

Welcome to TESD!!!

- Jodi Gunning, Administrator – HR
- Olga Sanchez, HR Specialist - Benefits
- Jocelin Gutierrez, HR Specialist
- Isabel Del Toro, Receptionist

- Tracy Graves, Payroll



HR Topics

- Earned Leave
- Professional Growth
- AESOP
- TESD Policies
- Reminders
- Questions



Schedule Information

- Work Calendar- 194 Paid Days
- 180 Work Days, 7 Paid Holidays
 - 4 Orientation Days paid separately
- School Schedule:
 - Students begin August 2, 2023
 - Last Day for Teachers is May 24, 2023
 - Break Schedule:
 - Fall Break: October 9-13, 2023
 - Thanksgiving Break: November 20-24, 2023
 - Winter Break: December 25-January 5, 2023
 - Spring Break: March 11-15, 2023



Earned Leave for Certified Staff

- **Certified staff – 11 General Leave Days per year (a.k.a. Sick Leave).**
- These days may be used for personal or family illness. Family includes Spouse, Children, Parents, Siblings, Grandparents, Grandchildren, or like relations created by marriage.
- Up to 3 of these days may be used for personal business that cannot be scheduled outside of the employee's regular workday.
- Use of general leave is not permitted on the day before or after a holiday.
- 5 days general leave (40 hours) will be available for use after the first day of employment. The remaining 6 days will be earned on an accrual basis each payday beginning pay period 13.

Earned Leave for Certified Staff

- After three consecutive personal/family illness leave days, medical documentation may be required.
- Use of more than three (3) consecutive personal leave days is not allowed unless approved by the Superintendent or his/her designee.
- A four-day advance notice is required in order to assist administration in planning for the absence.
- Unused general leave days rollover to the next school year.

Professional Growth

- Submit official transcripts upon completion of coursework.
- Salary increase will be added to the base salary.
- Salary increase of \$1 100 added for every 18 college credits earned past the minimal educational requirements for your position.

AESOP How to Report an Absence

- AESOP is an online system used to report absences.
- All certified absences should be reported to Aesop so a Guest Teacher may be assigned.
- Absences for illness must be entered through AESOP no later than 6 am the day of the absence. You must contact your supervisor directly to notify him/her of your absence after that time. Please report your absence as soon as possible so a guest teacher can be contacted.
- Absences for personal business must be approved in advance by your supervisor.
- Have your lesson plans ready!



Important District Policies

Dress Code

In our District, professional dress isn't just a smart choice. It's a requirement of the employee dress code adopted by the Governing Board.

Understand the Dress Code Policy

Select clothing to suit your duties

Don't break your budget

Remember...

YOU are a role model, and students, parents and the community are watching!

ASK your principal about the dress code for your specific position.

Important District Policies

Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student.

- If you see something, say something.

Important District Policies

Drug Free Workplace

TESD is a Drug Free workplace, and no employee shall violate the law or District policy in the illegal manufacture, distribution, dispensing, possession, or use, on or in the workplace of alcohol, or any narcotic drug, hallucinogenic drug, amphetamine, barbituates, marijuana, or any other controlled substances.

Important District Policies

Mandatory Reporting

- You are now what is considered a mandatory reporter when it comes to suspecting or being told that a child is being abused.
- Must be reported within 24 hours (Principal, Assistant Principal, School Nurse)
- They will walk you through how to report
- Report don't judge

Important District Policies

Duties

- Remember the priority is supervising students.

Social Media

- Do not share student personal/academic information
- Be careful discussing comments where emotions run high (i.e. work issues, politics, and religion) and show respect for others' opinions
- Be conscious mixing your business and personal lives.
- When in doubt, DO NOT POST!!!

Important District Policies

Staff Resources

- New Employee Access Portal
 - Pay stub
 - Direct Deposit
 - Leave
 - Change of Address
 - Change/Modify tax documents/deductions
 - Benefits and Benefit Enrollment
- Learning Observation Instrument (L.O.I.)
 - Evaluation – Performance Pay
 - Please be sure to understand your evaluation document

Reminders

- Submit missing documentation as soon as possible! We need a complete file before you begin work.
- Notify HR of any potential certification issues.
- We are here to help!



The Answer to the Most Important Question....

- **First Full check August 15, 2023**
- **Live checks will be delivered to site on day of payday.**
- **Benefit deductions begin August 15, 2023**
- **Payday is every other Tuesday!**

QUESTIONS???

Personnel Issues/Professional Growth:

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