October 10, 2024

NEW HIRE ORIENTATION

www.seq.org/hr



Agenda

1. Introductions
2. Classified Calendars
3. Vacation & Leaves
4. Mandatory Trainings
5. Evaluations
6. District Resources
7. Employee Benefits & Retirement
8. Payroll, Pachecks & Timesheets
9. AFSCME Local 829



HUMAN RESOURCES

www.seq.org/hr



Human Resources Staff Directory and Responsibilities

HUMAN RESOURCES STAFF DIRECTORY

Name	Title	Phone extension (dial 650-369-1411)	Email
Todd Beal	Assistant Superintendent, Human Resources	x22222	tbeal@seq.org
Freedom Siyam	Director of Human Resources	x22229	fsiyam@seq.org
April Hoch	Senior Administrative Secretary	x22223	ahoch@seq.org
Sonia Ramirez de Figueroa	Benefits Specialist	x22226	sfigueroa@seq.org
Rebecca Hayes	Classified Hiring Specialist	x22311	rhayes@seq.org
Katrina Grant	Credentials Analyst	x22224	kgrant@seq.org
Sarah Navarrete	Substitute Teacher Staffing Technician	x22567	snavarrete@seq.org
Gabriela Rueda	Employee Leave Specialist	x22231	grueda@seq.org
Jennifer Vo	Senior Office Assistant	x22567	jvo@seq.org

Classified Calendars

01

Classified Calendars are issued every school year.

02

This calendar will provide you with your work schedule based on your employee type or classification.

03

The various calendars based on classification can be found on the HR website.



Vacation/Leaves

Sick Leave accrual and carryover

Vacation Leave accrual and carryover

Sick Leave and Vacation Leave totals are listed on your paycheck in hours (not days)

Nine month employees are paid out vacation (calculated into your annual salary)









Other Leaves

01 Sick Leave

Personal Necessity 02

03 Illness in Immediate Family

Long Term Leaves: Maternity, Paternity, Long Term Medical, Caring for Family 04

05 Bereavement, Jury Duty, Military Leave

Workers Comp 06

07 Unpaid Leave

Absence Reporting

01 Frontline (formerly known as AESOP)

02 Instructions and log-in information will be sent to your seq.org email from Substitute Secretary (Sarah Navarette)

03 Reference materials may be found on HR website: seq.org/hr

04 Login page can be accessed from www.seq.org --> staff --> Online Services --> Frontline or use your log in credentials at https://app.frontlineeducation.com/

Mandated Reporter

01

Within three weeks from the date of hire, all new employees will receive an email from Target Solutions with the link to online trainings.

02

These trainings are required by law (some annually).

03

You can also “self assign” other trainings you are interested in from their extensive list of options.

04

Mandated Trainings in SUHSD are the following: a. Anti-Harassment, b. Child Abuse / Mandated Reporter, c. Bloodborne Pathogens, d. SUHSD Board Policy on Appropriate Adult-Student Interactions

Appropriate Adult-Student Interactions BP 4219.24

01 READ THIS POLICY

READ Other Policies Too 02

03 You MUST read 4219.24

LINK to BP 4219.24 04

BP 4219.24 In Summation

Protect the safety and well-being of students

Avoid boundary blurring behaviors

Prohibited from entering a relationship with a student.

Prohibited from engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature

See something, say something, you're required by law.

Never be alone with a student outside the view of others without a counseling or instructional reason

Always communicate with students on District phones and emails.

Never invite, friend, or communicate with students via social media platforms



Evaluations

A classified / probationary employee will move to the next step of the salary schedule after completion and successfully passing the six month probationary period.

From this time on, the employee will advance to the next step every year until the top step (step 5) has been reached.

Your manager will complete an evaluation of your performance by May 31st of each school year.

Step 5
Yearly step increases thereafter until step 5

Step Increase
Second Step Increase after one full year of employment.

Permanent
Begins on the first day after completing your sixth month of employment.

Probation
Begins on day one of your employment

DISTRICT RESOURCES

seq.org/hr



You can find within the Human Resources website job descriptions, the various classifiied calendars, salary schedules, your contract, and important forms.

