



Employee's Guide

2022-2023

Mead School District #354 is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, sexual orientation, gender identity, marital status, national origin, disability or handicap, genetic information or veteran status. Inquiries regarding compliance procedures may be directed to the District's Title IX/RCW 28A.640 officer, Section 504 coordinator, and/or Affirmative Action officer. Persons who may need some accommodation in the hiring process should contact the Human Resources Office at (509) 465-6007.



Welcome to the Mead School District

Congratulations on your new position and welcome to the Mead School District. It is our desire that you find your employment with us rewarding in all aspects. Mead School District prides itself on providing our staff with the tools necessary to give our students a complete education, from the nutrition they need, clean facilities, and safe transportation; to well-rounded academic, artistic, and athletic programs. We are committed to staff success thereby creating an environment of student focused learning.

The purpose of this Employee Guide is to provide you with the information you need to get started and to use as a resource throughout the school year. As with anything new, there seems to be a laundry list of things to do; however, our intent is to make this process smooth and seamless; as well as answer any questions you may have. If your position is benefits eligible, you will receive information regarding benefits after the initial orientation. We are always available to assist you with any concerns, no matter how small, and have included a list of support staff phone numbers for your reference.

Again, welcome to Mead!

Warm Regards,

Keri Hutchins

Director, Human Resources



Administration Office

Main Line Receptionist (509) 465-6000

Superintendent

Shawn Woodward Superintendent
Todd Zeidler Public Information Officer (509) 465-6004

Assistant Superintendents

Jared Hoadley Assistant Superintendent to Business and Operations (509) 465-6030
Heather Havens Assistant Superintendent to Learning and Teaching (509) 465-6015

Human Resources

Keri Hutchins Director of Human Resources (509) 465-6039
Carla Scott Executive Assistant to Human Resources (509) 465-6011
Andrea Jimenez HR Leaves Specialist (509) 465-6007
Stacey Vivit HR Recruitment Specialist (509) 465-6010
Sonia O'Connor HR Substitute Specialist (509) 465-6023
Loree Swegle HR Support Specialist (509) 465-6051

Business Services

Heather Ellingson Chief Financial Officer (509) 465-6017
Adina Grimsley Assistant Director of Business Services (509) 465-6048
Carla Scott Executive Assistant to Business Services (509) 465-6011
Cory Beck iVisions System Analyst (IVEE) (509) 465-6050

Sydney Smith Accounting Specialist (509) 465-6012
Annie Bryceson Accounting Specialist (509) 465-6022
Kristi Deskins Compensation Specialist M-Z (509) 465-6026
Katie McNaghten Payroll Specialist, M-Z (509) 465-6009
Lara Nutt Payroll Specialist, A-L (509) 465-6013
Cindy Stevenson Compensation Specialist A-L (509) 465-6044
Kim Cooks Lead Compensation and Benefits Specialist (509) 465-6018
Michelle Gable HR Specialist-Absence Management/Time & Attendance (509) 465-6047



Student and Family Services

Josh Westermann	Director	(509) 465-6008
Kelly Schultz	Student Services Coordinator	(509) 465-6008
Staci Cornwell	Mental Health Coordinator	(509)465-6029

Learning Services

Rob Haugen	Director (Elementary)	(509) 465-6040
Darren Nelson	Director (Secondary)	(509) 465-6025
Mark St. Clair	Director (Assessment and Programs)	(509) 465-6005
Robin Placzek	Assistant Director (State and Federal Programs)	(509)465-6034
Cherie Eggleston	Learning &Teaching Specialist	(509) 465-6033
Cindy Kissinger	Learning &Teaching Specialist	(509) 465-6027

Special Services

Kellie Jo Timberlake	Director	(509) 465-7606
Katie Bagdon	Assistant Director	(509) 465-7024

Technology Services

Help Desk		(509) 465-7777
Emily Magney	Assistant Director	(509) 465-7658
David Willyard	Network Administrator	(509) 465-7659
Michael Flint	PowerSchool	(509) 465-7684
Korbie Yeoman	Technology Executive Administrative Assistant	(509) 465-7637
Sark Kirishian	Systems Coordinator	(509) 465-7656
Carol Hatcher	Systems Specialist—Passwords	(509) 465-7652
Sarah Krop	Administrative Assistant	(509) 465-7653

Other Departments

Child Nutrition Services		(509) 465-6100
Copy Center		(509) 465-6167
Custodian Services		(509) 465-6121
Transportation		(509) 465-6107
John Gill	Security Coordinator	(509) 465-7632
Maintenance		(509) 465-6138



Elementary Schools **Hours 9:00 a.m. to 3:20 p.m. (M,T,Th,F) - 9:40 a.m. to 3:20 p.m. (W)**

School	Principal	Telephone Number
Brentwood	Alicia Ekman	(509) 465-6200
Colbert	Cari Trowbridge	(509) 465-6300
Creekside	Laura Duchow	(509) 867-2200
Evergreen	Michael Danford	(509) 465-6400
Farwell	Josh Van Cleef	(509) 465-6500
Meadow Ridge	Erin O'Connor	(509) 465-6600
Midway	Christine Spinell	(509) 465-6700
Prairie View	Jeff Naslund	(509) 465-7800
Shiloh Hills	Lisa Horn	(509) 465-6800
Skyline	Erik Olson	(509) 867-2301

Middle Schools **Hours 8:00 a.m. to 2:30 p.m. (M,T,Th,F) - 8:40 a.m. to 2:30 p.m. (W)**

School	Principal	Telephone Number
Highland	Nate Bartlett	(509) 867-2000
Mountainside	Gregg Hare	(509) 465-7400
Northwood	Troy Hughes	(509) 465-7500

High Schools **Hours 7:55 a.m. to 2:35 p.m. (M,T,Th,F) - 8:35 a.m. to 2:35 p.m. (W)**

School	Principal	Telephone Number
Mead	Kimberly Jensen	(509) 465-7000
Mt. Spokane	Chelsea Galligher	(509) 465-7200

Mead Options **Hours 7:55 a.m. to 2:20 p.m.**

School	Principal	Telephone Number
Five Mile Prairie	Nick Edwards	(509) 465-7700
North Star School	Nick Edwards	(509) 465-7730

MEAD SCHOOL DISTRICT 2022-2023

	MON	TUE	WED	THUR	FRI
August	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
2 Student Days	29	30	31		
September				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
20 Student Days	26	27	28	29	30
October	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
20 Student Days	31				
November		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
18 Student Days	28	29	30		
December				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
12 Student Days	26	27	28	29	30
January	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
19 Student Days	30	31			
February			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
19 Student Days	27	28			
March			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
22 Student Days	27	28	29	30	31
April					
	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
15 Student Days	24	25	26	27	28
May	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
21 Student Days	29	30	31		
June				1	2
	5	6	7	8	9
12 Student Days	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30

Aug. 30 1st Day of School

Sept. 2 No School

Sept. 5 Labor Day

Sept. 6 Kindergarten 1st Day of School

October 7 LID (Non-Student Day)

Oct 12-14 Elementary Conferences (Half-Day 10/12, Non-Student Days 10/13 & 10/14)

Nov. 11 Veteran's Day

Nov. 23-25 Thanksgiving Vacation

Winter Break Dec. 19 - Jan. 2

Jan. 3 School Resumes

Jan. 16 Martin Luther King Jr. Day

Jan 27 End 1st Semester (Secondary Early Release)

Jan. 30 No School (Snow Make-Up Day)

Feb. 3 Elementary Early Release

Feb. 15-17 Elementary Conferences (Half-Day 2/15, Non-Student Days 2/16 & 2/17)

Feb. 20 President's Day

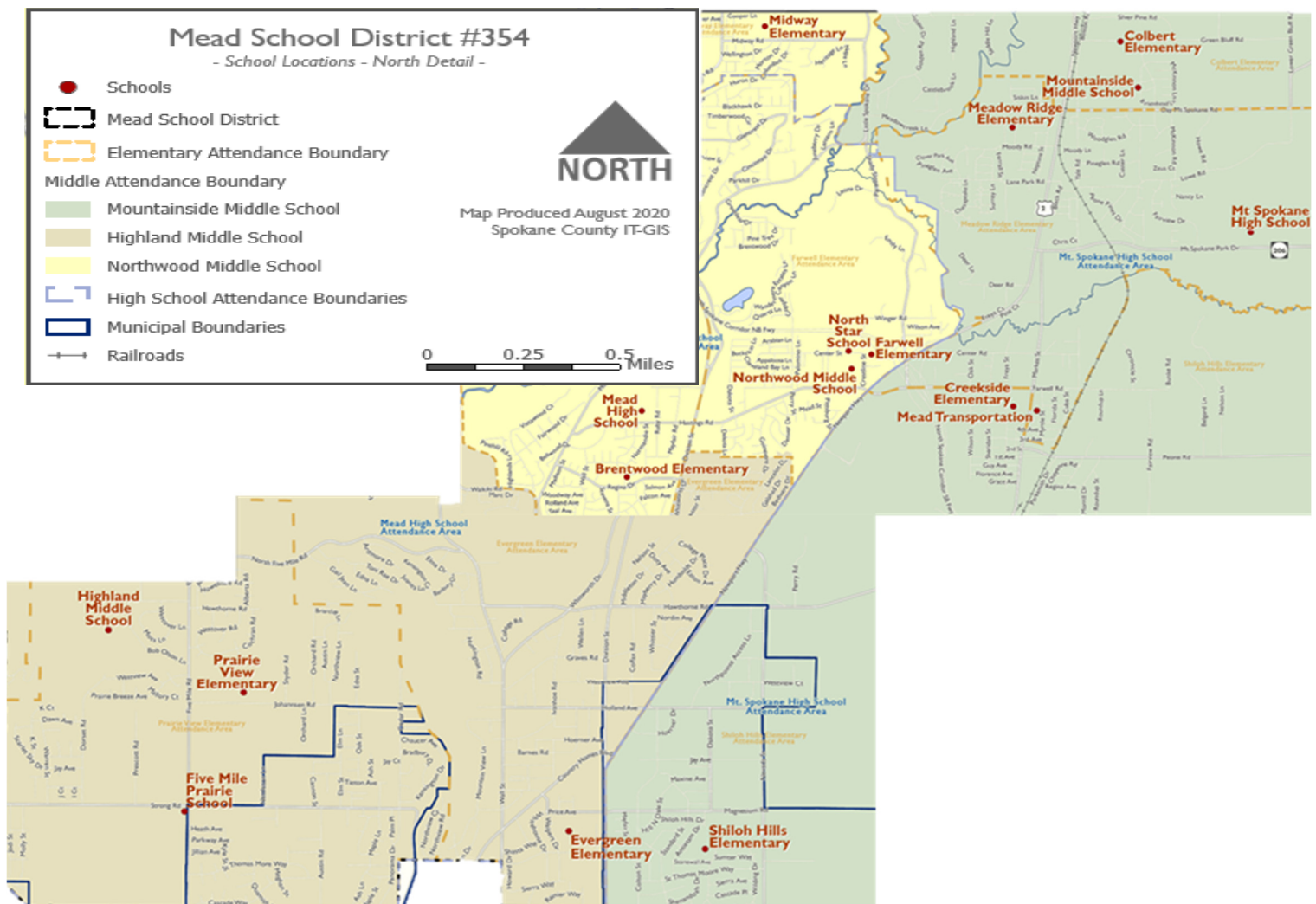
March 17 LID (Non-Student Day)

April 3-7 Spring Break

May 26 No School (Snow Make-Up Day)

May 29 Memorial Day

June 16 Last Day of School



Elementary Schools

Brentwood	406 W Regina Rd, Spokane 99218	Meadow Ridge	15601 N Freya, Mead 99021
Colbert	4526 E Greenbluff Rd, Colbert 99005	Midway	821 E Midway Rd, Colbert 99005
Creekside	3525 E Hastings Rd, Mead 99021	Prairie View	2606 W Johannsen Rd, Spokane 99208
Evergreen	215 W Eddy, Spokane 99218	Shiloh Hills	505 E Stonewall, Spokane 99208
Farwell	13005 N Crestline, Spokane 99208	Skyline	9911 N Bob Olson Ln, Spokane 99208

Middle Schools

Mountainside	4717 E Day Mt. Spokane Road, Colbert 99005
Northwood	12908 N Pittsburg, Spokane 99208
Highland	3515 W Hawthorne Rd, Spokane 99208

High Schools

Mead	302 W Hastings Road, Spokane 99218
Mt. Spokane	6015 E Mt. Spokane Park Drive, Mead 99021

Alternative Schools

Five Mile Prairie	8621 N Five Mile Road, Spokane 99208
North Star	13120 N Pittsburg St, Spokane 99208



Bargaining Groups

Group	President	Email
Classified Public Employees Association (MCPEA)	Thomas Shupp	Thomas.Shupp@mead354.org
Mead Association of Educational Office Personnel (MAEOP)	Melissa McDonald	Melissa.Mcdonald@mead354.org
Support & Services Professionals (SASP)	Jennifer Homb	Jennifer.Homb@mead354.org
Mead Classified Trade Association (MCTA)	Jim Snyder	Jim.Snyder@mead354..org
Local 1135-MT (Bus Drivers)	Jeff Rabel	Jeff.Rabel@mead354.org
Mead Education Association (MEA)	Toby Doolittle	Toby.Doolittle@mead354.org
Mead Principal's Association	Rick Pelkie	Rick.Pelkie@mead354.org
Mead Extra-Curricular (MECA)	Alex Schuerman	Alex.Schuerman@mead354.org

What are bargaining groups?

