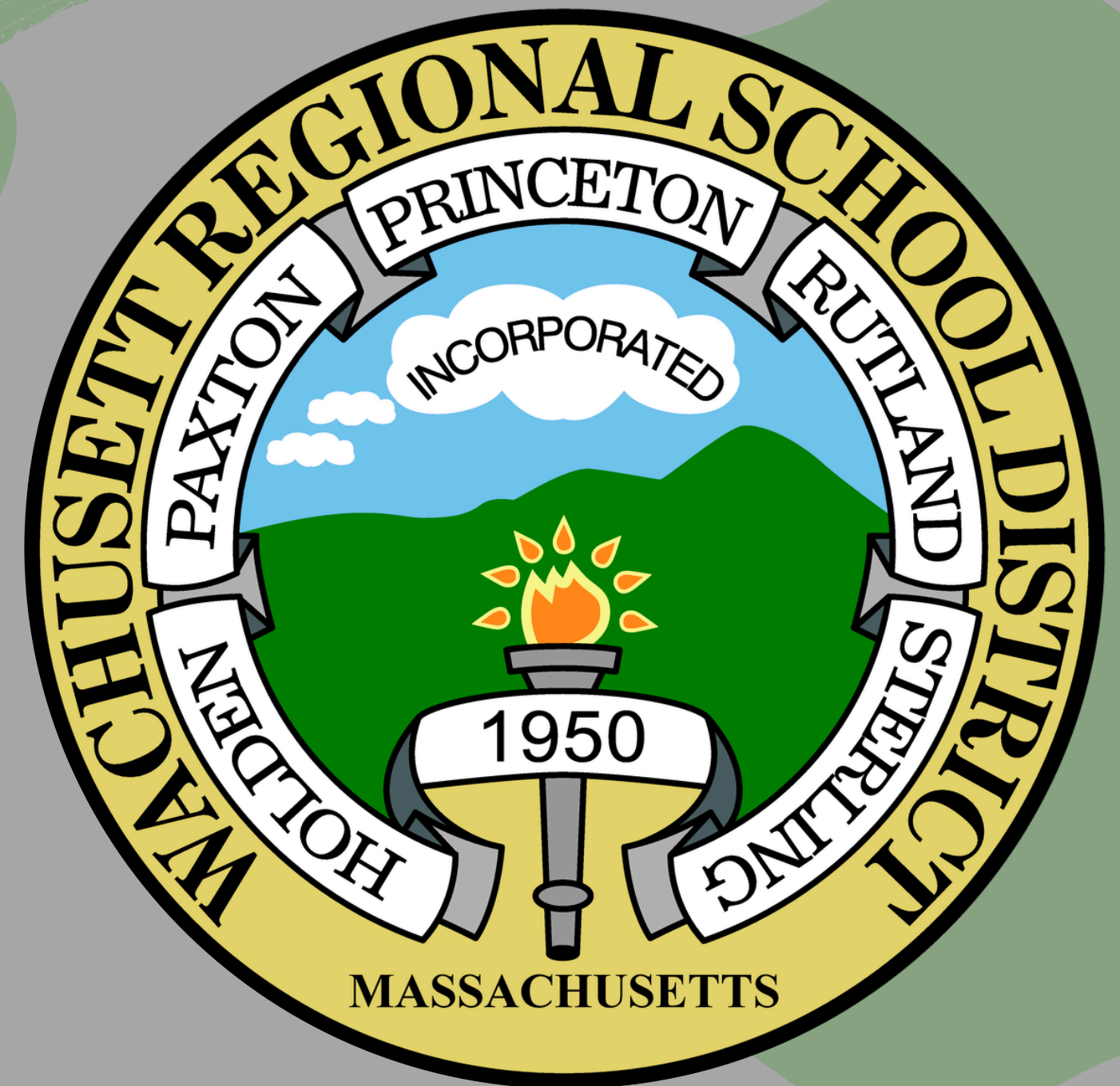


Employee Information





Content

- School District Overview
- Welcome to the Team
- Our District Mission
- Meet Human Resources
- Employee Benefits
- Payroll Basics
- Employee Self Service
- Mandated Training
- Handbook Highlights
- Student Records
- Employee Conduct
- Inclement Weather
- District Resources
- ReadySub Platform
- OBRA Information
- District Resources

Wachusett Regional School District *Overview*

Wachusett is a regional school district that is comprised of 5 towns
and has a total of 13 schools

Holden, MA

Dawson Elementary School

Davis Hill Elementary School

Wachusett Regional High School

Mayo Elementary School

Mountview Middle School

Early Childhood Center

Sterling, MA

Houghton Elementary School

Chocksett Middle School

Rutland, MA

Naquag Elementary School

Glenwood Elementary School

Central Tree Middle School

Paxton, MA

Paxton Center School

Princeton, MA

Thomas Prince School



Wachusett Regional School District

Overview



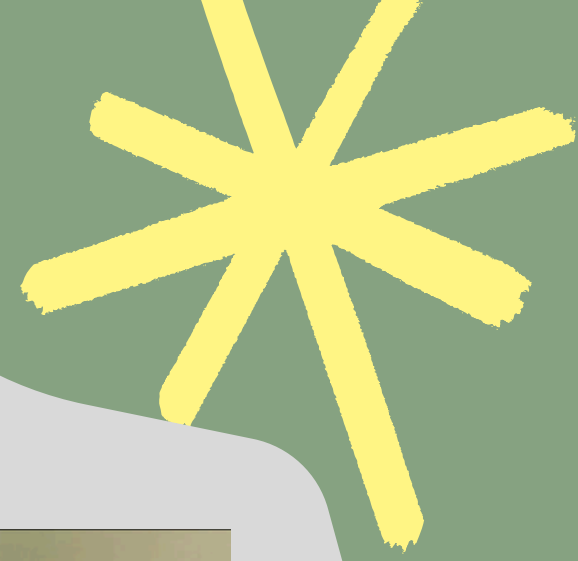
As a regionalized school district, we have over **6,500 students** in the Wachusett Regional School District.

