



September 11, 2017
VOLUME 101, ISSUE 1

Off to an Amazing Start!

On behalf of the entire District Office staff, we would like to welcome all of our employees back to the 2017-2018 school year!

We welcomed new employees to the District on August 10th. We congratulate them on their new roles and are excited to have them join the WUSD family. Inspiration and information were the two most important aspects of their first day. In addition to being greeted by members of the District Administrative Team, human resources & technology staff were on hand to get new staff acquainted with programs, processes and the “Windsor Way!” President Brad Freeland welcomed new CSEA members and President Pete Stefanisko welcomed new WDEA members. After lunch, the Windsor Historical Society treated us to a bus tour, which included all of our schools and the historic sites of Windsor. Thanks also go to Board Member Bill Adams, for coming with and sharing his insights into Town history and to our driver, Danny Bennet for his great customer service.

Our new Superintendent Brandon Krueger introduced our newest colleagues at the Welcome Back Breakfast and shared some inspiration of his own and some from Kid President, who reminded us that one thing we don’t say often enough is “We’re glad you’re here!” and that ‘Kids are learning to be people by watching us.’

Throughout the school year, you will receive this publication (“The Grapevine”) which is published and generated from the Human Resources Department and scheduled to go out to our employees in the fall, winter and spring. In each, you should find information that is both helpful (like dates to remember, operational reminders related to HR topics), as well as interesting (like recognition of employees and special feature articles). We hope that this and future issues of “The Grapevine” will be a good resource for you.

Whether you support, teach, or lead (or any combination of these), you make a difference to our students and to your colleagues. Thank you in advance, for your professionalism, dedication and compassion. We wish you an awesome year!

We, in HR and at the District Office want you to know that we are here for you.

Mary Berkey
Director of Human Resources

New Classified Staff:



New Certificated staff:



DATES TO REMEMBER

September 2017

- 15th – End of Open Enrollment; (informational links are on the Human Resources page for wusd.org)

October, 2017

- 13th – End of 1st Quarter

November, 2017

- 3rd – End for 1st Trimester (Elementary)
- 10th – Veterans Day (Celebrated) – HOLIDAY
- 13th – 17th Conferences – Elementary Minimum Day
- 20th – 24th – Thanksgiving Week
- 24th – Thanksgiving Day - HOLIDAY



Celebrating Success

At the August 15th meeting of the Windsor School Board, **Jeff Hardie** was **honored by the Board** as the **2017 WHS Extra-Curricular Advisor/Coach of the Year**.

Amy Zigler shared with the Board many of Jeff's accomplishments and contributions in his role as Athletic Director at WHS and why he is so deserving of this honor. For those of you who do not know Jeff, he holds a B.S. in Health, Physical Education and Safety, with a minor in Sports Medicine from Louisiana State University. After teaching in Corona, CA and for SCOE, in the fall of 2000 Jeff began his teaching career at Windsor High School as a Resource Specialist. In addition to recognized performance as the Athletic Director at WHS, his work in special Education includes teaching summer school and night school at WHS, serving as the WHS Special Needs Department Representative and being a mentor and support provider for many beginning and intern teachers going through their credentialing and induction programs.

Congratulations Jeff!

We all benefit from the work of the Windsor Educational (WE) Foundation. The success of the WE Foundation is attributable to their leadership, which includes **Angela McFerren**. Angela was **honored by the Board** as the **2017 Community Volunteer of the Year**. If you see Angela on your campus, please take a moment to congratulate and thank her for her service.

For more Information

Please avail yourself to our **District Website**. Under the heading **My WUSD** you will find a **Staff Resources Tab**. Information including Employee Association Collective Bargaining Agreements and the Employee Handbook are there along with buttons that will easily get you to Tech Help, Maintenance Help, Aesop, Airies and EADMS Resources. We encourage you to use this robust resource.

Recently, we have also begun using the District's Facebook page **@WindsorUnified** to share pictures, information and post positions. This will make it easy for you to repost if you are guiding future employees to find out more information.

Lastly, you are welcome to follow me on Twitter **@HRberkey**. I like sharing pictures of great things I see in the District, Classroom ideas, motivational quotes (I know that surprises you) and favorite food establishments.



When Disasters Hit or When You Just Need

Work or Life Support

Most of us know someone who was impacted by Hurricane Harvey or Irma; or have elderly parents who need our support; are going through the pain of a divorce; or the grief from the loss of a loved one. As part of our Health & Wellness plan we all have confidential, free support that's a phone call away.

You may call the toll-free phone number 1-877-397-1032 at any time. You must call Beacon Health Options for authorization and referral before receiving services. Your call is private. Your conversations will be strictly confidential.

Benefits of our Employee Assistance Program (EAP) include:

- Counseling Services – 24/7, face-to-face, online, by video, or by phone
- Legal Services (Free 30-minute consultation and discounted rates)
- Financial Services (Free 30-minute consultation and discounted rates)
- Work/Life Services

For more information regarding what is available to you, go to www.achievesolutions.net/cvt.