Bargaining groups are labor organizations representing various groups within the school district represented by (ie...teachers, custodians, cooks, paraeducators, etc.)

Am I a member of a bargaining group?

You are eligible to become a member by electing to join, but you are not automatically enrolled upon hire.

What do bargaining groups do?

Bargaining groups negotiate, on the members' behalf, the groups' contract, and all elements thereof.

Who do I contact from my group?

Each bargaining group has elected officers. Each bargaining group president is listed above, along with the email address for that person.

How do I get a copy of my group's contract?

Copies of Collective Bargaining Agreements are located on the Mead School District website under the tab Employment/ Human Resources. The Collective Bargaining Agreements, as well as LOAs/MOUs and Salary Schedules are listed on the right-hand side of the page.

Policies and Procedures for All Employees

Employees are required to comply with all district policies and procedures and/or applicable Collective Bargaining Agreements. Current policies can be found online at www.mead354.org, by following the links under Our District, Board of Directors, then [Board Policies](#), [Collective Bargaining Agreements](#), [Letters of Agreement & Memorandums of Understanding](#) and [Salary Schedules](#) are also available online under the [Employment](#) link; they can be found in the bar menu on the right hand side of the page. Violations of district policies may result in disciplinary action as defined in the appropriate Collective Bargaining Agreement or with [Policy 5281](#).

Absences

Employees use Absence Management to record their absences any time they are not at their scheduled work site. This includes sick time, annual leave, attending district approved meetings, etc. It also includes whether or not a substitute is needed in your absence. Employees of the Mead School District are responsible for managing their absences; it is not the responsibility of Administrative Assistants. You can easily access Absence Management under [Quick Links](#) on the district web pages. If you have difficulties logging in or any questions about an absence, please contact Michelle Gable at 465-6047. Substitutes should contact Sonia O'Connor at 465-6023.

Administering Medicine to Students

Employees who have not completed authorized medication training are not to distribute or administer medication. Students should be sent to the school health room in the office for an authorized personnel to distribute or administer any medications, any exceptions to this must be expressly authorized in writing. Unauthorized distribution or administration of medicines to students can have serious legal consequences.

Appropriate Dress

Although freedom of expression applies to both students and staff, employees of the Mead School District are expected to present themselves in a manner that is appropriate for a school and/or a workplace setting, and does not disrupt the workplace or learning process or present health or safety risks. Recognizing that all employees reflect the standards of the District, and that presenting a professional manner is part of the employees responsibility employees shall be expected to:

- ◆ Arrive to work clean, neat and well groomed.
- ◆ Avoid low cut or revealing attire.
- ◆ Should be prepared for inclement weather.
- ◆ Stay away from print tees (school logo tee's are approved), sweats/exercise wear, political attire, and worn/ holey jeans
- ◆ Always wear appropriate PPE as required.

Your choice of clothing should be both clean and comfortable and appropriate for the assignment. If you have doubts about your attire, it is probably best not to wear it.

Cell Phone Use

Cell phones should be off or silenced, and should not be used while in the classroom, on the playground, or while involved in the supervision or instruction of students. If you have an emergency situation, please let the office know before using your cell phone during these times. Personal long distance phone calls are not to be made using district phones. **In order to protect the privacy of students, the taking of photos or videos, without specific prior authorization should be avoided.**

Civil Workplace

The district believes that a safe and civil environment is essential and therefore is committed to providing high quality and nurturing work and learning environments where all individuals are treated with respect and civility; conversely, uncivil conduct interferes with the productivity of the workplace and negatively impacts the learning environment for students. Employees must adhere to the [Board Policy 5282](#) and [Procedure 5282](#) addressing civility.

Code of Professional Conduct

We expect that all employees who are education practitioners (including paraeducators) will adhere to the [WA Code of Professional Conduct](#) as defined within WAC 181-87. Violation of the Code of Professional Conduct will be reported to the Office of Professional Practices and may be subject to disciplinary action.

Computer/Internet/Mobile Devices/Laptop Use:

Use of personal computers, internet, mobile devices, and laptops should be avoided while in direct supervision and instruction of students. Use of District computers, internet, mobile devices and laptops should be in compliance with [Board Policy 2022](#) and [Procedure 2022](#).

Compliance Training

Employees and substitutes are required to complete a yearly training. This training will be provided through interactive online courses from Safe Schools. Instructions for completing the training will be provided on an annual basis and can be accessed at any time throughout the year as a reference. You can access Safe Schools on the Mead website under Our District/Quick Links/[Vector Safe Schools](#). Your login username is your Mead email address. No password is required.

Discrimination

The district shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, color, religion, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, martial status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. Please refer to [Board Policy 5010](#) and/or the Affirmation Action Plan.

Early Dismissal

Students can only be dismissed early from class if their parents have notified the office and followed the proper check-out procedure. Be aware of other classes still in session and do not dismiss your class early while other teachers are still conducting their classes. Students may not go on errands outside of the building.

Employee ID Badges

All employees are required to wear a Mead School District ID badge at all times. Any adult without an ID badge or visitor sticker should be escorted to the office. A badge will be provided to you at the point of hire.

Employee Leave Without Pay

Employees are expected to work their regularly scheduled shifts. Time away from the regular shift may be taken under an employee's available leave options. Employees are expected to manage their time to not enter into an Unauthorized Leave Without Pay situation. If an employee has exhausted all accumulated leave banks and the absence is not preapproved under another qualifying leave policy the absence shall be recorded as "Unauthorized Leave Without Pay" and may be subject to disciplinary action.

In order to be preapproved for a qualifying leave without pay, employees are to submit their request to their immediate supervisor and the superintendent/designee in writing at least 30 days in advance. The request should thoroughly document the reasons for the leave as well as the anticipated start and end dates. The needs of students and the district educational programs warrant primary consideration when LWOP requests are being reviewed. LWOP will be granted only when it will not have an undesirable impact upon the educational program or business operations. Employees requesting LWOP shall be required to use all available leave balances prior to taking LWOP as it will not be granted in lieu of vacation, annual or sick leave, nor will it be granted as a yearly and/or reoccurring leave option. Employees seeking information about LWOP options should review [Policy 5403](#) and contact the Leaves Specialist in the Human Resources Department.

Harassment

Harassment, intimidation, bullying or cyberbullying on the basis of race, color, religion, ancestry, national origin, gender, sex, age, sexual orientation, or disability are prohibited. This prohibition applies to any act intended to harm another individual through physical or verbal actions, including written messages and those transmitted electronically. Harassment includes: hostile environment, Quid Pro Quo sexual harassment, malicious harassment, harassment, intimidation, bullying or cyberbullying. Please refer to [Board Policy 5011](#) for more information.

Mandatory Reporting

Washington State Law (RCW.26.44.030) identifies professional school employees (all certificated staff, classified staff, coaches, limited defined employees, and substitutes) as mandated reporters who are required to report a concern regarding any suspected child abuse or neglect. School employees who have reasonable cause should report the incident to their immediate supervisor. "Reasonable cause" means a person witnesses, or received credible written or oral report alleging abuse, including sexual contact or neglect of a child.

Mileage Reimbursement

Mileage will be paid for travel pre-approved by an employee's supervisor or building administrator. Mileage must be submitted no later than the 5th of the month following travel. For example: mileage from January 1 to January 31 should be submitted to Accounts Payable no later than February 5th. Mileage will not be paid for any community activities per IRS regulations. Please refer to [Board Procedure 6213](#) for more information. The Mileage Reimbursement Form and Mileage Chart can be found on MyMead/Groups/Mead Employees/Resources/Business Forms & Documents.

Paraeducator Fundamental Course of Study and Expectations

All paraeducators will complete a four day (28 hours) Fundamental Course of Study (FCS) as mandated by state law. Once this training is met, paraeducators are then required to complete an additional 70 hours of professional development, within three years, to meet the General Paraeducator Certificate. The FCS provides training that aligns with the Washington State Paraeducator Standards of Practice. These standards of practice form the foundational expectations of paraeducators within the Mead School District. These expectations include:

- Supporting instructional opportunities;
- Demonstrating professionalism and ethical practices;
- Supporting a positive and safe learning environment;
- Communicating effectively and participating in the team process; and
- Demonstrating cultural competency that aligns with standards developed by the PESB.

Personal Items

Any personal items you bring to your worksite are your responsibility. Purses, coats, etc. should be stored in a secure drawer or closet..

Personal Protective Equipment

All employees are to follow the standard safety procedures set forth for the entire district and their specific department. Personal Protective Equipment (PPE) will be provided as appropriate or required for the work activity being performed. PPE may include goggles, additional face shields, gloves, gowns, or other styles of face masks. Employees should contact their supervisor for specific information on any required safety equipment requirements specific to their position.

Physical Force

Deliberate use of physical force to punish a student, cause pain, injury, or humiliation is prohibited, regardless of the severity of the student's behavior or the degree of provocation. Physical intervention by staff must only be used under emergency circumstances and only as documented within [Board Policy 3246](#) and [Board Procedure 3246](#) including the [Restraint/Isolation Report Form](#).

Professional Boundaries

All employees are expected to maintain the highest professional, moral and ethical standards in their interactions with students, as well as set examples for students by appropriate conduct and behavior. An inappropriate boundary invasion means an act, omission, or pattern of such behavior by an employee that does not have an educational purpose; and results in abuse of the staff/student professional relationship. Please refer to [Board Policy 5253](#) and [Board Procedure 5253](#).

Purchases

All purchases must be made through the appropriate designee at the employee's building office, department office, or through Business Services. Purchases are not to be made directly by employees using their personal funds without prior approval from their supervisor or building administrator. If a purchase is made directly using an employee's funds and reimbursement is requested, the reimbursement request may be denied.

Retaliation

Choosing to speak up about workplace concerns helps build a healthy, ethical, and safe district and is part of our culture. To promote that culture, the District encourages employees to speak up and raise questions and concerns promptly about any situation that may violate the Code of Conduct, our core values, collective bargaining agreements or our policies.

The District strictly prohibits any form of retaliatory action against employees who raise issues or ask questions, make reports, participate in an investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law (in each case "Protected Activity"). Employees who believe they have either witnessed retaliation or been personally retaliated against should immediately notify their supervisor or the Human Resources Department. Acts of retaliation will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

Safety

The school district places a high value on the health and safety of its employees. It is the responsibility of all employees to play an active role in creating a safe and healthy workplace and to comply with all applicable safety and health rules. All employees are expected to do everything reasonably necessary to protect the life and safety of all employees and students, and should report any safety concerns to their supervisor or building administrator. Please refer to [Board Policy 6511](#) and [Board Procedure 6511](#) for more information.

Safe and Healthy Work Environment

Due to the number of students and staff with allergies, asthma and other health conditions the district's goal is to have clean, healthy and safe classroom and work environments. As such certain chemicals, air fresheners, perfumes, body sprays, colognes and other items should not be used in the work place. Please refer to [Board Policy 6800](#) for more information.

Tobacco Use

The use of tobacco products on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities and vehicles is strictly prohibited as per [Board Policy 4215](#).

Time & Attendance

Select the Frontline icon on your HelloID dashboard and then Time & Attendance. By selecting the Timesheet tab you will find your timesheet with your work schedule. Time & Attendance is primarily used to record and track extra time, while Absence Management is the method for entering time off. Any leave information entered through Absence Management will show on your Time & Attendance timesheet as well. ALL forms of absences on the Absence Management side will appear at the bottom of your Timesheet clumped together as “Leave” shown in the Summary. Employees are responsible for submitting their timesheets on the first day of the following month (1st of the month). You may also submit your time daily or weekly. The employee’s electronic signature authorizes and verifies that the timesheet is true and accurate.