WRSD has over 1,400 employees.

The Central Office is located at 1745 Main St., Jefferson, MA 01522.

The Central Office is open from Mon - Fri 8:00a - 4:00p (holiday exceptions)

Most employment information can be found at www.wrsd.net under the *For Staff menu*.



James Reilly, Superintendent
Wachusett Regional School District

Welcome to *the team!*

We are delighted to welcome you to our team and look forward to working with you on a journey of growth, collaboration, and success. This Employee Handbook serves as your comprehensive guide, informing you about our company's rules, processes, and expectations. We think that laying a solid foundation is critical to creating a healthy work environment in which everyone may succeed.

We respect our personnel as the heart and soul of our organization at Wachusett. We recognize that each member of our team brings distinct skills, views, and experiences that add to our team's overall strength. We are working together to build an inclusive and supportive workplace in which everyone feels appreciated, respected, and empowered.

Our *District* Mission



Our Mission

To ensure a vibrant, inclusive, and respectful educational community in which we:

- Foster a safe, nurturing, and welcoming environment
- Provide all students with equitable opportunities for deep and meaningful learning through multiple pathways
- Empower all students to develop and apply their unique strengths, passions, and curiosities
- Partner with our community to meet our goals while optimizing the effective and efficient use of our resources



BILL BEANDO
Director of
Human Resources



VIKKI CHARTIER
Supervisor of
Personnel Services



COLLEEN SULLIVAN
Human Resource
Generalist



DEB DOWER
HR Assistant
Benefits Admin



MARIA SOLOPERTO
HR Administrative
Assistant



MIA JOHNSON
HR Administrative
Assistant



Human Resources

William Beando – Director

william_beando@wrsd.net

Vikki Chartier - Supervisor of Personnel Services - HR/Payroll Liaison

vikki_chartier@wrsd.net (508) 829-1670, extension 239

Colleen Sullivan - HR Generalist - FMLA/LOA, Stipend Questions, General Questions

colleen_sullivan@wrsd.net (508) 829-1670, extension 235

Maria Soloperto - Administrative Assistant– Lane Changes, CORIs, General Inquiries

maria_soloperto@wrsd.net (508) 829-1670, extension 225

Deb Dower - Administrative Assistant - Benefits, COBRA, HRA, Name Changes

deb_dower@wrsd.net (508) 829-1670, extension 231

Mia Johnson - Administrative Assistant - Onboarding, CORIs, General Inquiries

mia_johnson@wrsd.net (508) 829-1670, extension 228



You've been offered a job at WRSD *Now what?*



Stop by the HR Office within 3 business days
Please bring the following documents

1. Valid Driver's License
2. Valid Passport (if you have one)
3. Social Security Card
4. Birth Certificate

Register to have your fingerprints taken with the state appointed vendor
(MorphoTrustUSA) either online or by telephone

(fingerprints CANNOT be done by the local police departments)

Please register using one of the two options below *fingerprints need to be completed and the results must be received prior to your start of employment.

- **Online:** <https://MA.state.identogo.com>
- **Telephone:** 1-866-349-8130
- **Code*** 07750000

**Complete the PowerSchool
New Hire Checklist**

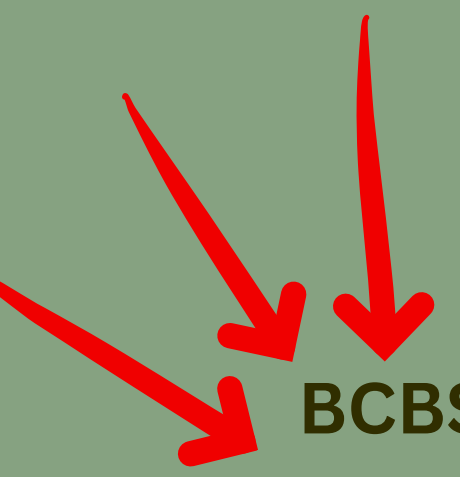
Blue Cross Blue Shield

Employee Benefits

New
Benefit
Offerings
7/1/2026



HEALTH	<u>PFA Gold</u> <u>Access Blue NE Saver II</u> (All PFA Plans).	<u>PFA Silver</u> <u>Access Blue NE Saver II</u> (All PFA Plans).	<u>PFA Bronze</u> <u>Access Blue NE Saver II</u> (All PFA Plans).	<u>Blue Care Elect PPO</u> (deductible \$250/\$750).
DENTAL	Dental Blue Program 1	Dental Blue Program 2		
VISION	Blue 20/20			



Click each option to access the plan information page

BCBS has an open enrollment decision line for new members/enrollees to be able to go over all questions in deciding which plan to choose.

The number is **1-800-782-3675 opt 3** and advise them you'll be with Wachusett Regional.

EMPLOYEE ASSISTANCE PROGRAM

*Services are provided free of charge

Services Include:

Mental health sessions (up to 6 free counseling sessions per issue)

Life coaching (up to 6 free coaching sessions per issue)

Financial consultation

Legal referrals

Work-life resources and referrals

Personal assistant

Medical advocacy

How to Access Your Assistance Program:

By phone 24/7/365

Call or Text: 800.456.6327

Your online member portal

Visit: [allonehealth/mega](https://allonehealth.com/mega)

*Includes Live Chat 8am-5pm EST

To create an account, you will need to enter your company code:

MEGA

The AllOne Health Member Portal has been rebuilt to work seamlessly with the AllOne Health mobile app, giving you simple, secure access to support anytime, anywhere.

