- Who we are
- What to expect moving forward
- Computer systems
- Benefits
- Policies and employee conduct
- HR contact information
- Orientation certification
  - ***There is a quiz you will be <u>required</u> to take at the end!***

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 provides the intended bearing to students, parents, and staff. The inner ring defines how we treat each other. The outer ring defines how we approach our work. 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*

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 MOVING FORWARD

Payroll Forms

By end of day of your onboarding date, you shall 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 <u>not</u> have this information.

Badge Access

During onboarding, you will be issued a badge that will grant you access to your location. Your badge will have your employee ID on the bottom of 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 **as soon as possible** to retrieve a new one at 719-495-1100.

Do not let others borrow your badge for any reason at any time - 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 worked. Full time employees are *annualized*. Please see the next slide for a breakdown on annualization.

Please note ESP part time employees are not annualized. Part time employees are paid for hours worked.

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. Please communicate with your principal for this information.

ANNUALIZATION BREAK DOWN

This is Sally. Sally is a Special Education Para, who works 7.5 hours a day, and works 165 days for the school year. Sally is new to the position and is placed at a step 1 making an hourly rate of $18.42. Let's annualize her pay so she can see what her *base pay* will be every month for the 12 months of the 2022-2023 school year:

$18.42 per hour x 7.5 hours = ***$138.15*** *a day*
$138.15 x 165 days = ***$22,794.75*** *a year*
$22,794.75 / 12 months = ***$1,899.56*** *a month*

This means Sally will receive **$1,899.56** (pre-tax and deductions) every month for the 2022-2023 school year. This is also known as her *base pay*.

District 49

License Requirement - **If you are not licensed staff, please move onto the next slide.**

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 Act designation, and license renewals

WHAT TO EXPECT MOVING FORWARD

Novatime

This system is **not required** for ProfTech, Licensed, Transportation (you will use Timeware) or *Crossing Guard* positions. Crossing guards will need to fill out a paper timesheet - ask your school for this and turn it in at the end of each month.

Novatime 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.

You will not be able to log into Novatime until the last week of your first working month.

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 - **If you are not an ESP employee, please move onto the next slide.**

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. Here are some 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

WHAT TO EXPECT MOVING FORWARD

Time Clock Rounding - **If you are not an ESP employee, please move onto the next slide.**

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 for lunch, 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!*

This only impacts your clock in/out during lunch time.

COMPUTER SYSTEMS

Email - **If you are not an ESP employee, please move onto the next slide.**

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 <u>very important:</u> It MUST be done from a windows based computer that is hardwired into the D49 network. Once you find a computer at your location, click Ctrl+Alt+Delete and your 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 there are any issues logging into your email, please contact Sentinel IT by putting in a ticket ***here*** *or call them at* 719-495-1137

COMPUTER SYSTEMS

Email & Computer Distribution- **If you are not licensed staff, please move onto the next slide.**

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.

COMPUTER SYSTEMS

Skyward Employee Access

This is our Payroll system where you can access your pay stubs, W-2's, request address changes and update your direct deposit. You will receive an email (your D49 email) from our Senior Systems Analyst 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.**

This program is also important to complete tasks in. After you have read and understood the New Hire Welcome Packet (this powerpoint or the PDF version in your new hire onboarding email will be the information discussed in the quiz), you will need to take the quiz available to you in your Skyward Employee Access! It will also be available through a link at the end of this presentation.

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 Substitute Staffing Specialist 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 write 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 MacBook 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 Macbook, 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
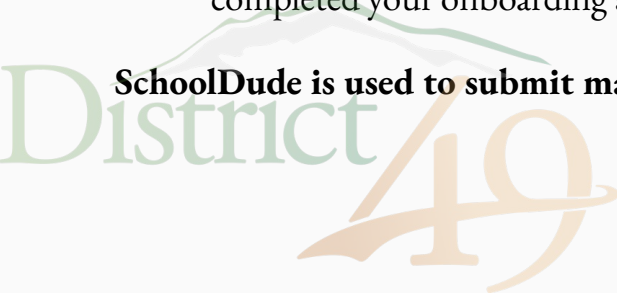
Aha! Network

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 - **If you are not licensed staff, please move onto the next slide.**

The Aha! Network is a great tool to access:

- External Credit Requests
- Track professional development hours
- Salary advancement credits

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

COMPUTER SYSTEMS

Commonly Used Portals - **If you are not licensed staff, please move onto the next slide.**

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

If you are not licensed staff, please move onto the next slide.