Weapons and Drugs

Mead School District has a zero tolerance policy regarding weapons and drugs on school grounds. If an individual is suspected to be in possession of a weapon or drugs, or suggests inflicting physical harm on another individual, or appears to be under the influence of drugs, notify the principal or another administrator immediately. Please refer to [Board Policy 4210](#) for more information.

Weather Closure/Delays

[School Messenger System](#) is used if the Mead School District closes or has a delayed start due to weather conditions. Employees are notified via email and by phone. During adverse weather, the district’s websites as well as local radio and television stations will announce school closures.

Workplace Injuries

In the event you are injured while at work, you may be eligible for workers compensation. In the event of an injury, notify the office of exactly what happened, when it happened, and how it happened. It is also important to list any witnesses to the incident, and whether you were injured as a result of the incident. If you witness a work-related incident where another individual is injured and cannot notify the office, you should notify the office for him or her. In the case of injuries you will need to complete an Employee Accident Form (**available in the school office**) and return it to the office as soon as possible within 24 hours. If seeking medical treatment for an injury that occurred while at work, you need to call ESD 101 at (509) 789-3516 to initiate a claim.

Employee Benefits

The following benefits are available through SEBB to employees who are anticipated to work at least 630 hours per school year (September 1—August 31); or, will become available once an employee reaches 630 hours in a year. Eligibility for SEBB is based on WAC 182-31-040. SEBB=School Employees Benefit Board operated by WA Health Care Authority (HCA).

SEBB offers a variety of plan choices including:

- Medical Insurance: Currently SEBB offers 18 different plans through Kaiser Permanente, Premera, and Uniform Medical Plan (operated by Regence)
- Dental Insurance: Currently SEBB offers three options. Two managed care plans through Willamette Dental and Delta Dental and one PPO Dental plan through Uniform Dental Plan (Delta Dental)
- Vision Insurance: Currently SEBB offers three options: MetLife, Davis Vision, and EyeMed
- Life Insurance with Accidental Death & Dismemberment coverage (\$35,000) through MetLife
- Long Term Disability: max benefit of \$400 per month through The Standard

The SEBB program also offers benefits that are strictly employee paid, such as:

- Optional Additional Life Insurance for Employee, Spouse and Children through MetLife
- Optional Long Term Disability through The Standard
- Optional Flexible Spending Accounts (FSA) through Navia
- Optional Health Savings Accounts (HSA) through Health Equity (only for employees on a qualified high deductible health plan)

Eligible employees will be provided instructions for enrolling online through SEBB My Account. Benefits begin the first of the month, following your date of hire. Special rules apply for new employees who begin work on or after September 1, but no later than the first day of school. For those employees only, eligibility and coverage begin on the first day. Enrollment selections must be made within 31 days of hire to avoid defaulting into plans. All plans include out of pocket and premium cost for employees. Annual Open Enrollment occurs in October/November each year with a January 1 effective date. Plans/rates renew each year on January 1.

Remember, when you experience a life changing event (marriage, divorce, birth/adoption of a child, name change), you will most likely want to update your benefit information.

If you have any questions about the above, please contact our Retirement and Benefits Specialist:
Kimberly Cooks kimberly.cooks@mead354.org (509)465-6018

Retirement

Membership in a retirement plan with the Department of Retirement Systems (DRS) is mandatory if you work 3.5 hours per day or more. Eligible certificated employees will be in the Teacher's Retirement System (TRS). All other eligible school district employees will be in the School Employees Retirement System (SERS). If you have never contributed to TRS or SERS before your current employment, you will have a plan choice, Plan 2 or Plan 3. Once you choose a plan, your choice is irrevocable.

If you wish to save for retirement over and above what you put into your DRS plan, there are two options through pre-tax payroll deduction: the Deferred Compensation Plan (DCP), a 457 plan through DRS; or a tax-sheltered annuity (TSA), a 403(b) plan through certain approved vendors. You can start, stop and change contributions to these plans at any time. Some 403(b) vendors may have a Roth plan available (contributions are not pre-tax, but the plan has other tax benefits at the time of retirement). If you have any questions about retirement plans, please contact your payroll person.

Injured at Work? Here's what you need to do:

If you are injured at work, inform your supervisor immediately and complete an Employee Accident Report. If no medical attention is needed, stop here.

If you are seeking medical attention:

- Inform your supervisor.
- Contact North East Washington Educational Service District (NEW ESD) 101 at 509-789-3516 to:
 - ⇒ Report the incident has occurred.
 - ⇒ Provide details of the incident to the claims staff.
 - ⇒ Obtain a claim number.

NEW ESD 101 will then send you a claim form to complete and return to them.

Please note: You are able to see any physician of your choice for your initial visit. However, if you require additional medical care, your attending physician must be enrolled in the L&I medical provider network. You can check your provider's network status at www.FindADoc.LnI.wa.gov.

What to do at the medical provider's office:

- Inform the medical provider that this is a work-related incident
- Provide the medical provider with the claim number you received from NEW ESD 101. If you do not have a claim number yet, call NEW ESD 101 from the provider's office to get a claim number.
- Instruct the medical provider to forward ALL claim information to:
NEW ESD 101
NE WA Worker's Compensation Cooperative
4202 S Regal St
Spokane, WA 99223-7764
Phone: 509-789-3516
Fax: 509-789-3780
- Complete the Physician's Initial Report (PIR) which is provided by the doctor
- **DO NOT COMPLETE** the L&I State Fund claim form.
- Obtain a note with your return to work status from the provider
- If needed, schedule a return appointment with a provider in the L&I medical provider network.

What to do after each medical provider visit:

- Call NEW ESD 101, at 509-789-3516, to report your return to work status.
- Fax your return to work status note to NEW ESD 101 within 24 hours (fax 509-789-3780).
- Report your return to work status to the Mead School District, specifically Andrea Jimenez the Leaves Specialist, within 24 hours.
- Provide the Mead School District, specifically Andrea Jimenez the Leaves Specialist, with a copy of your work status note.

SUPPORT LINC

EMPLOYEE ASSISTANCE PROGRAMS

Dear Mead School District #354 Employee:

Life can be a juggling act. It takes time and energy to manage your work, family and personal wellbeing. Mead School District #354 is pleased to announce the SupportLinc Employee Assistance Program (EAP) is available to help you manage life's daily challenges. Administered by CuraLinc Healthcare, SupportLinc offers confidential, professional support for emotional health and work-life balance concerns at no cost to you or your family. The program includes:



IN-THE-MOMENT SUPPORT & SHORT-TERM COUNSELING A licensed clinician answers 24/7/365 when you call for assistance with work-related pressures, depression, stress, anxiety, grief, relationship problems, substance abuse or other emotional health concerns. You and your benefit-eligible family members may also receive up to five (5) counseling sessions, in-person or via video.



LEGAL CONSULTATION SupportLinc offers a free, 50-minute legal consultation with a local attorney per issue, by phone or in-person.



CONVENIENCE RESOURCES SupportLinc's knowledgeable specialists provide referrals to resources that help address a wide range of challenges such as child or elder care, adoption, pet care, home repair, education and housing needs.



FINANCIAL EXPERTISE Receive expert financial consultation and planning with pressure-free, personalized guidance until your issue is resolved.



WEB PLATFORM Your one-stop shop for SupportLinc support, resources, information and more. Discover on-demand training to boost wellbeing, search engines, financial calculators and career resources, visit the Savings Center for retail and service provider discounts and complete a topic search to explore articles, tip sheets and self-assessments.



ECONNECT® MOBILE APP Get confidential support and guidance on the go from a licensed counselor via live chat, as well as expert content and resources – all from the convenience of your phone or tablet. Use the QR code below to download the eConnect® app for iOS or Android today.



TEXT THERAPY Exchange text messages, voicenotes and resources Monday – Friday with a licensed counselor for up to five (5) weeks, through the Textcoach® mobile and desktop app.



ANIMO Strengthen mental health and overall wellbeing using Animo's self-guided content, practical resources and daily inspiration to foster meaningful and lasting behavior change.



NAVIGATOR Take the guesswork out of your emotional fitness. Click the Navigator icon on the web portal or mobile app, complete a short survey and receive personalized guidance for accessing program support and resources.

All requests for information or assistance through the SupportLinc program are free of charge and completely confidential. You can contact SupportLinc anytime, around-the-clock, 365 days a year. To get started, you can call, log in, email, chat or text using the information below.



1-888-881-LINC (5462)

In-the-Moment Support and Guidance



WWW.SUPPORTLINC.COM

Username: mead354



SUPPORT@CURALINC.COM

ECONNECT® MOBILE APP



Username: mead354



TEXT 'SUPPORT' TO 51230



Reporting Child Abuse or Neglect



Who is required to report child abuse or neglect?

Anyone who has reasonable cause to believe that a child has suffered abuse or neglect can, in good faith, report. If you are identified as a mandated reporter, you are required by law to report your concerns to the local Children's Administration (CA) office, Child Abuse Hotline or law enforcement (RCW 26.44.030).

- Medical practitioners
- Professional school employees
- Social services counselors
- Psychologists
- Placement and liaison specialists
- Host home programs employees or volunteers
- Coroners, medical examiners and licensed pathologists
- Pharmacists
- Licensed or certified child care providers or their employees
- Department of Social and Health Services employees
- Department of Early Learning employees
- Department of Corrections employees who become aware of possible child abuse or neglect during the course of their employment
- State and private higher education employees
- Juvenile probation officers
- Law enforcement
- Licensed foster parents
- Licensed or certified group care providers and their employees
- Responsible living skills programs or HOPE centers employees
- Family and Children's Ombuds Office employees or volunteers
- Guardians ad litem (GALs)
- Court Appointed Special Advocates (CASAs)
- Any adult who resides with a child who he or she suspects to have suffered severe abuse, and who is capable of making a report
- Any supervisor with a nonprofit or for-profit organization who has a reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority provided that the person alleged to have caused the abuse or neglect is employed by, contracted by or volunteers with the organization and coaches, trains, educates or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract or voluntary service

What circumstances justify a report and when should I report?

If there is reasonable cause to believe that a child has suffered abuse or neglect or may be at risk of abuse or neglect, the report must be made at the first opportunity but in no case longer than 48 hours. "Reasonable cause" means a person witnesses or receives a credible written or oral report alleging abuse, including sexual contact, or neglect of a child (RCW 26.44.030).

What is reportable?

- Physical abuse (defined in WAC 388-15-009)
- Sexual abuse (defined in WAC 388-15-009)
- Sexual exploitation (defined in WAC 388-15-009)
- Negligent treatment or Maltreatment (defined in WAC 388-15-009)
- Abandonment (defined in WAC 388-15-011)

Where do I report suspected child abuse and neglect?

To a law enforcement agency or CA Child Protective Services (CPS) intake. CA offers several ways to report abuse, including calling **866-END-HARM (866-363-4276)**

- Daytime: Contact a local CA CPS office:



<https://fortress.wa.gov/dshs/f2ws03apps/caofficespub/offices/general/OfficePick.asp>

- Nights and Weekends: Call the Child Abuse and Neglect Hotline at **866-END-HARM (866-363-4276)**. This number is Washington state's toll-free, 24-hour, 7-day-a-week hotline for reporting suspected child abuse or neglect.
- Information about reporting abuse and neglect of children can be located at:



www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect

What information will I be asked to provide?

- The name, address and age of the child and parents, stepparents, guardians or other persons caring for the child.
- Whether the mother or father is of American Indian/Alaska Native ancestry.
- The nature and extent of the alleged child abuse, neglect or sexual abuse, including the nature and extent of any alleged injury or injuries and previous injuries.
- Any other information that may be helpful in establishing the cause of the child's death, injury or injuries and the identity of the alleged perpetrator or perpetrators.

If a crime has been committed, law enforcement must be notified. Mandated reporters who knowingly fail to make a report or cause a report to be made shall be guilty of a gross misdemeanor (RCW 26.44.080).



DSHS 24-525 (6/17)

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

BENEFITS & PROTECTIONS

ELIGIBILITY REQUIREMENTS

REQUESTING LEAVE

EMPLOYER RESPONSIBILITIES

ENFORCEMENT



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



Technology Services

Our job is to keep information in the district flowing smoothly. We do that by using integrated systems, training staff, infusing and encouraging new technologies and updating and replacing old equipment as our budget allows. We want you to be confident and comfortable users of the technology our district has to offer. Please let us know if there is anything we can do to support and assist you. If you have technology questions, inquiries about PowerSchool or myMead please call the numbers listed below. If you cannot be helped over the phone, a ticket will be issued for a site visit from one of our technicians. Our four technicians generally visit each site twice a week.