HOW TO GET STARTED

1. Sign Up for the New Member Portal

Visit mega.allonehealth.com

2. Create Your Account

Create your account by entering your email, password and the **Company Code** at the bottom of this flyer.

3. Use One Login Everywhere

Your login works for **both** the online portal and the mobile app. You can download the **AllOne Health App** from the [Apple App Store](https://appleappstore.com) or [Google Play](https://googleplay.com).

WHAT TO EXPECT

- ✓ One login for both the portal and mobile app
- ✓ Faster access to counseling, resources, and support
- ✓ Modern, mobile-friendly experience
- ✓ Built to support your whole health

START EXPLORING



Book Virtual Counseling Sessions



Chat with Izzy, Your AI Mental Health Navigator



Submit Requests and Find Resources



Call Directly for 24/7 Live Human Support

IMPORTANT LOGIN INFORMATION

The old AllOne Health portal is being retired, and your old portal email and password will NOT work in the new portal or app.

- If you already downloaded the new **AllOne Health App** and created an account, use the same login for the portal
- **New users** will need to create a new account using their company code listed at the bottom of this flyer



Sign Up Today

Support is always within reach—built around you.

Call: 800-451-1834

Visit: mega.allonehealth.com

Company Code: MEGA



All phone number listed above will provide access to free support.

Payroll Basics

WRSD Payroll Office

Michelle Grise - Director
michelle_grise@wrsd.net

Cecelia Lowe
Payroll Manager
cecelia_lowe@wrsd.net
(508) 829-1670, extension 243

Caitlin MacDonald
Accounting Secretary
caitlin_macdonald@wrsd.net
(508) 829-1670, extension 241

Jeanine Johnstone
Accounting Secretary
jeanine_johnstone@wrsd.net
(508) 829-1670, extension 236

In an effort to streamline processes and improve the employee experience, please submit your payroll request through the HR/Payroll Help Form:
<https://www.wrsd.net/hrprhelp>

Forms found on our page, www.wrsd.net For Staff, Employee Resources, Payroll

General Information:
[Guide to your Paycheck](#)
[Direct Deposit Form](#)

Pay Dates:
[Federal \(W4\)](#) Federal (W4) and [State \(M4\)](#) Withholding Forms
[Time Sheet for Hourly Employees](#)
[Employee Reimbursement Form - Travel \(mileage\)](#)
[Employee Reimbursement Form - Non-Travel](#)
[Custodian Reimbursement Form](#)



Sample Paycheck

Pay Code Section

REFER TO THE
GUIDE TO YOUR PAYCHECK
DOCUMENT ON PAYROLL'S
WEBPAGE FOR DETAILS

Accrual Balances

Wachusett Regional School District						Advice Amount: \$	
EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO	
		CENTRAL OFFICE ADMINISTRATION (91)	PAYROLL	05/26/2023	05/27/2023		
EARNINGS		RATE	DAYS / HOURS	CURRENT	YTD	DEDUCTIONS	
SAL-ADMIN		\$0.00	0.00	\$	\$	MEDICARE	
TOTAL			0	\$	\$	BCBS HMO I26	
						DENTAL-H-I26	
						LIFE-26	
						FEDERAL	
						MASS TAX	
						WC2-26 PP	
						WC9	
						HEALTHFLEX26	
						BMV	
						LTD HART	
						TOTAL	
				CURRENT	YTD	DEPOSITS	
						BANK	
						CREDIT UNION	
						CREDIT UNION	
						BANK	
LEAVE		EARNED	USED	BALANCE		WITHHOLDING ALLOWANCES	
VACATION		0.0000	4.0000	8.2500		FILING STATUS	
SICK		0.0000	0.0000	34.3892		EXEMPTIONS	
PERSONAL		0.0000	0.0000	2.0000		EXTRA AMOUNT	
						Federal	\$ 0 \$0.00
						State	\$ 0 \$0.00
				CURRENT	YTD	ADVICE TOTALS	
						TYPE	
						Taxable Pay	
						Gross Pay	
						Deductions	
						Net Pay	

Deduction Codes

Bank Deposits

Tax Info

Retirement Benefits & 403b Info

Municipal employees do not pay F.I.C.A., (Social Security Income Tax). However, all employees are required to pay a percentage of their gross wages towards a retirement program unless they are already receiving a retirement benefit. The retirement program that an employee is eligible for is determined by their position and/or total number of hours worked per year and the position the employee holds. The following retirement programs are available:

- Massachusetts Teachers Retirement System (MTRS):
 - Up to 11% is withheld from gross salary (rate may vary depending upon service history)
- Worcester Regional Retirement System: (employees working 1040+ hours/year)
 - 9 -11 % is withheld from gross salary
- OBRA: (employees working <1040 hours/year)
 - 7.5% is withheld from gross salary

≡ Cheers to ≡
RETIRED!

In addition to mandatory retirement plans, 403(B) plans are also offered through the District's third party administrator, TSA Consulting.

Please visit www.wrds.net for more details.

Direct Deposit

- The District requires employees to enroll in direct deposit. Employees will have their pay deposited directly into banks of their choice, in up to four different accounts.
- There is a one pay period delay for bank account verification purposes. **Your first paycheck is a live/hardcopy paycheck.**
 - It will be mailed to you
- Paychecks are issued on a bi-weekly basis.
- Pay day is Friday. It is a courtesy of your bank if you receive your direct deposit before Friday.
- Electronic pay stubs will be available by Friday in the Employee Self Service (ESS) portal once your direct deposit is active.



