

# Welcome to District 49!

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## WHO WE ARE

### Our Mission and Vision

At District 49 we have a mission to ***learn, work, and lead***. Our vision is to be the best ***choice*** in public education. We envision a future when every time a student, parent, or educator chooses a school district, we are the best choice they can make. Our commitment is to be the best place to learn, to work, and to lead. Every day, we create environments so that everyone associated with the district is always learning, working, and leading us to be the best!

### Our Cultural Compass

A compass is used as a navigational aid. For District 49, it helps to find our heading; it guides us in the right direction. Our specific compass provided the intended bearing to students, parents, and staff. We use the compass to orient ourselves as an organization and as individuals in our execution of the '***Six Big Rocks***' of our strategic plan:

The inner ring includes ***respect, trust, care, and responsibility***.

The outer ring includes ***learning, purpose, innovation, and teamwork***.



*The inner ring defines how we treat each other.  
The outer ring defines how we approach our work.*

### Our Strategic Plan

We use these rocks as the foundation for building an excellent future with our staff, students, and the greater community. For a more in depth explanation of the 6 big rocks, please watch this [video](#) presented by CEO Peter Hilts.

#### 1. Launch Successful Students

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2. Build Firm Foundations
  3. Offer Exceptional Choices
  4. Engage Our Community
  5. Sustain Enduring Trust
  6. Value All People

## WHAT TO EXPECT GOING FORWARD

### Onboarding

Onboarding is where you will meet with HR's Substitute Staffing Specialist who will require the following items to be brought with you for your onboarding appointment:

- Two forms of identification (ex. drivers license with your social security card or driver's license with your birth certificate. An active passport works as two forms in one)
- \$20 for your background check fingerprint fee (cash, card or check are accepted)

**If you do not complete all electronic orientation forms prior to onboarding, you may be asked to reschedule your appointment. This information is required for entry into our payroll system.**

## SUBSTITUTE SPECIFIC INFORMATION

### School Liaison

- Check in and out with the front office of the location you are assigned to that day
- Wear your district assigned substitute badge (please bring your ID if you are missing your badge at any time) while on school grounds
- The school's secretary will provide you with any materials that you may need
- Teachers should leave lesson plans or upload them to Absence Management

### Dress Code

Please keep in mind what you are subbing for. Substitutes are expected to wear appropriate dress for work.

- Each school may have small differences in dress code expectations

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- Any questions about dress code should be directed to the school's administrative secretary

## **Reminders**

- Please make sure personal cell phones are only being used at the appropriate times
- Please do not bring food or candy to give out to students

## **Weather Related Closures/Delays**

If D49 is closed, all offices and schools will be closed. It's important to know that substitutes will not be paid for a snow closure. All jobs will be removed from the Absence Management system. Human Resources does not notify substitutes if there are closures or delays, but there are ways to find that information:

- D49 website
- Local News
- Student Information System (sends out notifications)

If D49 has a two-hour delay, what time should you come in?

- If a substitute has a job that is scheduled at the start of the school day, arrive two hours after the scheduled start time
- Nutrition services, custodial, lunch monitor or half day PM jobs go in at scheduled start time

## **Change to Name, Address or Phone #**

- Update your email address and phone number in Absence Management
- Name changes need to be requested and completed on the d49.org/team website [here](#)
- All demographic changes or direct deposit changes are made in Skyward Employee Access

## **Withdrawing From Sub List**

If you plan to leave the district, Human Resources will need a resignation in writing. Upon receipt of notice, Human Resources will terminate your employment. You are welcome to

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reapply if you choose to return to the district. Please note that you may be scheduled to attend onboarding again.

## **PAY INFORMATION**

### **Work Day for Licensed Subs**

Licensed substitutes work half and full days. Half days are 4 hours or less, while full days are more than 4 hours.

- Please be prepared to cover bus or recess duty if needed
- You may see a job for a vacancy
- Number of days worked rolls over every year

### **Guest Teaching Rates**

Below are the rates for day-to-day guest teaching:

	Level D1 (Days 1 through 90)	Level D2 (Day 91 and beyond)
Full day:	\$150	\$180
Half day:	\$90	\$108

Below are the rates for long term guest teaching (single assignment):

	Day 21 through 45 days at same assignment
Full day:	\$200
Half day:	\$120

### **Sped Para Positions**

Licensed substitutes will be paid the licensed sub rate to work roles of SSN Para and BASE49.

**You will not fill out a timesheet.** This will also count towards the number of days for tier pay.

### **Support Sub Pay**

Support substitutes work hourly. The hours worked and pay depend on the job itself. Support subs need to fill out a paper timesheet. Support subs are able to choose and change the jobs they wish to work.

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Pay rates are on the timesheets that can be found [here](#)

## **Pay Date**

The pay cycle runs from the first day of the month through the last day of the month. Pay is on the 15th of every month for the prior month. Timesheets are due by the 3rd working day of the month. Please note that we do not pay into Social Security, but we do pay into PERA (Public Employee Retirement Association). PERA is District 49's retirement program and is required for ALL district employees.

