

Welcome to **District 49!**

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WHO WE ARE

Our Mission and Vision

We at District 49 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.

1. Launch Successful Students
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

Payroll Forms

Within a day or two after onboarding, you will receive your second set of forms which will include important documents such as I9, W4, and direct deposit. ***Please complete these forms as soon as you have received them - this is what Payroll needs in order to pay you!*** If you have checked both your inbox and spam folder and have not received them, please email the HR official that contacted you about your offer.

First Day: Frequently Asked Questions

You may ask yourself some of the following:

- Where do I report?
- What is my schedule?
- What is the dress code?
- Where do I need to park?

Please contact the location you are going to work for. HR will not have this information.

Badge Access

During orientation, you will be issued a badge for your location. Your badge will have your employee ID on it. If you resign, please return your badge to HR or hand it in to the front office of your location. If you lose your badge, contact HR to retrieve a new one. ***Do not let others borrow your badge - you are held accountable for all activity on your badge!***

Pay Overview

All D49 employees are paid once a month on the 15th. Your paycheck reflects the prior month. Full time employees are *annualized*.

Annualization is when we take your hourly rate and multiply it by how many hours you work in a day. This gives us your per diem (or daily rate). We then multiply that daily rate by how many days you will work for the remainder of the year. This is now your total annualized salary. We divide that by however many months are left in the school year. That gives you your monthly rate (or base pay). This ensures you as an employee that you will receive a consistent paycheck every month. This will be noted on the pay letter HR will provide you at onboarding. ***Please note this is not for part time employees.***

If you have any questions on annualization, please contact HR for further clarification.

For licensed staff, you will be issued your contract at time of hire. If your contract is renewed for the following year, a new one will be issued the last week of school. If you are non-renewed for the following school year, you should receive a notification by Spring Break.

License Requirement

ALL teachers, SSP's, and administrators are required to keep a valid CDE license on file. You are in charge of sending a copy to HR and your principal/supervisor for your personnel file.

CDE does not share your license credentials with HR directly, it is **your** responsibility to send HR any updates or changes to your license so we can keep your records valid.

Examples: Moving from Initial to Professional licensures, adding endorsements, receiving the READ designation, and license renewals.

Novatime

THIS SYSTEM IS NOT REQUIRED FOR PROFTECH OR LICENSED POSITIONS.

This is the system you will use to review and submit your timesheet every month for the prior month. It is due by the 3rd business day of the month. You can access Novatime [here](#).

Your **username** and **password** will be your *6 digit employee ID number*. If your ID number starts with a 0, skip that number and enter the rest. This number will be provided to you at onboarding. Once logged in, you will be prompted to change your password.

Employees must punch in and out each workday using a district time clock. Any questions or issues related to the time clock should be directed to your building timekeeper.

Blue Sheets

Blue sheets are used to correct a mistake from a missed punch. Ask your supervisor for a blue sheet if you need to make a correction. These are a couple of common examples:

- Forgot to clock in/out for the day
- Forgot to clock in/out for lunch
- It can also be used if you were approved to work from home and you need to document the hours worked for that specific day

Time Clock Rounding

Our time clock system may round to an odd time on certain numbers. We suggest you avoid clocking in/out on numbers ending in 2,3,7, or 8. For example 12:32 or 1:48

Depending on which one of these four numbers you clock in/out at, it may round you up to the next time bracket or round you down. This can make it look as if you took a 45 minute lunch break or a 15 minute lunch break. ***We highly recommend you avoid those four numbers at all costs - this cannot be corrected with a blue sheet. You will have to make up that time!***

COMPUTER SYSTEMS

Email - ESP Staff Only

You will receive a D49 Gmail account. Email addresses are typically first initial and last name, all lower case. Example: John Doe will be jdoe@d49.org Your temporary password will be **TemporaryPassword!**

First login attempt is very important: It MUST be done from a windows based computer (i.e. Dell, HP) that is hardwired into the D49 network. Once you find a computer at your location, click Ctrl+Alt+Delete and the standard login user ID (i.e. jdoe) and password: TemporaryPassword! - once logged into the computer, it will prompt you to change your password. Open up 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 your email, please contact Sentinel IT by putting in a ticket [here](#).

Email & Computer Distribution - Licensed Staff Only

You will receive your computer from Sentinel and an IT representative will assist you with initial login

- Beginning year hires: Laptop distribution will be organized through HR onboarding. These are usually completed in group sessions throughout the summer.
- Mid-year hires: Sentinel will coordinate a time to meet with you individually for laptop distribution. We will provide them with your personal phone number.

Skyward Employee Access

This is our Payroll system where you can access your pay stubs and W-2. You will receive an email (your D49 email) from Lynette Fandrei within the first week after your onboarding appointment. Use the link you receive and sign in with Google Authentication. You can also access Skyward [here](#).