AT WUSD - WHO'RE YOU GOING TO CALL?

While your site or department administrators/leaders will be able to find answers to all of your questions, the following is a list of District Office contacts for any questions related to Human Resources and Employee Services.

FOR QUESTIONS ABOUT:	CONTACT:
BENEFITS	837-7703/16 – HR
CERTIFICATED PERSONNEL ITEMS	837-7003 – HR
CLASSIFIED PERSONNEL ITEMS	837-7716 - HR
CREDENTIALS	542-2794 – SCOE 837-7703 - HR
DIRECT DEPOSIT	837-7710/11 - Payroll
DRUG FREE WORKPLACE	837-7165 - HR
EMPLOYEE REIMBURSEMENT	837-7702 - AP
HEALTH BENEFITS	837-7703 - HR
NEW TEACHER INDUCTION (BTSa)	837-7165 - HR
LEAVES	837-7703/16 - HR
PAYROLL	837-7710/11 - Payroll
STAFF DEVELOPMENT	837-7707 - Ed. Svcs. 837-7165 - HR
SUBSTITUTE EMPLOYEES	837-7716 - HR
TITLE IX	837-7165 - HR
UNIFORM COMPLAINTS	837-7165 - HR
VOLUNTARY DEDUCTIONS	837-7710/11 - Payroll
WORKERS COMPENSATION	837-7703 – HR



NUTS AND BOLTS

Reminders:

Personal Necessity (PN)/*Compelling Personal Business (CPB) Leave:

As we move forward into the new school year, we would like to clarify the Personal Necessity Leave components for all employees:

- *Personal Necessity Leave is a classification (category) of leave within employees' accumulated sick leave days.. Personal Necessity Leave does not accrue (in other words, if an employee uses 5 out of the allowable 7 days of PN/CPB leave this year, the remaining 2 days that were unused **do not** carry over for next year. The next year's allowance for PN/CPB leave is still 7 days, not 9). Again, PN/CPB is a way to describe more specifically how sick leave may be used. Sick leave still accrues as usual.*
- *Up to seven (7) days of accumulated sick leave may be used by an employee, at his/her election, in cases of compelling personal necessity/business. Personal Necessity Leave shall be taken for reasons that employees cannot reasonably be expected to ignore and cannot be dealt with outside of the regular workday. One example of what **WOULD** be considered as a PN/CPB day would be a day taken to address a home repair or service that could not be done outside of the work day. One example of what **WOULD NOT** be considered a PN/CPB day would be a day (or more) taken for a vacation.*
- *Employees shall not be required to secure advance permission for leave taken for a) death or serious illness of a member of his/her immediate family (as defined in the collective bargaining agreements) or b) accident, involving his/her person, property or a member of the immediate family.*
- *All other Personal Necessity Leave requests shall be made at least 48 hours prior (except in unusual circumstances) to the effective date of the request.*
- *Personal Necessity Leave is for instances of personal and professional need, and as such, a stated reason for the Personal Necessity Leave will not be required.*
- *Personal Necessity Leave shall not be used solely as an extension of a local, state or federal holiday or for vacation.*

**Compelling Personal Business (CPB) is the term used on the Employee Absence Request/Reporting Form for Certificated Employees (but is referenced in the Agreement between WUSD and WDEA as Personal Necessity Leave).*

Employee Absences/Reporting Procedures:

Sick / Injury – If illness or an emergency prevents you from reporting to work it is vital that you communicate this with your Supervisor. Also, call the site or department secretary in charge of absence tracking, and put into Aesop if possible.

Vacation (Classified) – Have your supervisor approve an Employee Absence Request/Reporting Form (DO100). Put your vacation in Aesop.

Personnel Necessity/Compelling Personnel Business - Have your supervisor approve a DO100. Put your PN/CPB in Aesop.

Jury Duty – Please attach documentation of Jury Duty on a DO100. Put into Aesop.

Bereavement – Please fill out relationship and location on a DO100. Put into Aesop.

Unpaid Leaves, may be granted by the District. Any unpaid requests must be on a DO100, providing a reason for the request and must be approved by your supervisor. Depending on bargaining unit, unpaid leaves may need to go to HR or the Board for approval before the leave may be taken. Then put into Aesop.

All other absences must be reported to your supervisor, your site secretary and put into Aesop.

If you do not have an Aesop log in and pin or need help please contact Heather Lazzarini at hlazzarini@wusd.org.

Thank you for following these procedures and helping the Human Resources Department maintain accurate and up to date records.

Other Information

Payroll Timesheets, need to be turned in on the 23rd of each month.

Target Solutions is our provider for **Mandated Trainings**. All employees are required to take Mandated Reporter Training. Only employees in contact with 6th – 12th grade students must complete Youth Suicide Awareness and Prevention Training. Employees in contact with students and classrooms must complete DPR101 Pest Management.

Future Topics

Please let us know if you have other celebrations, concerns or questions that you would like to see addressed. We will try to provide information in future issues of The Grapevine.