## **ELECTRONICALLY SIGNED FORMS**

### **Substitute Employee Acknowledgement Form**

- This means you have acknowledged our District's Board Policies

### **Work-Related Injuries and Illnesses**

- If injured while working, please contact Shannon Hathaway by email at [shannon.hathaway@d49.org](mailto:shannon.hathaway@d49.org) or by phone at (719) 495-1158

### **Licensed and Support Substitute Disciplinary Procedure**

- Acknowledge performance and behavior

## **COMPUTER SYSTEMS**

### **Frontline - Absence Management**

Absence Management is the system District 49 uses for substitute jobs that you can find [here](#). It is available 24/7 by telephone (800-942-3767) and internet. You will receive an invitation to create a Frontline account, so that you can select schools you wish to work:

- Username will be your personal email address
- Password will be whatever you choose

To choose a job through phone, please use the following:

- ID is your 10 digit phone number
- PIN code is 1000

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## Email/Account User Login for Licensed Subs

First login attempt to your district account is very important: It MUST be done from a windows based computer (i.e. Dell, HP) that is hard wired into the district's network. Find a computer at your work location, click Ctrl+Alt+Delete, enter the user ID (i.e. firstname.lastname) and password: TemporaryPassword! Once logged into the computer, it will prompt you to change your password. New password must be 15 or more characters/digits in length.

Open a web browser, go to gmail.com and put in your assigned email address, and the ***new password you just created***.

If you have any issues logging into the D49 network or email, please contact Sentinel IT (719) 495-1137

## Skyward Employee Access

Skyward is the payroll system where you can access your pay stubs and W-2 (W-2s cannot be mailed and you will have to access your W-2 through the Skyward Employee Access portal). You will receive an email (to your D49 email) within the first week of employment inviting you to use Skyward Employee Access. Use the link in the email and sign in with Google Authentication. You can also access Skyward [here](#). **You have 24 hours to use the initial link once it is sent to your email. If you do not use it within that time frame, Human Resources will need to send you a new link.**

## POLICIES AND EMPLOYEE CONDUCT

### Board Policies

You can find an all inclusive list of our policies [here](#)

"G" Policies govern Personnel matters and regulations accompany many of our policies.

5 Key Policies that will be covered in your welcome packet are the following:

#### [Policy AC](#): Nondiscrimination and Equal Opportunity

- District 49 is dedicated to the principles of equal employment opportunity and strives to maintain a work environment free of unlawful discrimination and harassment.
- Harassment and discrimination based on race, color, national origin, ancestry, creed, religion, sex, sexual orientation, or disability is prohibited by state and federal law.

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- All staff share the responsibility to ensure that harassment does not occur. But if it does, please report it using [form AC-E](#)

#### **Policy GBAA: Sexual Harassment**

- Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.
- This applies whether the harassment is between people of the same or different gender.
- Kinds of sexual harassment include Quid Pro Quo (*the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal*) and Hostile Work Environment (*creating an intimidating, hostile or offensive working or educational environment through repetitive verbal or physical conduct of a sexual nature*).
- What do you do when this happens?
  - First, tell the harasser to stop!
  - Second, document the behavior (who, what, where, when, and how)
  - Third, report it using Form AC-E
- Report to someone in a position of authority:
  - Your supervisor or any administrator
  - Contact Human Resources directly

#### **Policy GBEA: Staff Ethics and Conflicts of Interest**

- Please practice confidentiality when handling sensitive information
- If you ever feel you are in a situation of conflict of interest, please ask for guidance from your supervisor.
- Employees shall not accept gifts from students except as such gifts represent tokens. Token gifts from parents or students may be received by staff, but must not be solicited. Token gifts shouldn't exceed \$50.
- We need to be careful when hiring friends and family. A friend or family member cannot work in a supervisory role over you and vice versa.

#### **Policy GBEB: Staff Conduct and Responsibilities**

- Examples of boundary violations include the following:
  - Inappropriate physical contact
  - Showing inappropriate material to a student



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- Seeking personal attention and friendship
  - Banter, allusions, jokes or innuendos of a sexual nature with students
  - Maintaining private contact with students outside of school with including the parent or guardian
  - Giving a student a ride alone in a vehicle in a non-emergency situation
  - What can YOU do?
    - Avoid being alone with students
    - Avoid private contact with students
    - Keep your communications with students public
    - Keep the parents or guardians informed at all times
  - Social media
    - Social media platforms create the opportunity for private communication
    - Private communication without parental knowledge is prohibited
    - Your actions can create legal risk for the district and yourself

#### **Policy GBEE: Staff use of the Internet and Electronic Communications**

- Technology is district property and is intended for business use, not personal
- Do not allow others to use your computer; you will be held responsible for ALL activity
- Protect passwords and account information; do not share with anyone
- There is no expectation of privacy
  - Computer usage can be tracked
  - Email and other electronic communication is public information
  - Personal content can become district content
- Social media use: Your device on your time
  - You have the freedom to participate on social media, but just exercise discretion on how you talk about work and your co-workers

