

# Welcome to TESD!!!

- Cathey Mayes, Administrator of HR
- Hogla Gonzalez, HR Specialist
- Olga Sanchez, Benefits Specialist
- Isabel Del Toro, Receptionist



# HR Topics

- Earned Leave
- Professional Growth
- AESOP
- TESD Policies
- TALENT ED/Records/Perform
- 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 3, 2022
  - Last Day for Teachers is May 26, 2022
  - Break Schedule:
    - Fall Break: October 10-14, 2022
    - Thanksgiving Break: November 21-25, 2022
    - Winter Break: December 26-January 6, 2022
    - Spring Break: March 13-17, 2022



# Earned Leave for Certified Staff

- **Certified staff – 11 General Leave Days per year.**
- The entire 11 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. An employee that is out on these days may be docked pay unless prior approval is obtained from their administrator supporting the need for the absence.
- 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.

# 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. Payout amounts vary based on years of service to the District.

# Professional Growth

- Submit official transcripts upon completion of coursework.
- You will receive an email confirmation from HR after processing is complete
- 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 reported 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
- ▶ Don't dress like a student
- ▶ 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 supervisor 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.

- Sexual Harassment must be reported to your direct supervisor immediately.
- Harassment is based on power, not on romance.
- “Intent” is NOT relevant; courts only consider “impact” on the victim and the workplace.
- 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.

- Workplace includes:
  - Any school building or any school premises, and any school-owned vehicle or any other school-approved vehicle used to transport students or staff members to and from school or school activities or on school business.
  - Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under jurisdiction of the District.
- If you violate policy:
  - Inform your supervisor immediately

# 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

## 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

- iVisions Portal
  - Pay stubs
  - Set up Direct Deposit
  - Leave
  - Change of Address
  - Change/Modify tax documents/deductions
  - W2's
  - Contracts
  - Benefit Enrollment
- Learning Observation Instrument (L.O.I.)
  - Evaluation – Performance Pay
  - Please be sure to understand your evaluation document

# Reminders

- New Teacher Orientation July 21 – July 26, 2022
- All Teachers Report July 27, 2022.
- 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 2, 2022**
- **Benefit deductions begin August 16, 2022**
- **Payday is every other Tuesday!**

# QUESTIONS?

## **Personnel Issues/Professional Growth:**

Cathey Mayes, Administrator of Human Resources  
Ph. 623-533-3910 email: cmayes@tesd17.org

## **Certification/Employment Information:**

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## **Benefits:**

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## **General Questions:**

Isabel Del Toro, HR/District Receptionist  
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