Happy Campers Daycare



Happy Campers Day Care located on the Carlmont High School Campus is a daycare service accessible to district employees. Kids Konnect also provides discounted childcare for SUHSD staff.

Employee Assistance



SUHSD has multiple Employee Assistance Program features that include emotional wellbeing support, daily life assistance, financial services, legal services, and more.

Additional Info



Verification of Employment



Workers Compensation



Employment Opportunities



District Email

EMPLOYEE BENEFITS

www.seq.org/hr



MEDICAL

www.seq.org/DEPARTMENTS/Human-Resources/Benefits/index.html

SISC ANTHEM HMO

SISC Kaiser HMO

SISC ANTHEM 80G PPO

SISC ANTHEM 90G PPO

requires employee contributions

Other Benefits

1. Delta Dental Insurance
2. VSP Vision Insurance
3. Short-term Disability SDI / EDD
4. Hartford Long-Term Disability
5. MetLife Insurance
6. Employee Assistance Program
7. 403B / 457 Plans
8. AF Flexible Spending Accounts
9. Commuter Programs through HealthEquity / WageWorks



CALPERS Retirement System

01 Pension plan for all permanent classified employees that work at least 4 hours per day

02 Members on or after 1/1/2013 7% deduction from employees paycheck (2% after age 62)

03 https://my.calpers.ca.gov/web/ept/public/systemaccess/selectLoginType.html

PAYROLL

https://bit.ly/seqpayroll

SEQUOIA UNION HIGH SCHOOL DISTRICT
FOUNDED 1895
ADULT SCHOOL • CARLMONT • EPAA • MENLO-ATHERTON • REDWOOD • SEQUOIA • TIDE • WOODSIDE


Welcome on behalf of Payroll!
Five Important Payroll Topics
1) Pay Dates
2) Timesheets (Proxient)
3) Employee Self Service (ESS)
4) Reading your Paystub
5) Payroll Forms & Payroll Webpage
video link: https://bit.ly/seqpayroll
0:04 / 13:06

TIMESHEET REIMBURSEMENT

Thank you for attending the Classified New Hire Orientation.

Reminder: if you attended the orientation outside of your normal work hours submit a timesheet for your participation using the following budget code:

01-0000-0-0000-7400-2916-980-8400



SEQUOIA UNION HIGH SCHOOL DISTRICT
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AFSCME

American Federation of State, County, Municipal Employees

AFL-CIO stands for the American Federation of Labor and Congress of Industrial Organizations.

AFL-CIO represents nationally and internationally active and retired members.



AFSCME believes that every person working to sustain their community deserves respect. As part of the AFL-CIO, AFSCME is one of the nation's leading advocates for working people. Our 1.6 million members provide the vital services that make America happen, and we believe everyone deserves a chance to fulfill the American dream.

AFSCME Local 829 Services 17 Chapters:

- City Offices of Belmont, Burlingame, Daly City, Foster City, San Carlos, South San Francisco
- San Mateo County Community College District
- Cordilleras Mental Health
- Brius Burlingame Long Term Care
- San Mateo Union High School District
- Menlo Park Fire Protection
- Sequoia Hospital - Dignity Health
- County of San Mateo
- San Mateo Superior Court
- San Mateo County Housing Authority



Local 829
AFSCME®
We Make San Mateo County Happen

AFSCME

Member Benefits:

- Member Driven
- Vote in Officers
- Vote on accepting contract terms
- Serve as a steward
- Cash-back Savings when buying or selling a home
- Eligible for Free Family Scholarship postmarked by December 31, 2023 (10 families)
- Pet Insurance
- And more



AFSCME Local 829

President: Chris Schoepoerster
cschoephoerster@seq.org

Business Agent: Abdul Johnson
abdul.johnson@ca.afscme57.org

AFSCME

School Site and Department Stewards:

- **Carlmont HS:** Mary Tagilala & Sheryanne Tagilala
- **Menlo-Atherton HS:** Adrian Perkins-Sledge
- **Sequoia HS:** Griselda Horton, Byron Griffie, Jr., Pastor Guzman
- **Maintenance and Operations:** Mike Nunez
- **Transportation:** John Stockman
- **Woodside HS:** Elisa Rutherford
- **Redwood HS:** Linda Avalos