Absence Management

This program is used to report your absences for substitute coverage - this is only required if your position needs substitute coverage.

How will you know if you are in one of those positions? You will receive an email from Brandy Larson to create a Frontline Absence Management account.

You can report an absence two ways:

- Internet option [here](#)
- Phone option 800-942-3767

Sentinel and SchoolDude

Sentinel is used for [IT requests](#) - always right down your confirmation number if you need to follow up on your ticket. You can also put in a request by phone at 844-297-4815.

If you are a teacher, you will receive a laptop from Sentinel and the following information is important to your specific position:

- Beginning year hires will receive a laptop during your HR onboarding appointment.
- Mid-year hires will receive a laptop, but will be contacted by Sentinel for a meet up time *after* you have completed your onboarding appointment.

SchoolDude is used to submit maintenance requests. You can make a request [here](#)

Aha! Network

This is a program employees can utilize to take free online training courses. You will need to create an account through [here](#). If you need assistance creating your account, please email Annette Romero at aromero@d49.org

Aha! Network - Licensed Staff Only

- Submit External Credit Requests
- Track professional development hours
- View salary advancement credits

Please use this portal to assist you with salary advancement applications and license renewals

Commonly Used Portals

All commonly used portals can be found on d49.org/team and include some of the following:

- PowerSchool
- Schoology
 - For licensed staff, you will need to add yourself to the *Licensed Staff Information* group in [Schoology](#) use verification code **V4HJG-2V98W**

Salary Advancement - Licensed Staff Only

- This is how licensed staff apply for a raise

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- INR and temporary contracts are ineligible for salary advancements
 - You can increase your education step on the salary schedule
 - Example: Moving from BA to MA
 - There are two opportunities for salary advancement a year - Beginning and midyear
 - Beginning Year deadline is last working day in August
 - Midyear Deadline is last working day in February
 - The application, instructions, a how-to-guide, rules and regulations of the salary advancement process can be found on the *Licensed Staff Information* Group on Schoology

BENEFITS

Opportunities

Full and part-time employees have the opportunity to open up an account with Air Academy Credit Union. Explore how to join [here](#).

Employees can start financially investing at any time as well. Please contact your financial advisor or choose from any of the provided options below:

> AIG Valic > American Fidelity > Equitable > Metropolitan Life > PERA 401K or 457

PERA

This is our retirement system which is required for ALL district employees. We do not pay into Social Security. For PERA, there are two contributions made:

- 11% from the employee every pay period
- 21.45% from District 49

Leaves

ESP/ProfTech Leaves:

Employees working 30 hours or more per week are full time. Bus drivers and bus paras working 25 hours or more per week are also full time.

- School year (200 days or less) employees receive 10 sick and 2 personal days.
- Extended school year (201-220 days) employees receive 11 sick and 2 personal days.
- Full year (261 days) employees receive 10 vacation days, 12 sick days, and 2 personal days.
- Admin employees will receive 20 vacation days if they are *full year*
- Sick and personal leave needs to be used [per policy](#)

	At Hire	At Start of Year 5	At Start of Year 10	At start of Year 15
Sick Days	10	9	8	7
Personal Days	2	4	6	8
Total Sick & Personal Days	12	13	14	15

PLEASE KEEP IN MIND THAT LEAVE IS PRORATED BASED ON YOUR HIRE DATE. LEAVE IS UPFRONTED FOR THE YEAR - IF YOU USE IT BEFORE YOU'VE EARNED IT AND RESIGN MID-YEAR, YOU MAY OWE SOME OF YOUR LEAVE BACK TO THE DISTRICT.

Any other employees working less than 30 hours per week are considered part time.

- Part time employees earn paid sick leave and it will be accrued at 1 hour for every 30 hours worked.

Licensed Staff Leaves:

INR Contracts - Balance is prorated based on start date.

	At Hire	At Start of Year 5	At Start of Year 10	At start of Year 15
Sick Days	10	9	8	7
Personal Days	2	4	6	8
Total Sick & Personal Days	12	13	14	15

Administrative Staff Leaves:

- School Year (200 or less days): 10 Sick, 2 personal days
- Extended School year (201-220 days): 11 Sick, 2 personal days
- Full year (260+ days): 20 Vacation, 12 sick, 2 personal days

Placement

Employees hired on or after April 1st will remain on the same salary placement the following year. Your placement can be found on your pay letter.

Snow days/delays

Snow days - You do not report to work unless you are considered an *essential employee* (for example, Grounds/Maintenance). Please ask your supervisor if you fall under this category.

Two hour delays - Report two hours after scheduled start time (ex. Normal start time is 7:30, go in at 9:30) unless your start time is later in the morning (an afternoon shift worker).

Full time employees are paid for snow days and two-hour delays.

How do you know when D49 is receiving a snow day or delay?

