

Welcome To SOCJUSD!

New Hire Orientation!

7/31/2015

**Presenter: Colleen McCabe Toscano
Kathleen Hutchison**

VISION

**Sedona Oak Creek
School District promotes**

- ✓ **Relationships**
- ✓ **Relevance**
- ✓ **Rigor**
- ✓ **Results**

**in a unified effort to
provide all students a solid
foundation in academic,
social, and workplace skills**

District Office Mission Statement

Sustain a highly qualified staff by supporting professional development opportunities

Achieve the delivery of a quality, challenging curriculum that promotes life long learning and prepares all students to be successful in an ever changing global society

Foster an educational atmosphere which creates high academic expectations for all stakeholders

Engage students, parents, staff and community members in open communication to support all students

Today' s Agenda

- District Office Staff
- Payroll
- Purchases
- Field trips
- Student sponsors (clubs)
- Cash / Deposits
- Personnel

District Office Staff

David Lykins – Superintendent

Sally Cadigan- Superintendent/Board Secretary

Mark Cunningham- Dir. Ed Services

Colleen McCabe Toscano – Dir. of Finance

Stacy Saravo – Bank deposits/ Tax Credits/
Leave Requests / Free & Reduced Lunch apps

Kathy Dibble – Payroll/SAIS Data Coord.

Terri Prigge – AP/ Purchasing /Staff Reimbursements

Kathleen Hutchison – Human Resource

Payroll

- o Electronic Timesheets- Timeclock system
 - all classified/ hourly staff
 - Overtime must have prior approval from District Office
- o Payday Fridays, every two weeks. (attached)
- o First paycheck is 8/14/15
- o Payroll Questions - call Kathy Dibble or Stacy Saravo

Leave Requests

- o All staff receive 5 sick & 5 personal days
 - o Personal days must be requested & approved in advance.
 - o **Personal days** will not be granted during the following periods: the first two weeks and the last week of school.
- o When calling in sick- must notify Gary Rubin (sub caller) by 9:00pm the day before, or by 6:30am the day of. 928-301-2660

Leave Requests

- o Professional leave must include copies of training / registrations, etc.
- o Please fill out a leave request for all absences, includes school sponsored events.
 - o Field trips, athletics, etc.

Purchases

- o Purchase requisitions are submitted to school secretary for principal approval. (attached)
- o **Principal approval does NOT mean you are authorized to make purchase.**
 - o Requisitions must still be approved by district office, and a PO # will be issued to you. Once you receive the Purchase Order from the district office you are authorized to make the purchase.
- o Purchase order timeframe- **please plan ahead when requesting needed items. The approval process for a PO takes approximately 1 week** to flow from your secretary, principal and the district office.

After the Fact Purchases

- o Without an approved purchase order, you are not authorized to commit district funds.
- o Every purchase that is made prior to obtaining a Purchase Order is an audit finding and is not an allowable district expense.
- o Please contact Terri at 6832 with any questions on orders or PO's.

Employee Reimbursements

- o Travel reimbursements require a completed travel expense claim, signed by both the employee and your principal. (attached)
- o Please keep all travel receipts and conference registration which needs to be submitted along with travel expense claim.
- o Mileage amounts must include mapquest as supporting documentation.

Employee Reimbursements

- o When requesting non-travel reimbursements, for items such as classroom supplies. You will need to complete a reimbursement form. (attached)
- o Form must include itemized receipts and be signed by both employee and principal.
- o Please submit all forms and contact Terri at 6832 with any questions.

FIELD TRIPS

- o All field trips require a Purchase order and transportation request form.
 - o Follow the same process as any other purchase.
- o You may *reserve* a bus by contacting the bus barn- but the bus will not leave the yard without a PO prior to the day of the trip.
- o Please see your school secretary for trip rates and procedures specific to your site.

Student Sponsors

- o **If you plan to sponsor a student club, you will need to meet with Colleen prior to any activities or expenses being made.**
- o **Student Activities Requisitions**
 - o **Must have student approval (minutes) prior to requesting funds.**
 - o **Follow the same approval process as other purchases. Please plan ahead in your club activities. Remember the average time for a purchase requisition to go through the approval process is 1 week.**

Cash Handling

o **Meeting the state compliance guidelines protects YOU.**

o **All money must be deposited immediately.**

o Money shouldn't sit in classroom. Must be secured with secretary on daily basis.

o Attached are directions for each specific type of deposit.

o Please schedule a time to meet with your campus secretary prior to collecting any funds.

o Please contact Stacy with any deposit questions at 6802.

Personnel Dept

- o Policies Online / Employee Handbook
- o Lane Changes
- o FMLA
- o Benefits/Insurance (HIPPA)
- o ASRS online enrollment
- o Reporting Child Abuse
- o Supervisor's Incident Report/ Report Injury Claim

Lane Changes

Eligibility – All Certified Staff

- o 12 Credit hours (1 lane change per year)
- o Forms emailed in the Spring- due by 4/1
- o Have until Sept. 1 to return supporting documentation/ transcripts for lane change.

FMLA

Eligibility (employed SOCSD 12 consecutive months)

- o 12 weeks

- o Contact Personnel Department for Forms

- o Policy online

Benefits/Insurance

- o ASRS – 20hr or more per week retirement is mandatory and the district matches the contribution amounts.
- o Insurance- all staff working 20 hours or more a week, are eligible to participate in the district health plan. Rates are varied based on plan and PT vs FT status
- o Changes to Insurance Plans mid-year only if there is a qualifying event. Annual open enrollment in the Spring.

Benefits/Insurance

- o Certified teaching staff contracted 20 hours per week + are eligible for Prop 301 and GEM (performance pay)
 - o Funds are distributed in December and June.
 - o It is in addition to your base/contracted salary
- o Additional Voluntary benefits are available to all staff and are located on the HR website. (403b investments, AEA union dues)

Report Child Abuse

- o If you suspect that a child is a victim of child abuse you are responsible for contacting Child Protective Services/ Police Officer to report. District policy requires written report to campus Admin. Within 24 hrs. or the next working day you must notify your campus administrator that you have reported to CPS/Police Officer.

Reporting an Injury

- o Report all injuries even if not immediately seeking medical treatment.
- o Supervisor's Incident Report/ completed via phone or hard copy
- o Nurse's Office or Campus Administrator
- o Follow instructions posted for calling the nurse triage hotline.

Staff Evaluations

o Certified Staff

- o The evaluation instrument is on the HR website.
- o Evals are completed online using the TalentEd system. You will be receiving your username and password in August.
- o Your site Principals and Mentors will be providing additional information/details on the District's evaluation system.

Staff Evaluations

- o Classified Staff

- o Paper evaluations are conducted at the end of each school year. (April-May)

Questions

o Do you have any questions for us?

S.T.A.R.T

- o Dave Lykins

- o Mark Cunningham