Call the **Helpdesk** **465 -7777** or email - helpdesk@mead354.org

Please contact Helpdesk for -

- Login problems
- Network connection difficulties
- Computer hardware issues
- Trouble with district software applications
- Support for district issued mobile devices
- Questions about
 - Google Hosted Mail
 - Voicemail
 - Copy Center
 - Pod Printers
 - Epson Projectors
 - TV's in the Classroom
 - Document Cameras
 - Apple TV's

District Connections -

myMead Account: User account created at Technology Services call **465-7656** (Teresa Hiatt).

Copy Center - User account created at Technology Services call **465-7652** (Carol Hatcher). Order questions or issues, please call the CC at x6167

<https://copycenter.meadsd.net/fmi/webd/>

CopyCenterPro

PowerSchool - User account created at Technology Services call **465-6028 (Michael Flint)**. **Link is located in myMead.**

<https://meadschools.powerschool.com/teachers>

HelpDesk—x7777 or helpdesk@mead354.org

Important Tech Tips:

Credential security—with our HelloID single sign-on dashboard, it's imperative that your network password is kept secure and confidential. **Do not share your password** with other staff or your own children in the district. If you write down your password, keep it in a secure location. Do not store passwords in a file without encryption.

Do not use the “remember password” feature in internet browsers or online programs and applications. **Do not** insert passwords into email or other communications.

HelloID password information:

- ◆ Must be at least 8 characters long
- ◆ Contains at least one capital letter, one number, and one symbol
- ◆ Will require change every 90 days

If you get locked out, please contact our Helpdesk at x7777

Security Risk of clicking on unknown links or email attachments—A primary cyber-intrusion method is for cyber criminals to send out a mass e-mail containing an attachment or a hyperlink. The attachment is malware and any hyperlink will be to a website pretending to be something legitimate. The goal is to trick the email recipients into downloading the attachment (exposing their PCs to the malware) or clicking the link to a website that may be infected with malware, or asks for confidential data such as credit card numbers. If you doubt to the legitimacy of a site, please call the HelpDesk at x7777 and we will determine if it's a phishing scheme.

Logging into HelloID

Using [Google Chrome](#), complete the steps below to log into the single sign-on dashboard.

Steps to Login

1. Go to www.mead354.org.
2. Select the [HelloID](#) icon from the top of any MSD webpage.

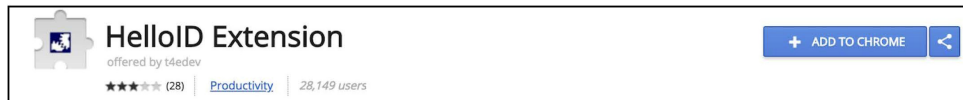


3. Enter network username and password.

4. Select Login.
5. Download Chrome browser extension by clicking link, "[Click here to download.](#)"

Please note, the browser extension for this browser is not installed. [Click here to download.](#)

6. Select Add to Chrome.

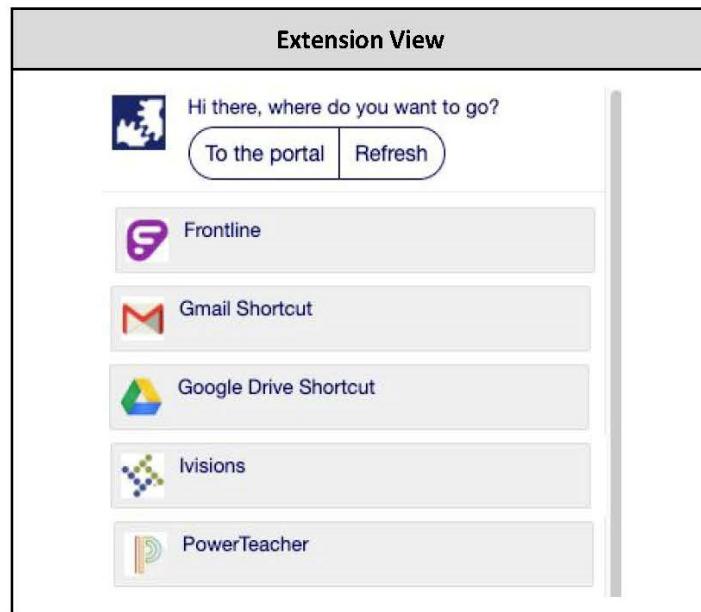
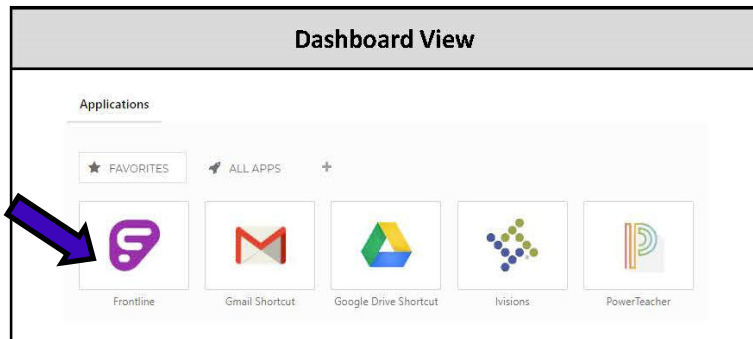


7. Select Add Extension.
8. You have successfully signed into HelloID.

Future Logins

Follow steps 1-4 above to log into the HelloID single sign-on dashboard. Quickly navigate to web based applications such as Gmail, PowerTeacher or iVisions using the dashboard or Chrome extension all from one location.

Frontline Education is available on your HelloID dashboard. You can enter an absence or submit your timesheet by clicking on this link. Refer to the Frontline section for directions on setting up your Frontline Username and Password.



Forgot Password?

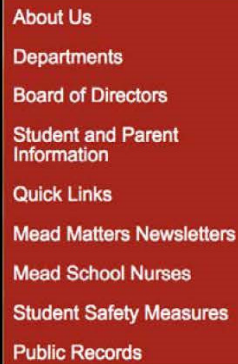
Select [Forgot my password](#) (Pass Help). Correctly answer security questions to reset password.

Contact Help Desk at ext. 7777 or email helpdesk@mead354.org if you have questions or concerns.

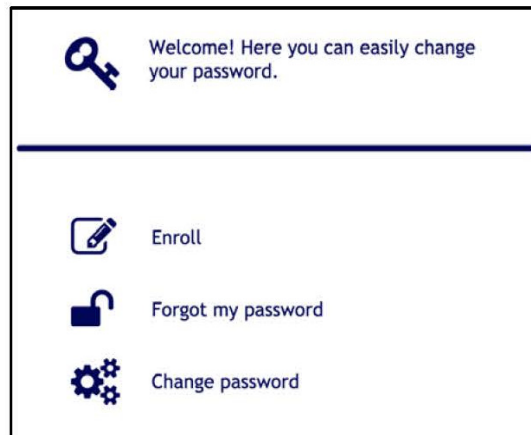
Enrolling in Pass Help

One Time Enrollment Steps

1. Go to www.mead354.org.
2. Under *District*, select Quick Links.



3. Select [Pass Help](#).
4. Select Enroll.



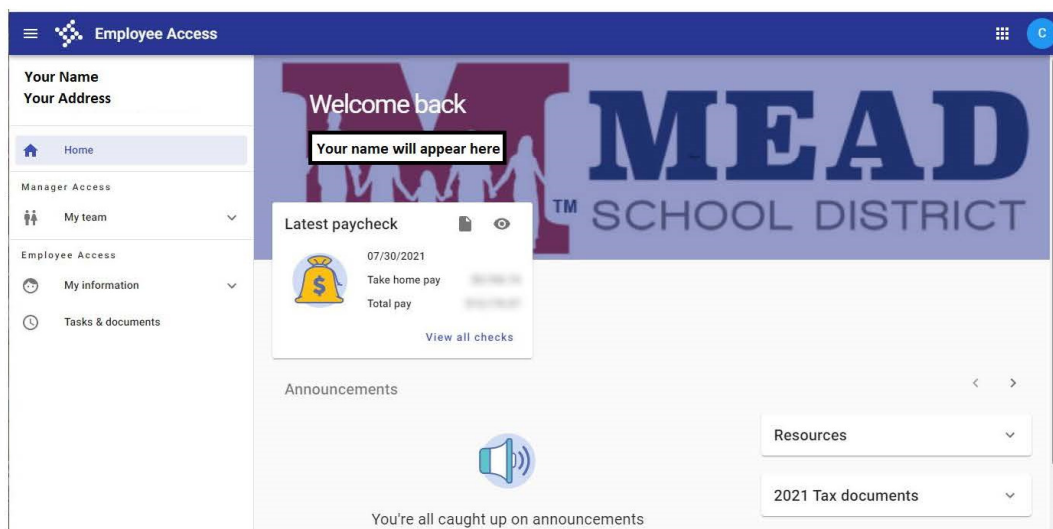
5. Enter network username and password.
6. Select Next.
7. Choose and answer the 3 security questions.
Note: Remember the answers to these questions. These are needed to reset your password if forgotten.
8. Select OK. You have successfully enrolled!

Forgot or Need to Change Password?

Simply follow steps 1-3 above and select Forgot my password or Change password. Correctly answer security questions to reset your password.

Contact Help Desk at ext. 7777 or email helpdesk@mead354.org if you have questions or concerns.

Welcome to Employee Access!



Accessing Employee Access

There will be a link to **IV Employee Access** in Hello ID that will look just like:



This link will take you to the login screen:

A screenshot of an Okta login interface. At the top is the "okta" logo in blue. Below it is a circular placeholder for a user profile picture containing a question mark. Underneath the placeholder is the text "Sign In". A "Username" label is positioned above a text input field that contains the email address "district.username@msd354.org". Below the input field is a checkbox that is checked, followed by the text "Remember me". A large blue button with the word "Next" in white is centered below the checkbox. At the bottom of the form is a link that says "Need help signing in?".

Logging in to Employee Access

Your username is your district network username (the same one you use for Hello ID) followed by the district network domain suffix (@msd354.org).

For Example:

username@msd354.org

****THIS IS NOT YOUR EMAIL ADDRESS****

****THIS IS ONLY YOUR EMPLOYEE ACCESS USERNAME****

Be sure to use the suffix **@msd354.org**

****Do Not use the email suffix @mead354.org to log in to Employee Access****

The first time you log in to Employee Access you will need to authenticate your account with these three identifiers that are on file in the Mead SD iVisions Human Resources software module:

1. Last 4 of your Social Security Number
2. Your Birth Date
3. Your mailing address Zip Code

GOOD NEWS!!

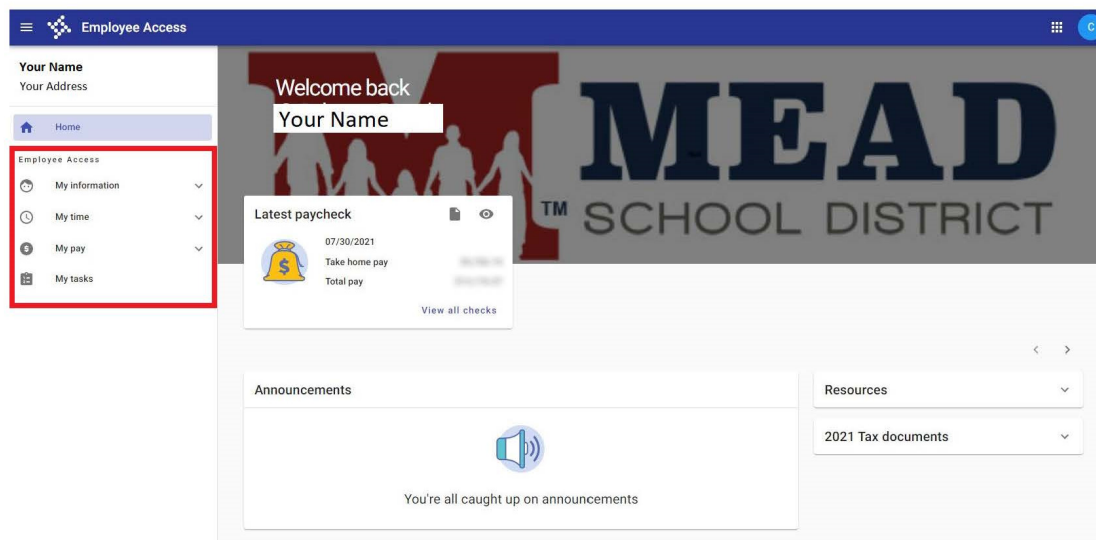
No password will be required to log in to Employee Access

2-Factor Authentication also will not be active when logging in to Employee Access

After you successfully log in, you will have access to the same payroll and personal information that was available to you through iVisions Employee Self Service.