Pay Codes

Taxes		
DED #	CODE	DESCRIPTION
1100	MEDICARE	Medicare Tax Withholding (1.45%)
3000	FEDERAL	Federal Income Tax Withholding (Form W4)
4000	MASS TAX	Massachusetts State Income Tax Withholding (Form M-4)

Union Dues		
DED #	CODE	DESCRIPTION
8004	SDU F/T	Clerical Full-Time Member 26 deductions
8007	SDU F/T 21	Clerical Full-Time Member 21 deductions
8100	CDU F/T	Custodial Full-Time Member
8102	CDU P/T	Custodial Part-Time Member
8200	WREA DUES A	Unit A Wachusett Regional Education Association 1.0 FTE
8208	WREA DUES	Unit A Wachusett Regional Education Association .5 FTE
8204	UNIT A PRORA	Unit A Wachusett Regional Education Association Prorated amount
8206	WREA DUES B	Unit B Wachusett Regional Education Association 1.0 FTE
8300	WAA	Wachusett Administrators Association
8350	ABA PA	ABA Program Assistants
8400	WRPA	Wachusett Regional Paraprofessionals Association

Direct Deposit		
DED #	CODE	DESCRIPTION
9999	DD NET	Direct Deposit of Net Pay
9998	DD 1	First additional Direct Deposit
9997	DD 2	Second additional Direct Deposit
9996	DD 3	Third additional Direct Deposit
9995	DD 4	Fourth additional Direct Deposit

DED #	CODE	DESCRIPTION
2003	AMERIPRISE	403(b) Contribution to Ameriprise Financial
2009	AXA	403(b) Contribution to Equitable
2011	FIV	403(b) Contribution to Fidelity Investments
2014	GALIC	403(b) Contribution to MassMutual Ascend (?)
2015	HOR	403(b) Contribution to Horace Mann Ins Co
2024	LIN	403(b) Contribution to Lincoln Investment Planning
2025	MET	403(b) Contribution to Metropolitan Life Ins. Co.
2033	NYL	403(b) Contribution to New York Life & Annuity Corp.
2034	ODF	457(b) Contribution to Massachusetts SMART Plan (Empower)
2035	PUTNAM	403(b) Contribution to Putnam Fiduciary Trust
2041	403B ASP	403(b) Contribution to ASpire Financial Services
2046	FRANKTEMP	403(b) Contribution to Franklin-Templeton Investments
2047	TIAA	403(b) Contribution to TIAA
2054	AIG VALIC	403(b) Contribution to Corebridge Financial (formerly AIG, VALIC)
2070	VOYA	403(b) Contribution to VOYA Financial
2100	FIDEL-ROTH	403(b) Roth contribution to Fidelity
2101	HORA-ROTH	403(b) Contribution to Horace Mann Ins. Co.
2102	LIN ROTH	403(b) Roth Contribution to Lincoln Investment Planning
2103	ASP ROTH	403(b) Roth contribution to ASpire Financial Services
2104	SM PL-ROTH	457(b) Roth Contribution to Massachusetts SMART Plan (Empower)
2105	METLIFE-ROTH	403(b)Roth Contribution to Metropolitan Life Ins. Co

Pay Codes

Pre-tax Savings Accounts		
DED #	CODE	DESCRIPTION
2510	HSA IND	Healthcare Saving Account Enrolled in Access Blue NE Saver Individual Plan
2512	HSA FAM	Healthcare Saving Account Enrolled in Access Blue NE Saver Family Plan
2513	FSA 21	Healthcare Flexible Spending Account 21 deductions
2514	FSA 26	Healthcare Flexible Spending Account 26 deductions
2515	DCA 21	Dependent Care Flexible Spending Account 21 deductions
2516	DCA 26	Dependent Care Flexible Spending Account 26 deductions

Insurance		
DED #	CODE	DESCRIPTION
2501	HEALTH21	BlueCross BlueShield Plans 21 deductions
2502	HEALTH 26	BlueCross BlueShield Plans 26 deductions
2503	DENTAL 21	Dental Blue Plans 21 deductions
2504	DENTAL 26	Dental Blue Plans 26 deductions
2505	VISION 21	Blue 20/20 Plans 21 deductions
2506	VISION 26	Blue 20/20 Plans 26 deductions
2507	LIFE 21	Basic Life Insurance 21 deductions
2508	LIFE 26	Basic Life Insurance 26 deductions
8605	V LIFE 21	Optional Voluntary Life Insurance 21 deductions
8606	V LIFE 26	Optional Voluntary Life Insurance 26 deductions
8607	V LIFE S21	Optional Voluntary Life Spouse Insurance 21 deductions
8608	V LIFE S26	Optional Voluntary Life Spouse Insurance 26 deductions
8609	VLIFE C21	Optional Voluntary Life Child Insurance 21 deductions
8610	VLIFE C26	Optional Voluntary Life Child Insurance 26 deductions
8601	STD 21 15	Short-term Disability Insurance 15-day 21 deductions
8602	STD 26 15	Short-term Disability Insurance 15-day 26 deductions
8613	STD 21 30	Short-term Disability Insurance 30-day 21 deductions
8614	STD 26 30	Short-term Disability Insurance 30-day 26 deductions
8603	LTD 21	Long-term Disability Insurance 21 deductions
8604	LTD 26	Long-term Disability Insurance 26 deductions
2063	HYATT LEG	Hyatt Legal Planning