- Communications will send out an email a day in advance
- The District website, D49 app, and TV news stations

Health Benefits

To view details on our employee benefits, you can find information [here](#)

Benefits will start the first day of the month after the first annualized paycheck. This date will be on the bottom of your pay letter.

How do I sign up for benefits?

You will receive an email from Celina Thrutchley on how to access **American Fidelity** to sign up or waive benefits coverage.

How do I log into American Fidelity?

1. To access the online enrollment site, go to www.afenroll.com/enroll
2. At the login screen, you will enter the site using the following information:
 - a. Type in your Social Security Number
 - b. Your Pin will be your last four of your social and the last two digits of your birth year

For any questions regarding benefits, please contact Stephanie Apodaca - the American Fidelity Representative at 800-365-9247 or 303-790-8886. You can also speak with Shannon Hathaway - D49's Benefits Manager at 719-495-1158.

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.
- 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 Harrassment

- Unwelcomed 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
 - Contact our Compliance Officer, Dr. Louis Fletcher

Policy GBEA: Staff Ethics and Conflicts of Interest

- Please practice confidentiality as we all deal with different sorts of sensitive information.
- If you ever feel you are in a situation of conflict of interest, please ask for guidance from your supervisor.
- Accepting gifts is okay to a certain extent. A *\$50 threshold* is where we draw the line.

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- We like 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
 - 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 - what's the big deal?
 - 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

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- Have healthy Conflict
 - Ask for support when parties can't resolve conflict on their own
 - Ensures correction when it is warranted
 - Respectful Communication
 - 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

Employee Handbook

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

ORIENTATION CERTIFICATION

Quiz Time!

You have now completed your new hire orientation welcome packet! Reviewing this information and passing the quiz is a condition of your employment. To show you understand and acknowledge this virtual new hire orientation welcome packet, ***you will need to complete this required task prior to your onboarding appointment with Human Resources.***

If you are a licensed employee, please take this quiz [here](#)

If you are an ESP/ProfTech employee, please take this quiz [here](#)

HR CONTACT INFORMATION

Who You Can Contact

If you have any questions or concerns, please contact the following based on this chart:

Name and Contact Info	Title	Primary Functions
<i>Doug Milburn</i> dmilburn@d49.org 719-495-1101	Licensed HR Manager	Teacher employment law, educator effectiveness, employee relations, job descriptions changes
Rebeka Whitaker rwhitaker@d49.org 719-494-8980	Licensed Senior Staffing Specialist	Falcon Zone, iConnect Zone, and Special Service Providers: Recommendation for hires, external credit requests, salary advancements and onboarding
Nefertiti Putnam nputnam@d49.org 719-495-1139	Licensed Senior Staffing Specialist	Power Zone, Sand Creek Zone, and Administrators: Recommendation for hires, external credit requests, salary advancements and onboarding
Faith Clifford fclifford@d49.org 719-495-1013	Licensed Staffing Specialist (backup)	Licensed and Admin name changes, job postings/requisitions, extra compensation requests, onboarding and resignations
<i>Michaela Vanderheiden</i> mvanderheiden@d49.org 719-495-1156	ESP/ProfTech/Ex&Co-Curricular HR Manager	ESP and ProfTech employee relations, evaluations, job description changes, recruiting and hiring (Applitrack)
Tiffany Copple tcopple@d49.org 719-495-1115	ESP Senior Staffing Specialist	ESP pay setting, transfers and extra compensation at school level (paras/crossing guards/custodians/secretaries/monitors)
Claire Phillips clphillips@d49.org 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 hpezdirtz@d49.org 719-495-1110	ESP Staffing Specialist (Ex/Co)	ESP resignations, extra and co-curricular pay setting, process and post extra and co-curricular job requisitions
Rey Acevedo rjacevedo@d49.org N/A	HR Records Technician	Files documents into a digital program
<i>Staci Johnson</i> stjohnson@d49.org 719-494-8909	Sub/Leave HR Manager	Substitute recruitment and program leadership. Oversight of volunteer program. Staff attendance and leaves
Brandy Larson blarson@d49.org 719-494-8981	Sub Staffing Specialist	Staff attendance and leaves. Substitute staffing and Absence Management system. Contractors. Cash bag. Services awards
Sarah Reed sreed@d49.org 719-494-8992	Leave Specialist	Leaves of absence, FMLA, ADA and district leave policies
<i>Paul Andersen</i> pandersen@d49.org 719-495-1143	Executive Director of People and Culture	Employee relations, compensation and personnel policy
Dione Russell dlrussell@d49.org 719-495-1198	Administrative Assistant	General administrative support for HR team and manages Paul's calendar
Lynette Fandrei lfandrei@d49.org 719-495-1129	Senior Systems and Data Analyst	Systems support for HR, Payroll and Finance departments