- This is how licensed staff apply for a raise
    - 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
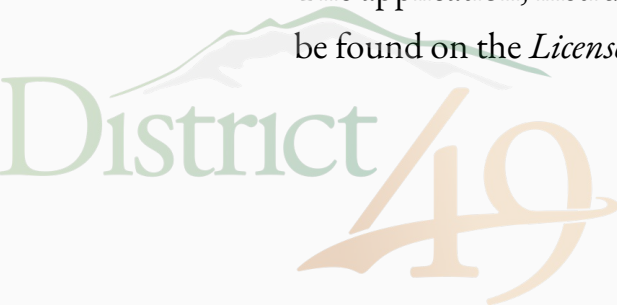
Opportunities

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

BENEFITS

PERA

Public Employees Retirement Association is required for ALL district employees. District employees do not pay into Social Security. PERA is a substitute for social security. For PERA, there are two contributions made:

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

For more information, please visit their website **here**

BENEFITS

Leaves - ESP and ProfTech New Hires

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 considered full time. Here are the leaves you receive based on the calendar you work under:

School Year: 200 or less
- 10 sick
- 2 personal

Extend School Year: 201-220
- 11 sick
- 2 personal

Full Year: 260+
- 10 vacation
- 12 sick
- 2 personal

*Sick and personal leave needs to be used **per policy***

*Vacation days granted during a fiscal year must be used by June 30th of the following fiscal year. Unused vacation days are forfeited if not used by the end of the second fiscal year. For more information, please view Policy **GBD***

BENEFITS

Leaves - ESP and ProfTech New Hires

Over the years, you will decrease in sick days but accumulate more personal days. 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

Leaves - **If you are not licensed staff, please move onto the next slide.**

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

*Sick and personal leave needs to be used **per policy***

BENEFITS

Leaves - **If you are not admin staff, please move onto the next slide.**

Here are the leaves you receive based on the calendar you work under:

School Year: 200 or less
- 10 sick
- 2 personal

Extend School Year: 201-220
- 11 sick
- 2 personal

Full Year: 260+
- 20 vacation
- 12 sick
- 2 personal

*Sick and personal leave needs to be used **per policy***

*For more information, please view Policy **GBD***

BENEFITS

Leaves cont.

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 (<.8 FTE) are considered part time.

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

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.

For example: If you are hired on April 21st and your pay letter (contract if you are a licensed new hire) places you on a step 4, you will remain on a step 4 for the following school year.

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 much later in the morning (an afternoon shift worker).

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

Snow days/delays cont.

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

- Communications will send out an email a day in advance, if able
- The District website
- D49 app (use this QR code that will link you to the app store)
- TV news stations

BENEFITS

Health Benefits - **This is for Full Time employees only**

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 you 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. If you have not received your enrollment email, please contact Celina at cthrutchley@d49.org

Health Benefits cont.

How do you 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 (no dashes or spaces)
   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.

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 are Policy AC, GBAA, GBEA, GBEB and GBEE

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

[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.
- Accepting gifts is okay to a certain extent. A *$50 threshold* is where we draw the line.
- 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. Please let us know if you have any close friends/family in the District - you will need to fill out a form provided by HR.

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?

- Creates the opportunity for private communication
- Private communication without parental knowledge is prohibited
- Your actions can create legal risk

[Policy GBEE](#): Staff use of the Internet and Electronic Communications

Technology is district property and is intended for business use only, 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

- Resolve conflicts in person and at the lowest level
- Focus on the issues, not the person
- Keep the conversations rated 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**

HR CONTACT INFORMATION

LICENSED	ESP/PROFTECH/EXCO	SUBS/LEAVES	ADMINISTRATION
Doug Milburn *HR Manager* dmilburn@d49.org 719-495-1101	**Michaela Vanderheiden** *HR Manager* mvanderheiden@d49.org 719-495-1156	**Staci Johnson** *HR Manager* stjohnson@d49.org 719-494-8909	**Paul Andersen** *Executive Director of People and Culture* pandersen@d49.org 719-495-1143
Rebeka Whitaker *Senior Staffing Specialist* rwhitaker@d49.org 719-494-8980	**Tiffany Copple** *Senior Staffing Specialist* tcopple@d49.org 719-495-1115	**Brandy Larson** *Staffing Specialist* bllarson@d49.org 719-494-8981	**Dione Russell** *Admin Assistant* dlrussell@d49.org 719-495-1198
Nefertiti Putnam *Senior Staffing Specialist* nputnam@d49.org 719-495-1139	**Claire Phillips** *Senior Staffing Specialist* clphillips@d49.org 719-494-8982	**Sarah Reed** *Leave Specialist* sreed@d49.org 719-494-8992	**Lynette Fandrei** *Senior Systems and Data Analyst* lfandrei@d49.org 719-495-1129
Faith Clifford *Staffing Specialist* fclifford@d49.org 719-495-1013	**Heather Pezdirtz** *Staffing Specialist* hpezdirtz@d49.org 719-495-1110	**Rey Acevedo** *Records Technician* jacevedo@d49.org N/A	**Cynara Oakley** *Front Desk Temp* con-coakley@d49.org 719-495-1100

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 (Educational Support Personnel) or ProfTech employee, please take this quiz **here**