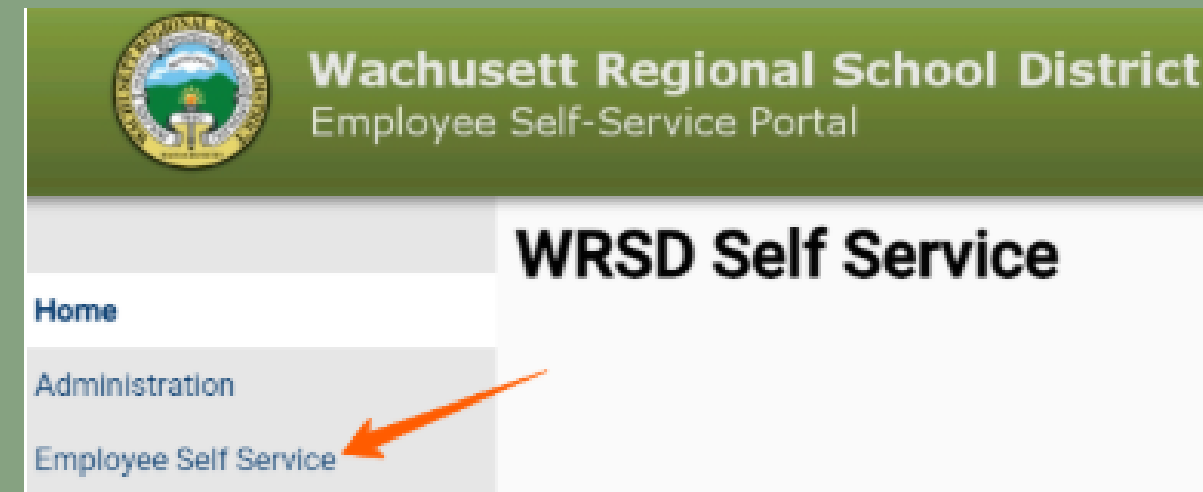
Wage Garnishments		
DED #	CODE	DESCRIPTION
	EDU	Education/Student Loan
	WGR	Child Support
	LEVY	Tax Levy
	IRS	IRS Tax Levy

Mandatory Retirement Contribution Plan		
DED #	CODE	DESCRIPTION
7011	T11	Massachusetts Teachers' Retirement System (MTRS) 11% Contribution Rate
7008	TR8	Massachusetts Teachers' Retirement System (MTRS) 8% Contribution Rate
7009	TR9	Massachusetts Teachers' Retirement System (MTRS) 9% Contribution Rate
7001	TR2-21 PP	Massachusetts Teachers' Retirement System (MTRS) • Additional 2% deduction on earnings over \$30,000 21 pay-periods
7002	TR2-26 PP	Massachusetts Teachers' Retirement System (MTRS) Additional 2% deduction on earnings over \$30,000 26 pay-periods
7108	WC8	Worcester Regional Retirement System 8% Contribution Rate
7109	WC9	Worcester Regional Retirement System 9% Contribution Rate
7101	WC2-21 PP	Worcester Regional Retirement System Additional 2% deduction on earnings over \$30,000 21 pay-periods
7102	WC2-26 PP	Worcester Regional Retirement System Additional 2% deduction on earnings over \$30,000 26 pay-periods
2200	OBRA	For part-time, seasonal, and short-term employees not eligible for MTRS or Worcester Regional

Employee Self Services *Portal*

The District's employee self-service (ESS) portal provides access the following information:

- Pay Stubs
- W2 Forms
- W4 Information
- Time-Off
 - Accruals
 - Requests
 - History
- You continue to have access after you leave WRSD employment for W2's and pay stubs



Go to: <https://www.wrsd.net/ess> to log in.

If you have not previously logged into ESS, follow these steps to initialize your account:

1. Enter your username, which is your last name followed by the last 4 digits of your Social Security Number (Ex. smith1234).
2. Enter your temporary password, which is the last 4 digits of your SSN.
3. When you first log in, you will be prompted to choose a new password.
 - Read the information in the box carefully as the order of the fields can be confusing
 - Remember, your “current password” in this case will be the last 4 digits of your SSN
 - You must enter a password hint
4. Upon successfully submitting your new password, you will be logged into the system.
5. Click “Employee Self Service” in the left hand menu to view the information available.

Before proceeding you must change your password.

Current password	<input type="password"/>
New password	<input type="password"/>
Password strength	Unacceptable
Confirm new password	<input type="password"/>
New password hint	<input type="text"/>
<input type="button" value="Change"/> <input type="button" value="Cancel"/>	

Employee Self Services *Portal*

Accessing Pay Stubs and Tax Documents

Pay Stubs

1. Click “Pay/Tax Information” in the left-hand menu.
2. The resulting page will list pay periods for th current year. Click “DETAILS” at the far right to view the Check Detail page of any pay period.
3. From the Check Detail page, click “View paycheck image” to access the pay stub.

Home

Employee Self Service

Pay/Tax Information

Pay/Tax Information

YTD Information

W-2

W-2 Forms

1. Click W-2 under Pay/Tax Information in the left-hand menu.
2. By default, the most recent available tax year will be displayed. You may select prior years from the dropdown menu at the top of the page.
3. Click “View W-2 image” in the top-right corner to display, print, or download your W2.

Accessing Benefits

1. Choose “Benefits” under the Employee Self-Service menu to display your current selections as well as any currently available options for enrollment.

