

February, 2015

Volume 15; Issue 2



# ON THE LEVEL

## IMPORTANT DATES AHEAD

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This is the time of year to review pending deadlines for licensure, leaves of absence or extended leaves.

**March 31st**—For leave requests for the 2015-2016 school year or to extend leave, be sure to submit your formal request on the proper document prior to this date. Also this is the Flexible Spending Account claims-deadline.

**April 1st**—For licensure or re-licensure, be sure to get all of your required documents to the FCPS Licensure Office before this date, in order to ensure that your teaching license remains current for the 2015-2016 school year. Do not put your position at risk. Next month we will remind you about June and August deadlines.

## BE HEARD!



### Special points of interest:

Please keep the FCFT office informed with your current address, home phone number, and private e-mail address. We sometimes have difficulty contacting a member who has called for assistance. If you neglect to update our office, we won't have the information.

Thanks in advance!

FCFT encourages its members and other community members to contact the members of the Fairfax County Board of Supervisors and ask them to support the Proposed FY 2016 Budget. This is the time when decisions will be made about funding the budget. Let your Supervisor hear from you, as they have underfunded us for the past

four years. Our schools need more money since state funding has been cut to just 23%. Fairfax County contributed 71% of the school system's budget. FCPS had to increase class sizes and eliminate 724 positions this past year. Virginia's General Assembly has to realize that we are in dire need of increased state funding.

## INJURY ON THE JOB



If you are injured on the job, be sure that you go to an FCPS-approved physician or medical facility. A list (the provider panel) is on the DHR website at <http://www.fcps.edu/hr/>.

Report all such personal injuries/accidents for your program manager as soon as possible. Also, report the incident to the third-party administrator. The third-party administrator will complete the employer's accident report in accord with the Virginia

Workers' Compensation Act.

Be sure to see that the accident form is filed and that you receive a copy. FCPS' Workers' Compensation section will serve as liaison among the employee, the Program Manager and the third-party administrator. Also, this is a reminder that FCFT does not handle Workers' Compensation Cases.



## THINKING ABOUT TRANSFERRING?

Perhaps you are thinking about transferring to another school for next year. This is a good time of the year to make preparations. The first thing you need to do is to update your resume. Then think about the schools that interest you. All school profiles are on line and you can access each school to become

familiar with the school's mission statement and other relevant information. FCPS is currently revising some of its transfer dates to accommodate the employees better; be ready by the end of April!

Watch the FCPS website for any changes and the actual dates.

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## DAYLIGHT SAVINGS TIME COMING

Most of the United States and Canada will start Daylight Savings Time on March 8, 2015 at 2 a.m. This will give one hour more of daylight in the evening hours, but the mornings will have less. Since 2007, the dates for changing the clock are the second Sunday in March to the first Sunday in

November. If you are calculating, it is almost 2/3 of the year. Remember the old adage, "Spring forward; fall back."