Navigating Employee Access

From the Employee Access Home page you will be able to access the following information from the menu on the left of the screen:



Click on the appropriate menu item to access your personal information and, where available, edit and/or add items as needed.

Edits are made by clicking the pencil icon to open up the edit screen: 

Additions are made by clicking the appropriate item that has a plus sign next to it. For example:

 **Add address**

View hidden amounts and confidential information by clicking the 

Employee Access Menu Items

Click each item in the menu to open the following information:

My information

Profile

My Info

Personal information, Contact information and Demographics can be viewed and/or edited here. Click the pencil icon to edit. Click the plus icon next to the appropriate item to Add if needed.

Emergency Contacts

Emergency Contacts can be viewed, edited and/or added here as needed.

*Dependents

*DEPENDENTS MUST NOT BE ADDED FROM EMPLOYEE ACCESS.

FOR MEDICAL, DENTAL AND VISION BENEFITS, DEPENDENTS MUST BE ADDED AND/OR UPDATED IN SEBB MY ACCOUNT:

<https://myaccount.hca.wa.gov/>

Achievements

Certifications, Degrees, Credits and Clock Hours that are on file at Mead School District can be viewed in Achievements.

My time

Time off history

Time off history will display the leave accruals and time off records that are imported from Frontline Absence Management on a monthly basis for payroll processing.

Employee Access Menu Items (continued)

My pay

Pay & tax information

Overview

This page provides an overall view of your pay information along with:

- links to your prior pay stubs
- your current job(s) and annual pay amount
- your W2 and ACA forms going back to 2018
- your Direct Deposit accounts with the pencil link for updating
- your current W4 tax status with a link to edit and submit updates

Year-to-date pay

On this page, you can view your Calendar year-to-date pay and deductions going back to 2014.

Compensation Statement

This page displays the total amount contributed to you in pay and benefits for the current Fiscal Year.

My tasks

This page contains your Documents and Forms such as your W4 and Contracts with the district.

My tasks is also where you will accept Contracts that are issued to you from the district.

Payroll FAQs

- Payday is the **last business day of each month**.
- Mead has balanced pay (see below for explanation).

What is Balanced Pay?

Mead School District operates on a balanced-pay method. What that means, is the total number of days you will work in the current fiscal year, multiplied by both the number of hours in your contracted time and your hourly rate is calculated and then divided into equal payments through August.

For example: A newly hired para educator will begin working 4.5 hours daily for Mead on the first day of school. The number of paid days in the contract year is 190 and the hourly rate is \$13.50. The employee can expect to receive a gross amount of \$961.88 every month from September—August.

$$4.5 \text{ hrs} \times 190 \text{ days} \times \$13.50/\text{hr} = \$11,542.50 \div 12 = \$961.88$$

Employees who are hired midyear will be paid using the same method. For example, if the above employee was hired on October 4th the number of paid days will be adjusted to reflect the actual number of days they will work, but their monthly pay will still be balanced:

$$4.5 \text{ hrs} \times 169 \text{ days} \times \$13.50/\text{hr} = \$10,266.75 \div 11 = \$933.34$$

This method of pay is used for all classifications of Mead School District Employees.

Payroll questions? Please contact:

- **Lara Nutt at (509)465-6013 for last names starting with A-L.**
- **Katie McNaghten at (509) 465-6009 for last names starting with M-Z..**

Payroll Information

2022 - 2023 Pay Dates

September	30th
October	31th
November	30th
December	30th
January	31st
February	28th
March	31st
April	28th
May	31st
June	30th
July	31st
August	31st

Direct Deposit

Payroll direct deposit is the process by which your paycheck is electronically deposited to your checking or savings account. With direct deposit, funds become available in your bank account on payday. All employees are required to participate in direct deposit and must provide a voided personal check/deposit slip or letter from your bank for account verification. Your pay stub will be emailed to you, if we have a current email address. **If you plan to close the account for your current direct deposit, it is imperative to stop direct deposit before you close your account. Please go online to the IV Employee Access web portal to make changes or bring these requests directly to the District Office.**

Employee Self Service

Payroll statements and information on how to read the check stub are available within IV Employee Access. Employee payroll statements can be found under **My Pay**—Pay and Tax Information→Employee Pay Stubs. Once in Pay Stubs you can select the different pay periods. Please see the section on IV Employee Access for more information.

Paid Leave

Regular employees who work during the school year generally receive paid sick leave and annual leave time. Regular employees who work year-round generally receive paid sick leave, annual leave and vacation time. The amount received is dependent on the language in your group's Collective Bargaining Agreement (CBA) and is prorated if you are less than full time.

For any questions regarding paid or unpaid leaves please contact Andrea Jimenez, Leaves Specialist, at andrea.jimenez@mead354.org or 509-465-6007.

Mead School District No 354
2323 E Farwell Road
Mead, WA 99021

DIRECT DEPOSIT RECEIPT

PAYROLL
PAY DATE: 08/31/2020

DIRECT DEPOSIT AMOUNT: ***Two Thousand Six Hundred Fifteen and 63/100 Dollars***

\$2,615.63

Name, Employee
555 Nowhere Place

NON - NEGOTIABLE

Please review your paycheck for accuracy monthly. It is the responsibility of the employee to bring any discrepancies to their payroll specialists attention. If you have any questions on how to review your direct deposit receipt, please contact your payroll specialist.

Mead School District No 354

Mead, WA 99021

Name, Employee	12	Monthly	08/31/2020	08/31/2020	8/31/2020
Employee Name	Period	Pay Cycle	End Date	Pay Date	Deposit Date
Federal: Married filing joint	Current monthly amount				

EARNINGS	Reg Hrs	O/T Hrs	Rate	Amt	Over time	FTD	YTD
Other Accum	0.00	0.00	0.00	0.00	0.00	1,811.12	1,207.37
Teacher - Elementary	0.00	0.00	37.37	2,522.45	0.00	30,299.40	20,179.60
MEA Incentive Pay	0.00	0.00	0.00	112.85	0.00	1,354.20	902.80
Pre-Authorized Building App	15.00	0.00	37.37	560.55	0.00	990.55	594.72
Principal Day/LID	0.00	0.00	37.37	70.05	0.00	840.82	560.54
EARNINGS Total:	15.00	0.00		3,265.90		34,835.09	23,445.03

EMPLOYEE DEDUCTIONS	Amount	YTD
DUES-MEA	94.08	672.64
FED TAX W/H	61.16	234.49
FICA	198.39	1,420.85
MEDICARE	49.40	332.30
Paid Family Medical Leave	8.27	69.38
SEBB BENEFITS	69.00	626.00
SUPPLEMENTAL LTD	15.15	121.20
TRS PLAN 3	163.33	1,172.27
WORKERS COMP 613	7.49	69.92
DIRECT DEPOSIT NETPAY	2,615.63	18,643.98
DEDUCTIONS Total:	3,295.90	23,445.03

LEAVE ACCUMULATED	Beg Bal	Used	Accr	Adj	Bal
Certified Sick	233.00	11.83	54.00	0.00	275.17
Annual Leave Certified	63.00	0.00	22.50	0.00	85.50
Physical Assault Leave - MEA	0.00	0.00	0.00	0.00	0.00
LWOP - Board Approved	0.00	0.00	0.00	0.00	0.00

EMPLOYER PAID BENEFITS	Amount	YTD
FICA	198.39	1,420.85
MEDICARE	49.40	332.30
Paid Family Medical Leave	4.79	34.40
SEBB BENEFITS	1,096.00	8,076.00
TRS PLAN 3	936.62	3,636.29
WORKERS COMP 613	28.90	231.20
BENEFITS Total:	1,841.00	13,731.04

Earnings:

"Other Accum" is a position/supplemental that was paid in a prior month.

"Time Card or Pre-Authorized" reflects the hours submitted via Frontline for previous month's extra time.

Your Titled Position reflects the amount allocated for your current monthly base contract.

Principal Day/LID is the current month supplemental contract, Principal or Professional days.

Employee Deductions:

This area has all the mandatory and voluntary deductions being withheld from your gross monthly pay. These deductions include items such as Federal Tax, FICA, Medicare, SEBB Benefits, Paid Family Medical Leave and Workers Comp.

Leaves Accumulated:

This section reflects the leave balance one month prior to the direct deposit receipt. The balance is always a month behind so refer to Absence Management for an more up to date balance.

Employer Paid Benefits:

Contributions that the district makes on your behalf.

These amounts include, FICA and Medicare tax, retirement, insurance, unemployment, SEBB Benefits, Paid Family Medical Leave and Workers Comp.

PAYSTUB GLOSSARY OF TERMS

Direct Deposit Receipt: Payroll voucher showing the amounts earned, employee deductions, employer contributions and leave balances for those individuals electing direct deposit.

EARNINGS: Amounts received as Wages. These include an employee's contract for their regular position which is designated by the job title plus may also include:

- Incentive Pay: To attract and retain qualified teachers.
- Profession Days: Three Principal Learning Improvement Days and Two Teacher Professional Days.
- PhD Stipend: Stipend received by individuals holding a doctorate degree.
- Supplemental: Stipend received for duties performed under a supplemental contract. (Extra Days, Advisor, etc.)
- Extra-Curricular: Stipend received for duties performed under an extracurricular contract.(Coach, Clubs, etc)
- Co-Curricular: Stipend received for duties performed under a co-curricular contract. (Band, Music, etc)
- Other Accumulations: Is a position/supplemental pay that was previously paid and has year-to-date accumulations, but is not being paid on the current pay period.
- Time Card: Reflects the additional hours submitted via Time & Attendance for the previous month's extra time.

Reg Hrs: Hours calculated as regular work hours for each month.

O/T Hours: Extra Time Hours for classified staff in excess of 8 per day or 40 per week depending upon contract language.

Rate: Hourly rate at which extra time hours are calculated.

AMT: Regular monthly period earnings amount. For your regular certificated position(s) and discretionary days this amount is spread over 12 months in balanced payments, Note: multiplying the listed hours times the rate will not equal this amount.

Overtime: Overtime earnings for classified staff for the period.

FTD: Amount of earnings paid from Fiscal start to Date. Fiscal year runs September through August.

YTD: Amount of earnings paid year to date since January of each tax year.

Leave Accumulated: Balances of leave plans (sick, annual, etc) in hours.

EMPLOYEE DEDUCTIONS: An amount which is subtracted from gross earnings.

EMPLOYER PAID BENEFITS/ EMPLOYER CONTRIBUTIONS: A portion of an employee's benefits and/or deductions that is covered by an employer.

Employee Deductions and Employer Paid Benefits may include:

- Gym Memberships: Memberships to local gyms and elected to be withheld by the employee through payroll deduction.
- Dues: A regular payment that you make to be a member of a union, these dues may be preceded and in some cases represented by the word CALC on the pay stub.
- Child Support: Funds dictated by the Division of Child Support as a payment that a noncustodial parent makes through payroll deduction as a contribution to the costs of raising her or his child.
- Compensated Absence: A liability amount which is accrued by the district in order to pay for future sick leave absences.

- Direct Deposit: Designated Amounts sent to an employee's bank account
- Fed Tax W/H: Federal Income Tax
- FICA: Federal Insurance Compensation Act. i.e. Social security which is an insurance plan, relating to life insurance and old age pensions, required by the Federal government to specified groups, on a contributory basis.
- FLEX: Designates a supplemental Benefit Plan with American Fidelity, may be an accident, cancer, critical care, medical or dependent care plan.
- Garnishment: Monies directed through court order be seized to satisfy a debt owed by a debtor to a plaintiff creditor.
- Get Program: Washington's 529 plan, elected by employees to be paid through payroll deduct.
- HCA: Monies paid by the district to the Health Care Authority (HCA) on your behalf to subsidize health insurance for public school district retirees. Prorated based upon Benefit FTE.
- HSA: Health Care Savings account. An account elected by an employee who has coverage under a qualified high deductible health care plan.
- Health and Vision Insurance
- Life Insurance: Insurance that pays out a sum of money either on the death of the insured person or after a set period.
- LTD: Long Term Disability Insurance, pays out a weekly benefit in the case a covered employee becomes disabled.
- MEAD Citizen Advisory: Donation opted into by the employee for which they have elected payroll deduction.
- MEAD Education Foundation: Donation opted into by the employee for which they have elected payroll deduction.
- Mead Pretax Repayment/Pay Correction: An amount due to the district based upon an overpayment of wages, benefits or deductions by the district on behalf of the employee.
- Medicare: Amount withheld by the district from your paycheck that helps cover the cost of the Medicare program.
- PERS, SERS, TRS: Washington State retirement plans for employees of School Districts
- PFML - WA State Paid Family Medical Leave
- Supplemental Life – Voluntary Life insurance purchased by the employee.
- TSA – 403(B) plan opted into by the employee and set up through payroll deduction.
- Unemployment: Monies contributed to the unemployment insurance fund to protect against potential wage loss in the case of unemployment by the worker.
- United Way: Donation opted into by the employee for which they have elected payroll deduction.
- VEBA: A tax-free health reimbursement account
- Workers Comp: Monies contributed for insurance providing wage replacement and medical benefits to employees injured in the course of employment.

