/peehip/wellness/>.



3 - 1 Rule

A member earns one month of additional insurance coverage for every three months the employee is in pay status at least one-half of the working days in the month for that school year. The 3-1 Rule only applies when an employee has terminated employment, retires, is not in pay status at least one-half of the working days of the month, goes on an approved leave of absence without pay, or begins employment in the middle of the year.

The 3-1 Rule is applied using a September through September year.

- ♦ Extra months of coverage earned by a member must be applied to insurance premiums immediately after the member is separated from employment.
- ♦ The member cannot pick and choose the months to use the coverage.
- ♦ An employee must be in pay status at least one-half of the available workdays for three full months to earn an extra one month of insurance coverage.
- ♦ An employee can only use the coverage month for the current fiscal year, i.e., the coverage cannot be used after September 30.
- ♦ The 3-1 Rule is handled in the same manner for all employees regardless of whether they are paid on a 9-, 10-, 11-, or 12-month basis.



COBRA (Continuation Health Coverage)

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires PEEHIP and most other group health plans to offer employees and their families the opportunity for a temporary extension of health coverage. The continuation of coverage is offered at group rates in certain instances where coverage under PEEHIP would otherwise end.

All public education employees of the state of Alabama who are covered under the PEEHIP group health insurance have the right to choose continuation of coverage if the employee loses group health coverage due to a reduction in hours of employment or because of a resignation or termination of employment (for reasons other than gross misconduct on the part of the employee).

COBRA also provides that you may have other health coverage alternatives for you and your family that may be available to you through the Health Insurance Marketplace at **www.healthcare.gov** or by calling 800.318.2596.



SUPPLEMENTAL RETIREMENT SAVINGS

- There are several options available to members to increase retirement savings. These options include the 403(b) and RSA-1 plans. These are voluntary payroll deductions.



RETIREMENT SAVINGS CHART

Effects of Saving

Effect of Saving Over a 25 Year Period*			
Monthly Deferral Amount	Assumed Earnings Rate		
	6%	7%	8%
\$25	17,324.85	20,251.79	23,775.66
\$50	34,649.70	40,503.58	47,551.32
\$100	69,299.40	81,007.17	95,102.64
\$200	138,598.79	162,014.34	190,205.28
\$400	277,197.58	324,028.68	380,410.56

Effect of Saving Over a 30 Year Period*			
Monthly Deferral Amount	Assumed Earnings Rate		
	6%	7%	8%
\$25	25,112.88	30,499.27	37,258.99
\$50	50,225.75	60,998.55	74,517.97
\$100	100,451.50	121,997.10	149,035.94
\$200	200,903.01	243,994.20	298,071.89
\$400	401,806.02	487,988.40	596,143.78

***These examples are provided for illustration purposes only and do not guarantee that the fund will perform at this level in the future.**



Employee Assistance Program - Uprisehealth

Uprisehealth



Visit Us Online! <https://uprisehealth.com/>

Life presents us with challenges at work and at home on a daily basis. You do not have to face these challenges alone. Uprisehealth is here to help.

Employee Assistance Program (EAP) benefits are available to all employees and their families at NO COST to you. EAP offers confidential advice, support, and practical solutions to real-life issues. You can access these confidential services by calling the toll-free number and speaking with our care team, or accessing online.