Employee Self Service

Benefits

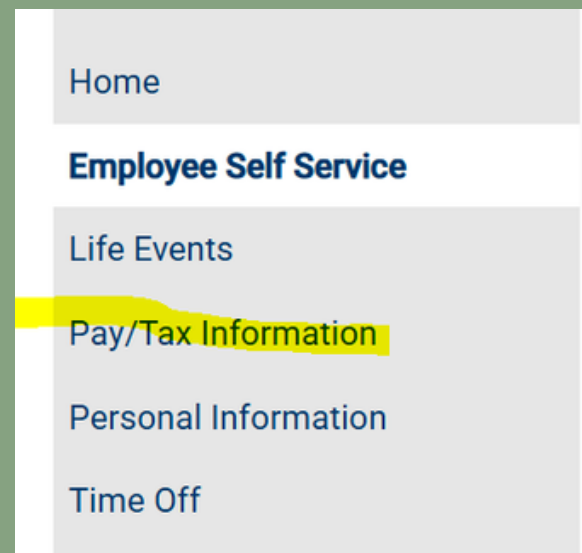
Pay/Tax Information

Employee Self Services Portal

How to Update Withholdings via ESS

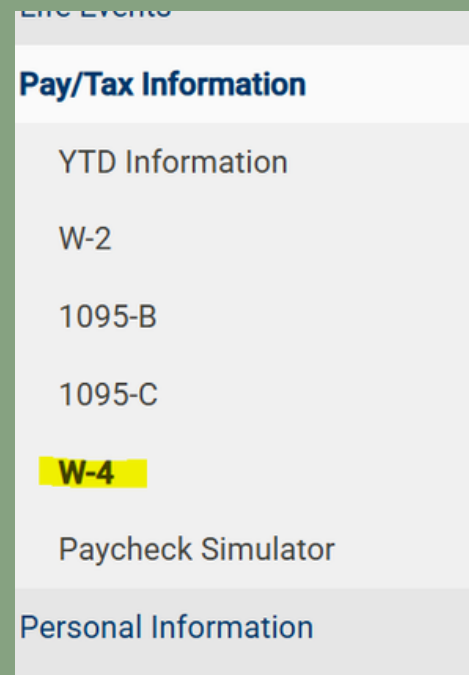
When you log in navigation to the left hand side of the screen

1. Choose pay/tax information



2. From there a menu show

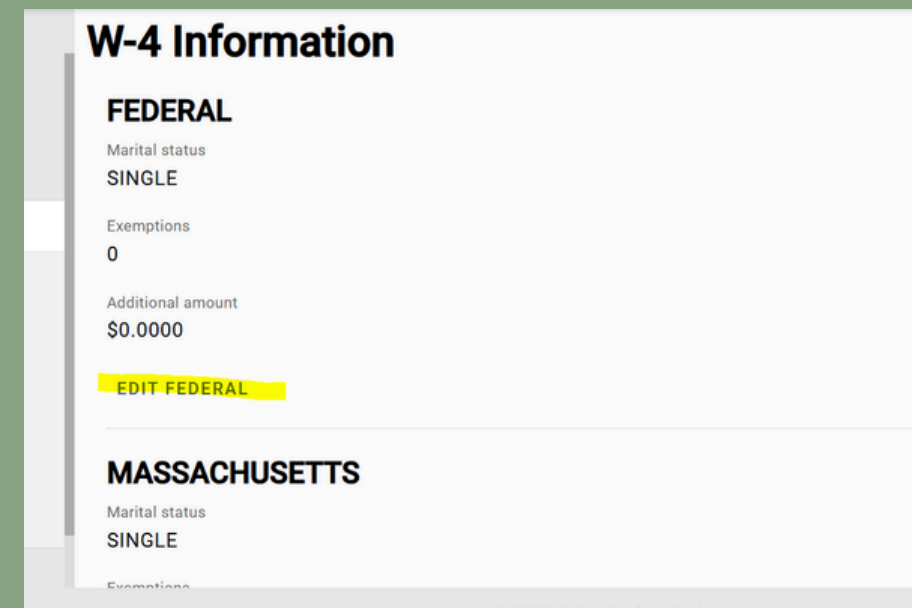
3. Select W4



How to Update Withholdings via ESS

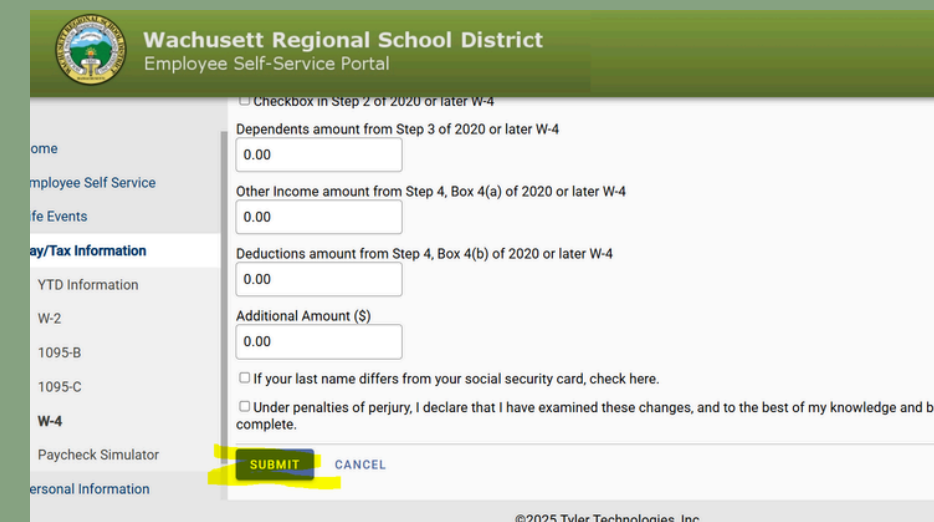
4. It will open your current tax withholdings

5. Choose Edit



6. Fill out the new tax forms

7. When finished Click Submit





Mandated Training



Every year, you will be enrolled in LITIX Academy for a Mandated course. This course should be completed within 30 days of hire, then by September 30 for all subsequent years.

- HR will enroll you with your WRSD email
- You will receive an email notifying you of your enrollment
- Select option 2 Google Single Sign-On and use your WRSD Google account
- Complete the Mandated Training Course

Welcome Colleen,

Thank you for enrolling in 25-26 Wachusett | Mandated Training Suite.

Login Instructions

Below, you'll find options to access your course. You are enrolled with the email address that received this message, and your email is your username. We wish you nothing but the very best this school year.



#1 Set Your Password [Click here to set your password.](#)

Sign in URL: https://lms.arxed.com/users/sign_in

Email: colleen@wachusett.wa.edu

#2 Google Single Sign-On

If your school district utilizes Gmail or you are enrolled in this course using a personal Gmail account, you can access your course by clicking the Google icon. **As a reminder, your email address is your username.**

URL: lms.arxed.com

#3 Forgot Password Feature

URL: lms.arxed.com

Use the "Forgot Password" feature.