Credit and Clock Hours

Certificated Staff

Credit and clock hours are earned for certificate renewal and may be used for salary placement. **It is the responsibility of the employee to maintain his or her certificate and submit all required documents to OSPI by the renewal date on the certificate.** The district will record credit and clock hours for salary purposes only.

You may take classes from accredited post-secondary education institutions **OR** from approved Washington State clock hour providers. A list of current providers can be found on the Office of Superintendent of Public Instruction's (OSPI) website.

For salary purposes, all academic and clock hour credits are converted (if necessary) and recorded in quarter hours:

Semester hours = 1.5 x course credit (example 3 semester credits x 1.5 = 4.5 quarter hours)

Clock hours = 10:1 (example 5 clock hours = .5 quarter hours)

When you attend a Mead School District workshop offering clock hours, Learning Services will email you a clock hour form to complete and sign. You will also need to obtain your principal's signature on the form.

Once completed, return the form to Learning Services; they will process the form, send a copy back to you, and send a copy to Human Resources (the employee does not need to send a copy to HR). All your verified and approved coursework is entered into our software system, Infinite Visions, and is made available for you to view on the Employee Self Service Portal (Self Service/Personal Info/My Coursework).

Paraeducator Staff

Credit and clock hours are earned for the completion of training for the Fundamental Course of Study (FCS) and upon completion of the FCS for the various paraeducator certificate options. **It is the responsibility of the employee to complete the fundamental course of study and training required for the General Paraeducator Certificate and submit all required documents to OSPI for certification purposes.**

When you attend a Mead School District workshop offering topics required for the Fundamental Course of Study, Learning Services will track your training until you have completed the full 28 hour FCS. Upon completing all 28 hours, Learning Services will email you a clock hour form to complete and sign. You will also need to obtain your principal's signature on the form.

Once completed, return the form to Learning Services; they will process the form, send a copy back to you, and send a copy to Human Resources (the employee does not need to send a copy to HR). All your verified and approved coursework is entered into our software system, Infinite Visions, and is made available for you to view on the Employee Self Service Portal (Self Service/Personal Info/My Coursework).

Credit and Clock Hours FAQ?

- Where do I send official transcripts and clock hour workshop/training forms?
 - All Mead School District clock hour forms are back sent to Learning Services for their approval (on pg 39).
 - All out-of-District clock hour forms are sent to Human Resources (on pg 40),
 - ♦ **Clock Hour Approval form must be attached to out-of district forms**
- Do the transcripts have to be official?
 - Yes, it is a requirement of OSPI. For transcripts from a college or university, a copy of both the front and back of the transcript is required. A copy of an official transcript is acceptable as long as it is clear and easily readable. Transcripts must have the awarded or conferred date of the degree on it.
- Can I get credit for academic classes I am taking while working on a Masters or higher degree?
 - You can receive credit for any **completed** courses that meet OSPI requirements. An official transcript, however, is required.
- Are electronic transcripts acceptable?
 - Yes, as long as they are official.
- When do I need to turn in transcripts or clock hour forms?
 - It depends:
 - ♦ New employees – a request for your records will be made to your previous district for all transcripts and clock hour forms. If your previous district does not provide them, you will be required to provide a copy to Human Resources. If you have not previously worked in a school district, you will be required to provide official copies to Human Resources.
 - ♦ **Existing employees anticipating an increase in salary placement will be required to turn in all transcripts/clock hour forms by November 1 to Human Resources.**
 - **All coursework must be completed by October 1**
- Are there requirements on what clock hour workshops/trainings I can attend for credit?
 - Yes, it must be by an approved OSPI provider in the year you attended the training.
 - The clock hours must be recorded on an approved OSPI form.
 - The workshop must be a minimum of one (1) hour.

Mead School District No. 354

Credit/Clock Hour Approval Form

One form must be submitted for each group of transcripts that meet the selected criteria. Minimum of 1 clock hour to be eligible for credit by a Washington State approved provider (see OSPI website). **Official Transcripts must be attached.**

Print Name: _____ Location: _____

Current Assignment (Grade and Subject(s)): _____

CRITERIA (Indicate with a check in the box, the criteria which will allow the credits or clock hours attached to be counted toward salary allocation)

In compliance with Engrossed Substitute House Bill 1410, Chapter 18, Laws of 1996, the credits earned by certificated instructional staff after September 1, 1995 shall be counted towards salary allocations only if the content of the course(s):

- ☐ Is consistent with a school-based plan for improving student learning developed under student learning improvement block grant for the school in which the individual is assigned; or
 - *Indicate specific component of the plan*
- ☐ Is pertinent to the individual's current assignment or expected assignment for the following school year; or
- ☐ Is necessary for obtaining an endorsement as prescribed by the Washington professional educator standards board;
 - *Must obtain "C" grade or "Pass"*
 - **Signature below confirms intent of employee to obtain endorsement**
- ☐ Is specifically required for obtaining advanced levels of certification; or
 - *Please describe advanced level of certification you are working to obtain*
(Credits in this category cannot be applied towards initial certificate renewal or maintenance of a certificate)
 - **Signature below confirms intent of employee to obtain advanced certification**
- ☐ Is included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.
 - *Include description of degree program in which you are enrolled.*
 - **Signature below confirms intent of employee to obtain degree**
- ☐ Addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff; or
- ☐ It pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106

Please sign and return to Human Resources with official Transcript for all non Mead School District classes

Employee Signature _____

Date _____

FOR PERSONNEL OFFICE USE

DATE RECORDED: _____

INITIALS: _____



2323 E Farwell Rd
Mead, WA 99021

CLOCK HOUR REGISTRATION FORM

For Mead School District Certified Staff Only

Use this form to verify your attendance at an approved clock hour offering outlined in Section II below. This form MUST be retained by the individual as verification of attendance. It is the individual's responsibility to maintain accurate records for compliance with certification regulations.

Please print and use ink only.

Section I – Participant Information			
Legal Name (Last, First, Middle)		Maiden or former	
Address (home)		School / Assignment	
City	State	Zip code	Work phone Home phone
Section II – Workshop Information			
Workshop Title:		First Date of Workshop	
Instructor Name:		Number of Clock Hrs Available	
Workshop Sponsor: Mead School District		Workshop Number	
Section III – Participant Affidavit			
<p>I, _____, swear/affirm that I earned _____ clock hours for actual attendance at this workshop. I am not applying for college/university credit for this program. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. The intentional misrepresentation of a material fact in this form subjects the holder to revocation of his/her certificate pursuant to Chapter 180-85 WAC. This form should be retained by the holder for possible dispute (WAC 180-85-085).</p> <p>The content of an approved program offering for continuing education hours earned after September 1, 1995 must meet criteria established by the State Legislature. At the time credits are recognized by the school district, the content of the course must meet at least one of the following criterions. Please mark all that apply.</p> <p><input type="checkbox"/> It is consistent with a school-based plan for mastery of student learning goals as referenced in the annual school performance report for the school in which the individual is assigned.</p> <p><input type="checkbox"/> It pertains to the individual's current assignment or expected assignment for the following school year.</p> <p><input type="checkbox"/> It is necessary for obtaining an endorsement as prescribed by the State Board of Education.</p> <p><input type="checkbox"/> It is specifically required for obtaining advanced levels of certification.</p> <p><input type="checkbox"/> It is included in a college or university degree program that pertains to the individual's current assignment of potential future assignment as a certificated instructional staff of the school district, where the potential of the future assignment is agreed upon by the school district and the individual.</p> <p><input type="checkbox"/> This offering includes STEM clock hours.</p> <p><input type="checkbox"/> This offering includes TPEP clock hours.</p> <p>Signature of Participant _____ Date _____</p> <p>Principal/Supervisor Signature _____ Date _____</p>			
Section IV – Verification			
When signed by Mead School District as approved workshop sponsor, this form documents eligible credits as required by WAC 392-121-280(2).			
_____ Date _____		HR Use _____ Date Recorded _____	



Use this form to verify continuing education credit hours (clock hours) for completing units of the Fundamental Course of Study.

WAC 181-85-033(10) Individuals who complete the Paraeducator Fundamental Course of Study as described in chapter 179-09 WAC are eligible for the number of continuing education credit hours completed up to twenty-eight continuing education credit hours unless they are issued these continuing education credit hours by a state-approved in-service education agency.

SECTION I

TO BE COMPLETED BY APPLICANT	
1. NAME: LAST FIRST MIDDLE	MAIDEN/FORMER NAME
2. ADDRESS:	3. DATE OF BIRTH:
CITY/STATE/ZIP:	4. School/Assignment
5. TELEPHONE: BUSINESS HOME	6. E-MAIL:
7. DATE OF TRAINING:	
Check the FCS units completed during this period, or check that you have completed the FCS.	
Hours: ___ FCS01: Introduction to Cultural Identity and Diversity ___ FCS02: Methods of Educational and Instructional Support ___ FCS03: Technology Basics ___ FCS04: Using and Collecting Data ___ FCS05: District Orientation of Roles and Responsibilities ___ FCS06: Equity	___ FCS07: Behavior management strategies including de-escalation techniques ___ FCS08: Child and Adolescent Development ___ FCS09: Emergency and Health Safety ___ FCS10: Positive and Safe Learning Environment ___ FCS11: Communication Basics ___ FCS12: Communication Challenges
I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.	
Signature: _____ Date: _____	

SECTION 2

TO BE COMPLETED BY PROVIDER/DISTRICT		
This statement MUST be prepared by the college/school district/approved private school/agency authorized to verify continuing education credit hours (clock hours) per WAC 181-85-033, as claimed by the applicant in Section I item #7 above. When signed by the authorized institution/employer, this form serves as verification that the person listed in Section I completed the requirement or provided documentation for the clock hours as claimed. Stamped signatures MUST be initialed by the individual using the stamp. <u>Please give this form, with Section II completed, directly to the applicant.</u>		
NAME OF INSTITUTION/EMPLOYER: Mead School District		DATE:
ADDRESS: 2323 E Farwell Rd	CITY/STATE/ZIP: Mead WA 99021	TELEPHONE: (509) 465-6000
NAME (PRINTED): Cherie Eggleston	SIGNATURE AND TITLE	E-MAIL: cherie.eggleston@mead354.org

Frontline Education Platform

Absence Management FAQs

- Your HelloID login is linked to your Frontline account. Use the HelloID dashboard to access Absence Management or Time & Attendance.
- Absences must be entered at least one (1) hour before the start of the absence. If you miss the deadline, contact your building/department Administrative Assistant or Michelle Gable (ext. 6047) or Sonia O'Connor (ext. 6023) in the Human Resources department for further assistance.
- **Anytime you are away from work an absence must be entered in the Absence Management system, regardless if a sub is needed.**
- Use "Notes to Sub" for leaving notes for the substitute.
- Use "Notes to Administrator" for noting what meeting, account code, etc. may be associated to your absence if applicable.
- For certificated staff, annual leave is charged in full or half day increments.

