Whom do I call?

In some companies, Human Resources includes the following departments. OCPS has dedicated departments for these areas:

### Payroll
- Paycheck questions
  - Direct Deposit
  - Paydays
  - Stubs
  - Deferred Payments (Instructional)
- Vacation/Sick Leave Balance
- Sick Leave transfer to another public school district
- Income Verification (for mortgage, auto loans, etc.)
- W-2s
  - CALL: 407-317-3260

### Insurance Benefits
- Retirement questions
  - Medical Disability
- Sick Leave Bank questions
  - CALL: 407-317-3227
- Medical, Life, Dental, Vision, Rx
- Employee Wellness
  - CALL: 407-317-3245

### Employment Services
- Help with your job application and Instructional Experience Credit questions
  - CALL: 407-317-3215

### Certification:
- Public School Employee Student Loan Forgiveness Program
  - For initial information and forms with which to apply:
- K-12 Teacher Certification
- Advanced Degree supplement verification
  - CALL: 407-317-3215
- Charter School or Contracted School certification
  - CALL: 407-317-3200 x200-2159
- Career & Technical Education (CTE) certification
  - CALL: 407-317-3200 x200-2550

### Talent Acquisition
- Pre-Employment Orientation
  - CALL: 407-317-3200 x200-2896
- Job Fairs or Recruitment Events
  - CALL: 407-317-3203
Leadership Academies
- Information on the Management Leadership Academy (MLA)
- Information on the Employee Leadership Academy (ELA)
  - CALL: 407-317-3200 x200-2548

Compliance:
- Employment Verification requiring only dates of employment without salary information
  - CALL: 407-317-3200 x200-2110
- Fingerprinting or Badging
  - If you are a vendor CALL: 407-317-3700 x202-6101
  - If you are an employee CALL: 407-317-3200 x200-3226
- Work Performance Employment Application issues
  - For last names starting with A-L CALL: 407-317-3200 x200-2146
  - For last names starting with M-Z CALL: 407-317-3200 x200-2563

Labor Relations
- Questions about the Instructional (CTA) bargaining unit or interpretation of the labor contract
  - CALL: 407-317-3337, option 2
- Questions about the Classified (OESPA) bargaining unit or interpretation of the labor contract
  - CALL: 407-317-3337, option 1

Performance Management
- Questions about employee evaluations – instructional, classified or administrative
- How to access your individual teaching contract for 2018-19
  - CALL: 407-317-3200 x200-2347

Compensation
- Questions about your salary or hourly wage
- Years of Experience for classified wage credit
- Job Descriptions
  - CALL: 407-317-3387

Substitute Services and Special Projects
- Substitute Information
- Internship Information
  - CALL: 407-317-3228

Professional Standards
- Formerly named Employee Relations
- Questions related to ethics, discipline and performance
  - CALL: 407-317-3239