Sincerely,

The ArxEd Team

My courses

[View more courses](#)

25-26 Wachusett | Mandated Training Suite

0%

[See Overview](#)

[Start Course](#)



Mandated Training



Conflict of Interest training is a state-mandated requirement. It is not an ArxEEd product.

If you have questions, please contact the site administrator at Ethicstraining@mass.gov

Please do not send questions related to Conflict of Interest Training to ArxEEd.

You will be directed to another website to complete the training. The training provider recommends the Chrome browser for this training.

Conflict of Interest Course Link
<https://massethicstraining.skillburst.com/User/index.php>

If the hyperlink does not work, please cut and paste it into your web browser.

One module of the Mandated Training involves registering for and completing the state-mandated Conflict of Interest training for all public employees.

Select “Create Your Account.” As part of this process, you will select Wachusett Regional School District from the available list of organizations.

A screenshot of the login page for the State Ethics Commission Conflict of Interest Law Training. The page features the State Ethics Commission logo on the left and a blue header with the text "Conflict of Interest Law Online Training" on the right. Below the header, the text "Welcome to the State Ethics Commission Conflict of Interest Law Training" is displayed. There are two input fields for "Email address" and "Password". Below these fields are two green buttons: "Log In" and "Create Your Account". At the bottom, there are links for "Forgot your password?" and "Need help?". A footer note states: "We highly recommend using the Chrome browser (on laptop and mobile) to access this service."

The Conflict of Interest training has two pieces.

1. State Ethics Commission Conflict of Interest Law Training, completed every two years, about 1 hour
2. Acknowledge Receipt of the Summary of the Conflict of Interest Law for Municipal Employees, completed every year, about 10 minutes

Mandated Training



Conflict of Interest training is a state-mandated requirement. It is not an ArxEEd product.

If you have questions, please contact the site administrator at Ethicstraining@mass.gov

Please do not send questions related to Conflict of Interest Training to ArxEEd.

You will be directed to another website to complete the training. The training provider recommends the Chrome browser for this training.

Conflict of Interest Course Link
<https://massethicstraining.skillburst.com/User/index.php>

If the hyperlink does not work, please cut and paste it into your web browser.

COMPLETE & CONTINUE →

Once you complete the Conflict of Interest training, make sure you return to the LITIX module and select “Complete & Continue” to finish the Mandated Training Course.

You will receive reminder emails from ArxEEd and the State Ethics Commission if you have not completed all required pieces of your mandated training.

*You will receive completion certificates for all completed trainings. You do not need to send these certificates to HR.

Handbook *Highlights*

- General Employee Guidelines
- Provides information regarding
 - Working conditions
 - Benefits
 - Policies
- Training opportunities on critical aspects of employment
- Overview of School Committee approved policies



Wachusett Regional School District School Calendar 2026-2027

First Day of School

Grades 1-12	Aug 26
PreK & Kindergarten	Aug 27

Last Day of School (Pending Snow Days)

PreK & Grades 1-12 (Half-Day)	June 11
Kindergarten (Full-Day)	June 4
185th Day of School *	June 21

Holidays and Vacations

Labor Day	Sep 7
Columbus/Indigenous Peoples Day	Oct 12
Veterans' Day Observed	Nov 11
Thanksgiving Recess	Nov 25-27
Winter Recess	Dec 24-Jan 1
Martin Luther King, Jr. Day	Jan 18
February Recess	Feb 15-19
April Recess	Apr 19-23
Memorial Day	May 31
Juneteenth	June 18

Staff Development / In-Service Days

New Teacher Training (1st yr.)	Aug 19,20,21
New Teacher Training (2nd yr.)	Aug 20,21
Staff Orientation	Aug 25
No School - Staff Development	Sep 1 ***
Early release - Student Conferences	Oct 29
Early release	Oct 30
No School - Staff Development	Nov 3 ***
Early release - Staff In-Service	Dec 10
Early release - Staff In-Service	Jan 28
No School - Staff Development	Mar 18
Early release - Staff In-Service	May 10 ***
Last Day of School - Half Day**	TBD

* The district is required to provide a school calendar with 185 days of school scheduled.

** The last day of school will be a half-day.

*** Election Day

Approved: March 9, 2026

MONTHLY CALENDAR

First/Last Day of School

No School

Half Day

August (4 days)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September (20 days)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October (21 days)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November (16 days)

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December (17 days)

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January (19 days)

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February (15 days)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March (22 days)

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April (17 days)

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May (20 days)

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June (9 days) *

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Confidentiality of *Student Records*

THE FOLLOWING PERSONS MAY ALSO HAVE ACCESS TO THE STUDENT'S EDUCATIONAL RECORDS:

- School employees on a need to know basis
- Transfer institutions
- Law officials and/or persons with court orders or subpoenas
- Financial aid personnel
- Accrediting organizations
- Persons involved in a health or safety emergency
- Researchers in connection with institutional studies

**INFORMATION ACCESS AND
DISCLOSURES ARE
SPECIFIED IN THIS LAW**

SCHOOLS MAY RELEASE “DIRECTORY” INFORMATION

names, addresses, honors, etc. as long as the student
has the opportunity to withhold his/her data

In any other circumstances, the parents must
consent to the release of the information.

Parents have the right to review their child's
educational record and to request changes if
there are inaccuracies.

teaching grade books are exempt

Employee *Conduct*

Be
courteous

Follow the dress
code

Be
punctual

Maintain good
attendance

Treat each
parent/student as
our client

Drug-free
Tobacco-free
environment

Respect District
Property

Follow ALL
safety rules

Abide by ALL policies, including but not limited to:

- Sexual Harassment Policy
- Bullying Policy
- Use of Equipment Policy
- Use of Technology Policy
- Fraud Prevention Policy

★ *Completion of Yearly Mandated Training*

IMPORTANT!
INFORMATION!