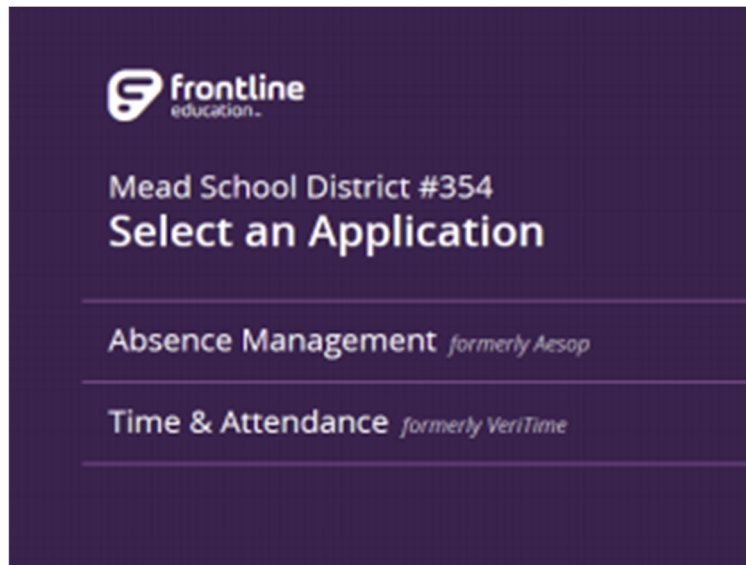
Time and Attendance FAQs

- Your regular schedule is pre-populated in Time & Attendance, you only need to enter extra time or overtime.
- You can expand all or collapse all to change the views of your timesheet. Or you can select one date and click on the drop down arrow on the upper right to open that day only.
- For Classified staff, all additional hours should go into the job type Extra Time/Extra Hours.
- For Certificated staff, specific types of hours will have their own job type. Please be sure to look at all options available and select the appropriate job type.
- Be sure to enter information into the extra time/additional hours row and not the regular position row.
- Be sure to pay attention to AM vs. PM on your times.
- Employees are responsible for submitting their timesheets on the first day of the following month (1st of the month). You may also submit your time sheet daily or weekly. The employee's electronic signature authorizes and verifies that the timesheet is true and accurate. You will need to enter your pin with your electronic signature. **You must submit your timesheet whether you added additional hours or not.**
- A summary of additional hours drop downs is at the bottom of the month's time sheet and you can double check total number of hours input.

Frontline Education offers a mobile app that uses your existing user name and password. For additional information about downloading and using the app, please see the step-by-step directions on the following pages. The district code (if needed) when downloading the app is **7354**.

Logging into Frontline

By now you should already have access and created your “link” to Frontline from your HelloID dashboard.

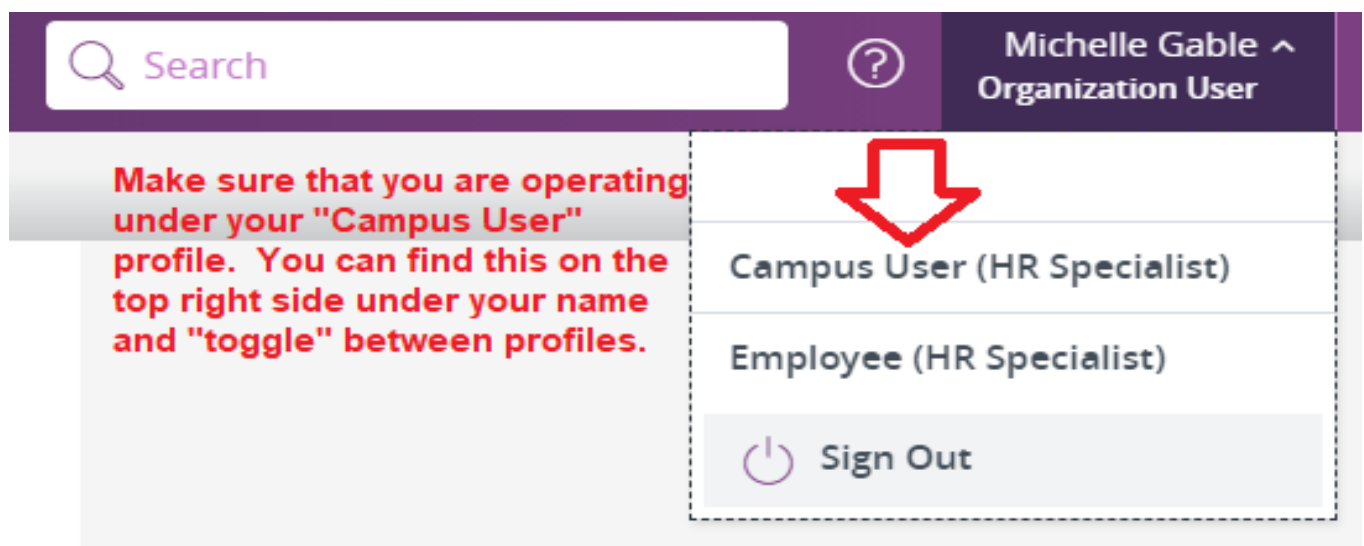


You can login into Frontline Education (Absence Management/Time & Attendance) through your HelloID dashboard. Once logged in, you can select which side of Frontline you wish to work in. For Timesheet Review you will want to be on Time & Attendance.

If you would like to run a report from report writer, you may want to pull that from the Absence Management side and then “toggle” over to Time and Attendance.

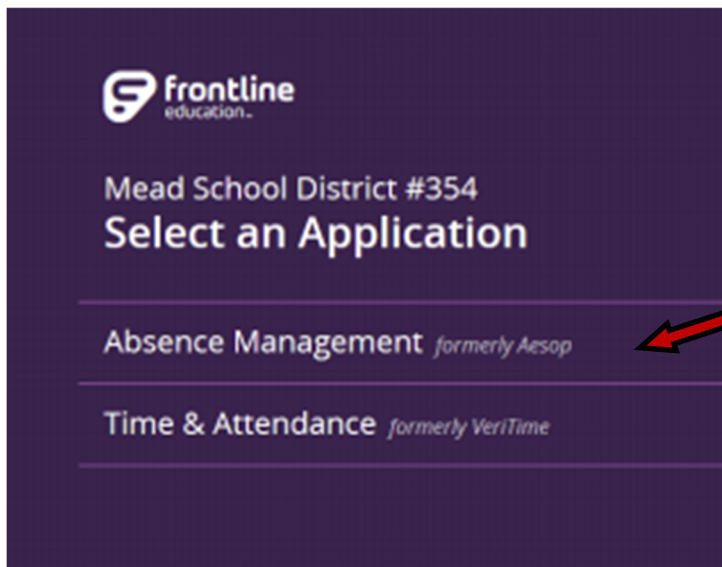
While you can run Time card reports from the Time & Attendance side, Frontline system errors happen less from the Absence Management side of Frontline.

Make sure that you are logged in using your Campus User profile. Double check by looking to the top right of the screen just under your name. The profile you are currently logged into will display below your name. Use the drop down arrow by your name to “toggle” to a different profile if needed.



Absence Management

Used for entering employee leave and finding substitutes. Remember, all leave time must be entered into Absence Management regardless if a sub is needed.



You can login into Frontline Education (Absence Management/Time & Attendance) through your HelloID dashboard. Once logged in, you can toggle between Absence Management and Time and Attendance

Creating An Absence - You can enter a new absence from your home page by clicking on the Create Absence tab. Enter the absence details including the absence date, absence reason, notes to substitute (i.e. parking space number) or notes to administrator (if applicable). You may also change the absence time from the school's default to a custom absence; as well as decide if a substitute is required. If you have sub notes, you can attach the file to your absence. After completing the required fields, click on the green "Create Absence" tab. If you have prearranged a substitute for your absence, please see the next page for assigning the substitute.

The image shows the 'Create Absence' form. At the top, there are tabs for 'Absences', 'Closed Day', and 'In-Service Day'. Below these are four main tabs: 'Create Absence' (highlighted with a red arrow), 'Scheduled Absences', 'Past Absences', and 'Denied Absences'. The 'Create Absence' tab contains a calendar for April 2018 with the 27th selected. To the right of the calendar are fields for 'Substitute Required' (set to 'Yes'), 'Absence Reason' (a dropdown menu), 'Time' (a range from 07:00 AM to 03:00 PM), 'Notes to Administrator' (255 character limit), and 'Notes to Substitute' (255 character limit). On the far right is a 'FILE ATTACHMENTS' section with a 'DRAG AND DROP FILES HERE' area and a 'Choose File' button. At the bottom right are 'Cancel' and 'Create Absence' buttons.

sing the Full Day

08:00 AM to 03:00 PM

Notes to Substitute

255 character(s) left

Choose File No file chosen

Shared Attachments

Cancel ✓ Create Absence & Assign Sub ✓ Create Absence

You can assign a sub after entering your absence details by clicking on the Create Absence & Assign Sub tab. **It is your responsibility to communicate to the sub that you are assigning them your absence.** When you click on the Create Absence & Assign button, a window will open that allows you to choose the substitute you want to assign.

Assign Substitute for # 135105255

Search for Substitute

✓ Assign to Selected Sub

or **Select from Preferred List:** [View List of Substitutes](#)

<input type="radio"/>	Baker, Tom (555) 555-1138	Available ★★★★★
<input type="radio"/>	Chan, Alice (555) 555-6360	Available ★★★★★

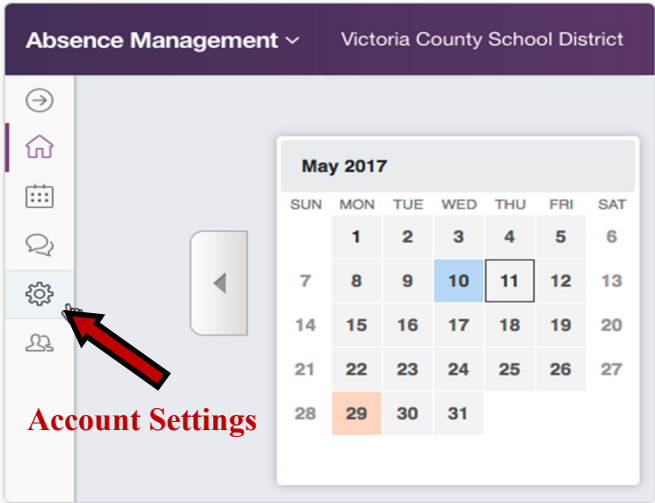
Cancel ✓ Assign to Selected Sub

available ☒ Chan, Alice
(555) 555-6360 Available
★★★★★

Cancel ✓ Assign to Selected Sub

Once you've chosen the substitute you would like to assign to this absence, click the **Assign to Selected Sub** button to complete the process.

Managing your Personal Information and Preferred Substitute List - on the Absence Management side bar, you can access your Account Settings by clicking on the gear icon. From there you can view and change your personal information (i.e. email address) or PIN, view your absence balances, or set up a Preferred Sub list.

A screenshot of the 'Personal Info' form. The form has a left sidebar with links: 'Personal Info', 'Change Phone Pin', 'Shared Attachments', 'Preferred Substitutes', and 'Excluded Substitutes'. The main content area is titled 'Personal Info' and contains sections for 'General Information' and 'Address'. The 'General Information' section includes fields for Name (Bob Barker), Phone (9128345670), Email Address, Title, Room Number (Main Office), and Language (English). A note states: 'Your language preference can be changed in your Account Settings.'A screenshot of the 'Preferred Substitutes List' form. The form has a left sidebar with links: 'Personal Info', 'Change Pin', 'Shared Attachments', 'Preferred Substitutes' (highlighted with a red arrow), and 'Absence Reason Balances'. The main content area is titled 'Preferred Substitutes List' and contains a description: 'Substitutes included on this list will be to five subs as your top favorites. If the Note: The number of favorites you can sel'. Below this is a table with columns 'Order' and 'Name'. The table contains one row: 'Blackstone, Amie (No Rating)' with a heart icon and the number '1' next to it.

Preferred Substitutes

From Account Setting, select the Preferred Substitutes tab. This opens the substitute selection page where you can search for and locate the substitute. Once located, click the checkbox beside the user's name and click Add to Preferred Substitutes to complete the process. You can also select a preferred sub from your created list and click Remove Selected Substitute(s) to remove them. When setting up your preferred substitutes list, you'll see a small heart icon next to each name. While you're able to add any number of substitutes to your preference list, the system allows you to rank five substitutes on that list to receive advanced notification of your absence. All of the substitutes on your list can log in to see the absence at the same time, but your "favorite five" substitutes will be notified by email and phone that there is an absence available to them.

Absence Reason Balances—can be viewed by clicking on the Account tab (gear icon) on the Side Navigation bar in Absence Management. Mead school district calculates absence balances by hour. Please be aware that due to once a month payroll processing, there may be a delay in viewing your absence balances.



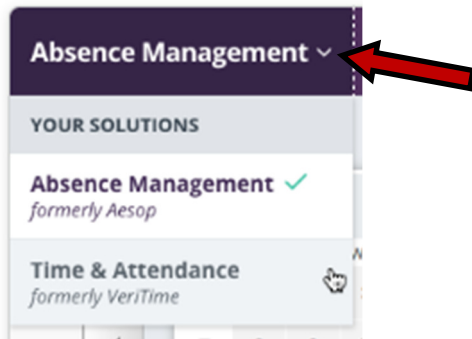
Absence Reason Balances				Last Calculated: Thursday, January 15, 2015
Absence Reason	Initial	Used	Pending	Balance
Personal Day	3.00 Days as of Friday, July 1, 2011	None	None	3.00 Days

Here’s a quick key to help you understand the columns on the Absence Reasons Balances page:

- ◆ Initial - this is the initial number of hours give to you for this absence reason.
 **The “As of” date is the last update to Absence Management from our HR/Payroll system for Banked leave balances.
- ◆ Used - The number of hours you have used so far.
- ◆ Pending - The number of hours that you have scheduled for upcoming absences.
- ◆ Balance - this is your current absence reason balance. You can also see your hours after “Pending” balance which calculates in your pending time.