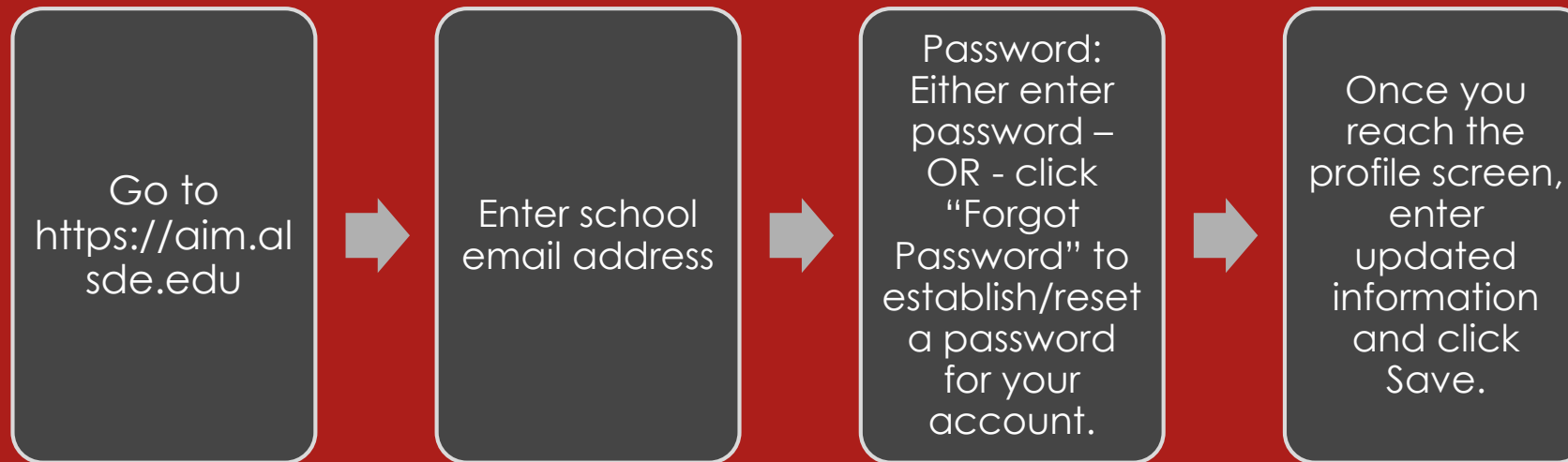
UpriseHealth offers:

- Confidential Counseling - Up to face-to-face, video or telephonic counseling sessions for relationship and family issues, stress, anxiety, and other common challenges.
- 24-hour Crisis Help - Toll-free access for you or a family member experiencing a crisis.
- Online Peer Support Groups - Online support groups for addiction recovery, anxiety, depression, frontline workers, grief and loss, parenting, and more.
- Tess, AI Chat-bot - 24/7 chatbot for emotional support and check-ins to boost wellness.





AIM Portal For Current Employees:





AIM PORTAL

FOR NEW EMPLOYEES WHO HAVE NEVER TAUGHT IN ALABAMA (CREATE A NEW ACCOUNT)

- 1 Go to <https://aim.alsde.edu>
- 2 Enter your school email address
- 2 Go to your Inbox and open email from ALSDE Identity management (AIM)
- 3 Fill in requested information and create a password (8 characters, at least 1 uppercase letter, at least 1 lowercase letter, at least 1 number)
- 4 Fill in additional requested information
- 5 Click Save Demographics



AIM PORTAL

FOR NEW EMPLOYEES, IN THE SYSTEM, WHO HAVE TAUGHT IN ALABAMA

1. Go to <https://aim.alsde.edu>

2. Enter school email address

3. Password: Enter password -

4. If you do not know your password, please email the Service Desk at servicedesk@alsde.edu and request the following: "My name is _____. I am an employee at _____ Schools. Please change my email address FROM (enter former school's email address) TO (current email address)."

Example:

FROM jane.doe@abccityschools.org TO jane.doe@1234countyschools.org

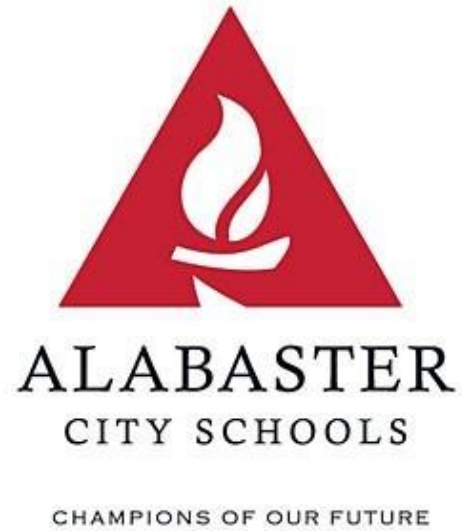


The Employment Process

Exit Process

The Hiring Administrator will submit a Separation Form in Teach In Alabama for each employee who will be separating from the district. This includes terminations, resignations, and retirements.

Employees separating from the district are expected to complete an exit checklist that includes an exit interview.



Questions & Answers



Questions & Answers