



The Grapevine

Employee Newsletter of the Windsor Unified School District

AUGUST 2016
VOLUME 10, ISSUE 1

WELCOME BACK!

On behalf of the entire District Office staff, we would like to welcome all of our employees back to the 2016-2017 school year!

We have a considerable number of new Classified and Certificated employees joining WUSD this year. We would like to extend our congratulations to our new employees on their new jobs and to our District for gaining their skills, talents and expertise in their areas of work.

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 August of 2016, December of 2016 and May of 2017. 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), always remember how much of a positive impact your commitment, professional contributions and love of your work create for each student. We extend our very best wishes to all WUSD employees for a fantastic start to the best school year yet!

Brandon Krueger,
Director of Human Resources

DATES TO REMEMBER

August 2016:

- 9th – New Employee Orientations
- 10th – Alternative Teacher Workday
- 12th – Staff Development Day (for all employees) – *including mandated training for specific classifications*
- 15th – Teacher Workday
- 16th – FIRST DAY OF SCHOOL!

September 2016

- 5th – Labor Day – HOLIDAY

October, 2016

- 14th – End of 1st Quarter

November, 2016

- 4th – End for 1st Trimester (Elementary)
- 11th – Veterans Day – HOLIDAY
- 21st – 25th – Thanksgiving Week
- 24th – Thanksgiving Day - HOLIDAY

WHAT'S NEW?

District places local school bond on November 8, 2016 Presidential Election Ballot:

On Tuesday, July 19, 2016, the Board of Trustees of the Windsor Unified School District voted 4-0 to place a \$62 million school bond on the November 8, 2016 ballot. Bond funds will be used to renovate and modernize the District's older schools, upgrade libraries, science and computer labs, and build a new elementary school. To win, the proposal must be supported by a super-majority of 55%. Stay tuned for more details.

WUSD Web Site:

Our Technology Services Department will soon be launching our new (and awesome) WUSD web site. Here, you will not only see a fresh new look featuring the highlights of our great District, but you will also find updates to web pages that will be helpful for our employees and our community. Please take a look at the new Human Resources page which features links to our new [Employee Handbook \(2016\)](#) and links to required employer-to-employee Annual Notifications information.

WHO'RE YOU GOING TO CALL?

While your site or department administrators/leaders will be able 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 (B TSA)	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' sick leave days accumulated. 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, it is a classification/way to describe more specifically how sick leave was 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. 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.*

**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. Put into Aesop if possible.

Vacation – 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.

Any unpaid leave must be requested on a DO100 and approved by your supervisor ahead of absence. Then put into Aesop.

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

If you do not have an Aesop log in and pin or need help please contact Joan Robertson at jrobertson@wusd.org

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

Updates:

Google Mail:

As you may know, we have been transitioning from Novell Netware (Groupwise) to Google Mail for all district electronic mail communication. As of August 4th, most (all but 20) employees have logged in to Google Mail to get themselves set up (Groupwise continues to be available as a reference, however, it no longer is able to send or receive email). If you have any questions or need any assistance with your transition into Google Mail, please contact our Technology Services Department via the FixIt system or at 837-7181.

Payroll Changes for 10 month, Classified Employees

As we move into the 2016-2017 school year, there are some new factors that will create changes in our payroll processes. The purpose of this notification is to inform you of these changes and how they may affect 10-month employees' pay distribution.

New Factors:

- Anthem Blue Cross premiums have increase 7%
- Reduction of three (3) Days from the 2015-2016 to the 2016-2017 work year (1 – leap year day , 2 – professional development days)
- Work year extends into June, 2017 for 2016-2017 (CalPERS requires that all members receive a paycheck in June if there are days worked in June)

Changes:

- In 2015-2016, there were ten checks of like amounts with 2 *Deferred Net Pay (DNP) checks for 10 month employees who selected to receive the Summer pay checks. *option
- In 2016-2017, there will be eleven checks of like amounts with 1 DNP check for 10 –month employees who selected this option.

This information with additional details was sent to affected employees already, but is here as a reminder of this update.

Please contact Tami (Classified Payroll) at 707-837-7711 or Yvonne (Certificated Payroll) at 707-837-7710 if you have any questions.