Time and Attendance

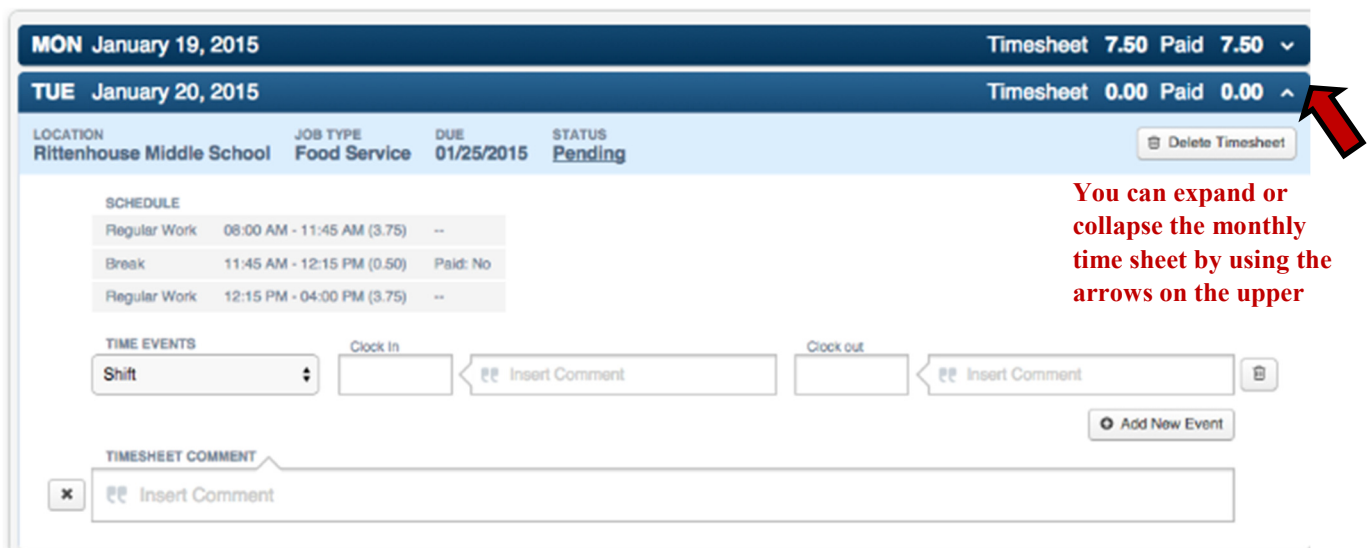
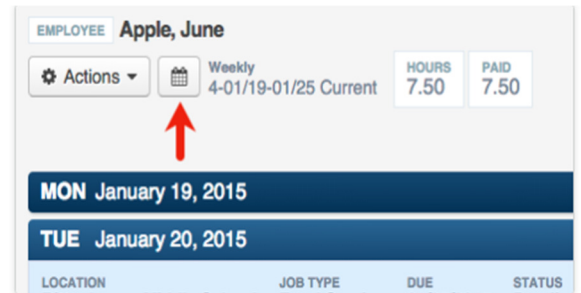
When logged into Absence Management, you can toggle to Time and Attendance by using the drop down arrow. **Reminder that Time and Attendance is used for submitting your monthly timesheet and /or adding extra time to your timesheet.**



Using Timesheets



After selecting the Timesheet icon, you will see your name as well as the date range of the timesheet and the total hours. Select the date range you want to view by clicking the calendar icon near the top left corner of the window.



You can expand or collapse the monthly time sheet by using the arrows on the upper

Adding timesheets for extra time worked

Click **Actions** and select
Add Timesheet



EMPLOYEE Cassidy, Butch

Actions Weekly 08/01/2016 - 08/07/2016 TOTAL 0.00 PAID 0.00

No timesheets were found for the date range.

Add Timesheets

Dates
Fri, August 05, 2016

Location/Job Types
Owen J. Roberts Middle School - Classif
Owen J. Roberts Middle School - Classified Additional Regular Hours
Owen J. Roberts Middle School - Classified Bank Overtime Comp Hours
Owen J. Roberts Middle School - Classified Double Time Hours
Owen J. Roberts Middle School - Classified Overtime Hours

OK

A pop-up box will appear. Choose the work date and the extra duty job from the dropdown menus and click **OK** to confirm.

You can then enter the start and end time (remember to include AM and PM) for the extra hours and provide a comment to explain the created timesheet.

Once you are finished, click **Save Changes**

EMPLOYEE Cassidy, Butch

Actions Weekly 08/01/2016 - 08/07/2016 TOTAL +2.00 PAID +2.00

Cancel All Changes Save Changes

Expand All Collapse All

FRI August 05, 2016 Total +2.00 Paid +2.00

LOCATION Owen J. Roberts Middle School JOB TYPE Classified Additional Regular Hours DUE 08/07/2016 STATUS Pending Delete Timesheet

Add New Event

TIME EVENTS

Sign In	Sign Out	Total	Paid
Daily Shift 02:00 PM	04:00 PM	+2.00	+2.00

Account: - None Selected - Change

Insert Comment

Insert Comment

+2.00 +2.00



Submitting timesheets for Approval - timesheets need to be submitted on the first day of the following month (1st of the month). You may also submit your time sheet daily or weekly. The days of the week appear in blue bars. You can expand/collapse one day at a time or expand/collapse all days to see the details of the work schedule. When you are satisfied with your timesheet, you can submit it for approval by clicking the blue **Submit** button at the top o the page.

Day	Date	Timesheet	Hours	Paid
MON	January 19, 2015	7.50	7.50	
TUE	January 20, 2015	1.00	1.00	
WED	January 21, 2015	0.00	0.00	

This will open a window where you can choose which timesheets to submit. Check the boxes next to the timesheets you would like to submit.

Lastly, check the box to confirm the timesheet and include your pin number. The employee's electronic signature authorizes and verifies that the timesheet is true and accurate

Timesheet Status (1 of 2)

Action: Submit Pending/Rejected Timesheets

Select Dates:

- ☒ All Timesheets
- ☒ 08/05/2016 - Friday (1 timesheet)

Buttons: Cancel, Continue

Timesheet Status (2 of 2)

Action: Submit Pending/Rejected Timesheets

Comments:

☐ I certify that the timesheets are a true statement of the hours recorded for me in the time period indicated.

Digitally Sign using PIN: [Yellow Box]

Buttons: Back, Cancel, Submit Timesheets

Downloading and Accessing the Frontline Mobile App

Districts that acquire the Frontline Insights Platform also gain access to the new Frontline Mobile app! The app provides increased accessibility to features such as absence creation, Leave Balance recognition, and multiple absence tracking tools. You can download and access this app in a few quick steps!

Requirements

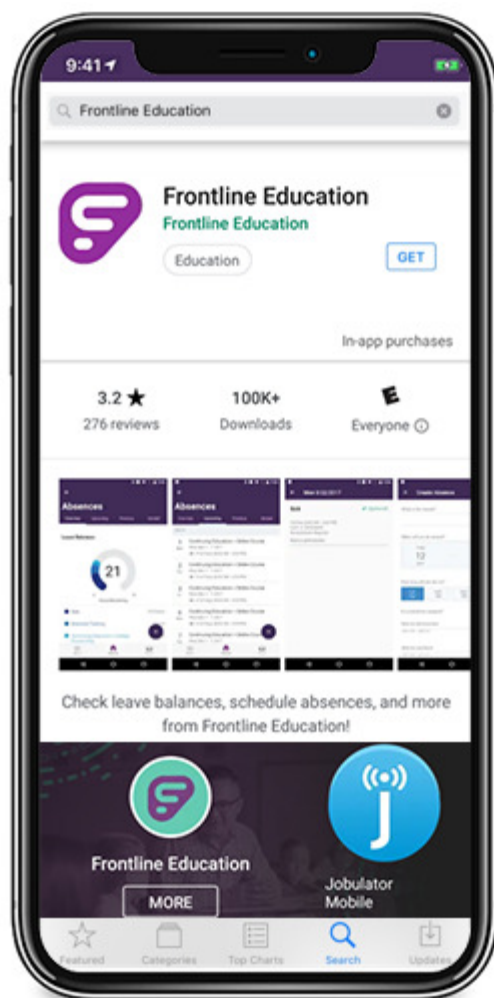
Before you proceed, you must first make sure you have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

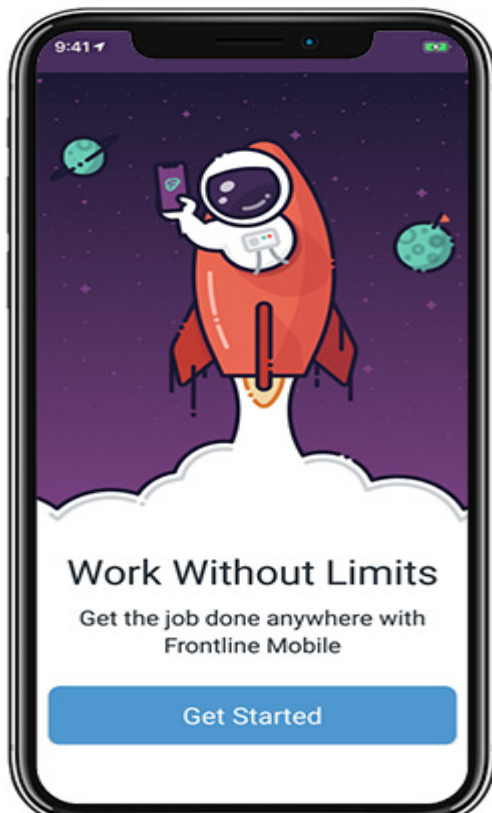
Getting Started

Once you meet these qualifications, you can download the app and sign in.

Access the app store on your mobile device and enter "Frontline Education" in the search bar. Click the **Get** or **Install** button and install the app.

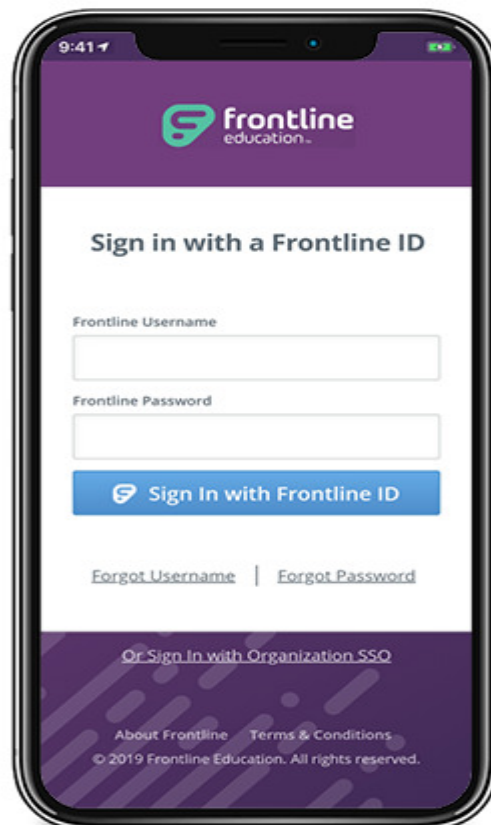


Once the download is complete, a welcome page will display. Click **Get Started** to proceed.



The Sign In page then appears. Simply enter your Frontline ID account and click **Sign In**.

Click below the white sign in box where it says “**Or Sign In with Organization SSO**” and that will direct you to your HelloID login.





Acknowledgment and Receipt

I have received and reviewed my copy of the Employee Handbook.

The employee handbook describes important information about Mead School District, and I understand that I should consult with Human Resources regarding any questions not answered in the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Mead School District. By distributing this handbook, the Mead School District expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

By signing below, I acknowledge that this handbook is neither a contract of employment nor a legal document. Furthermore, I understand that revised information may supersede, modify, or eliminate existing policies. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies of the Mead School District and any applicable Collective Bargaining Agreement. I also understand that failure to comply may result in disciplinary action.

Employee's Signature

Employee's Name (Print)

Date