#### **Conduct and Responsibilities**

- Respectful workplace
  - Value differences
  - Free of unlawful harassment and discrimination
  - Have healthy Conflict
  - Ask for support when parties can't resolve conflict on their own
  - Ensures correction when it is warranted
- Respectful Communication

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- Resolve conflicts in person and at the lowest level
  - Focus on the issues, not the person
  - Keep the conversations rate G
  - Work to establish trust and respect with your supervisors

### **Confidentiality**

- Substitutes may have access to confidential information and it is expected to keep all financial records, student records, files, referrals and similar information private
- School business must remain at school

**Employee Handbook:** For an all inclusive list of conduct, responsibilities, and key policies, please see the employee handbook [here](#)

## HR CONTACT INFORMATION

### Who You Can Contact

Name and Contact Info	Title	Primary Functions
Douglas Milburn <a href="mailto:douglas.milburn@d49.org">douglas.milburn@d49.org</a> 719-495-1101	HR Manager	Teacher employment law, educator effectiveness, employee relations, job descriptions changes
Rebeka Whitaker <a href="mailto:rebeka.whitaker@d49.org">rebeka.whitaker@d49.org</a> 719-494-8980	Licensed Senior Staffing Specialist	<b>Falcon Zone, iConnect Zone, and Special Service Providers:</b> Recommendation for hires, external credit requests, salary advancements and onboarding
Nefertiti Putnam <a href="mailto:nefertiti.putnam@d49.org">nefertiti.putnam@d49.org</a> 719-495-1139	Licensed Senior Staffing Specialist	<b>Power Zone, Sand Creek Zone, and Administrators:</b> Recommendation for hires, external credit requests, salary advancements and onboarding
Judith Mayorga <a href="mailto:judith.mayorga@d49.org">judith.mayorga@d49.org</a> 719-495-1120	Licensed Staffing Specialist	Licensed and Admin name changes, job postings/requisitions, extra compensation requests, onboarding and resignations
Michaela Vanderheiden <a href="mailto:mvanderheiden@d49.org">mvanderheiden@d49.org</a> 719-495-1156	HR Manager	ESP and ProfTech employee relations, evaluations, job description changes, recruiting and hiring (Applitrack)
Tiffany Copple <a href="mailto:tiffany.copple@d49.org">tiffany.copple@d49.org</a> 719-495-1115	ESP Senior Staffing Specialist	ESP pay setting, transfers and extra compensation at school level (paras/crossing guards/secretaries/monitors)
Claire Phillips <a href="mailto:claire.phillips@d49.org">claire.phillips@d49.org</a> 719-494-8982	ESP Senior Staffing Specialist	ESP pay setting, transfers and extra compensation at dept level (transport/facilities/ESC/BASE49/preschool/nutrition/security)
Heather Pezdirtz <a href="mailto:heather.pezdirtz@d49.org">heather.pezdirtz@d49.org</a> 719-495-1110	ESP Staffing Specialist (ExCo)	ESP resignations, extra and co-curricular pay setting, process and post extra and co-curricular job requisitions
Elaine Andrews <a href="mailto:elaine.andrews@d49.org">elaine.andrews@d49.org</a> 719-494-8901	District Receptionist	Answers and directs phone calls, completes employee verifications, data entry of personnel information, manages volunteers through Raptor
Staci Johnson <a href="mailto:staci.johnson@d49.org">staci.johnson@d49.org</a> 719-494-8909	HR Manager	Substitute recruitment and program leadership, oversight of volunteer program., staff attendance and leaves
Brandy Larson <a href="mailto:brandy.larson@d49.org">brandy.larson@d49.org</a> 719-494-8981	Sub Staffing Specialist	Staff attendance and leaves, substitute staffing and Absence Management system, contractors., cash bag, services awards
Sarah Reed <a href="mailto:sarah.reed@d49.org">sarah.reed@d49.org</a> 719-494-8992	Leave Specialist	Leaves of absence, FMLA, ADA and district leave policies
Paul Andersen <a href="mailto:paul.andersen@d49.org">paul.andersen@d49.org</a> 719-495-1143	Executive Director of People and Culture	Employee relations, compensation and personnel policy

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Dione Russell <a href="mailto:dione.russell@d49.org">dione.russell@d49.org</a> 1198	719-495-	Administrative Assistant to the Executive Director of People and Culture	General administrative support for HR team and manages Paul's calendar
Sonia Marroquin-Smith <a href="mailto:smarroquinsmith@d49.org">smarroquinsmith@d49.org</a> 1142	719-495-	HR Manager of Culture and Compliance	Coordinates district initiatives related to organizational culture and regulatory compliance to include the district's grievance processes, workplace investigations, employee engagement and staff surveys