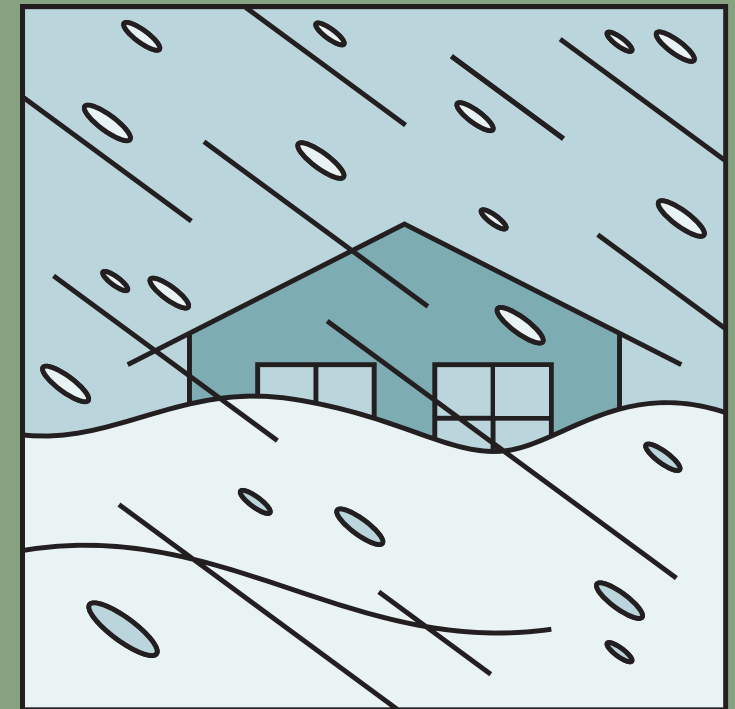
Inclement *Weather*

School delays and closings are generally posted on the District website and automated calls are sent out to all employees.

Employees should also check with their supervisor or building's main office to confirm district and/or school protocols

Employees should check their local news stations for updated school delays and cancellations.

Employees can also refer to the WRSD Employee Handbook or bargaining unit contract (if applicable)



District *Resources*

Visit our Wachusett School
District's Website to learn
more about us:

www.wrsd.net

Our Website has valuable resources

School Year Calendar
Bargaining Unit Contracts

Human Resources / Payroll Help Form
Professional Development

Staff Directory
New Hire Orientation Presentation

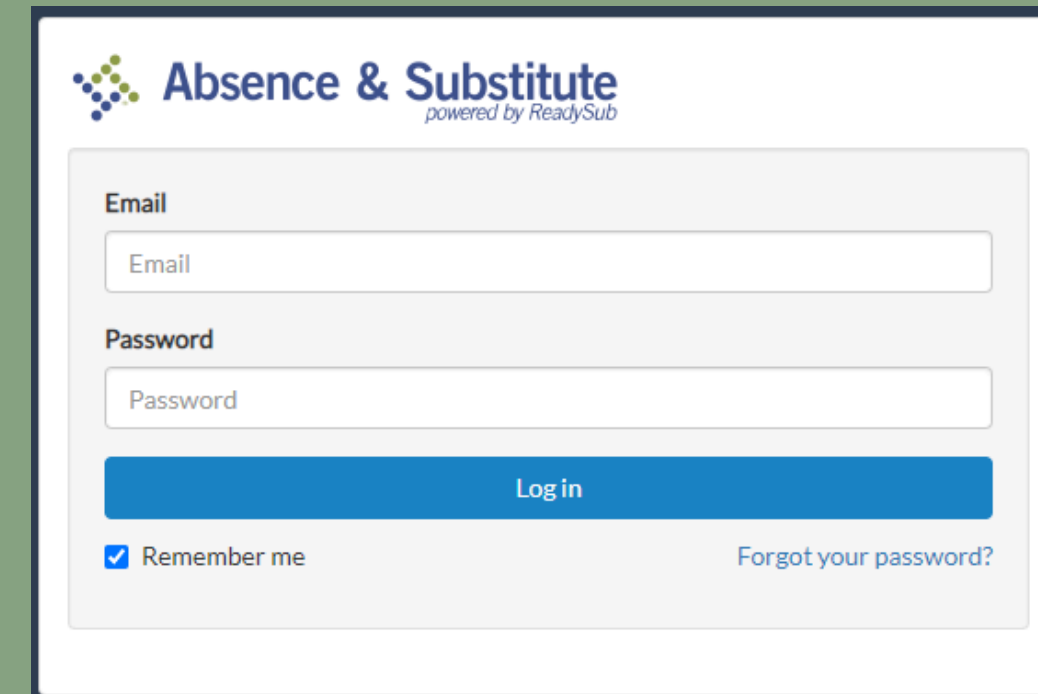
Employee Benefit Information
medical / dental / voluntary coverages

Employee Handbook
contains school committee approved policies

Links to each District school... and so much more

ReadySub Platform

- The District utilizes the online system ReadySub to obtain Substitute coverage for applicable positions.
- Employees are entered into ReadySub by the HR department as needed should they be absent and need to post their position for coverage.
- Substitutes are entered into ReadySub by the HR department upon their hire so they can obtain open positions across the District.
- Though Substitute coverage is required for many jobs, it is not required for all of them. Ask your supervisor if you have any questions.
- Lesson plans can be uploaded directly into ReadySub for convenience.
- The substitutes typically report directly to the main office for their job assignment duties and locations.
- Substitutes are required to complete and submit timesheets to the school's main office daily.

A screenshot of the 'Absence & Substitute' login page, which is powered by ReadySub. The page features a logo at the top left, followed by input fields for 'Email' and 'Password'. Below these fields is a blue 'Log in' button. At the bottom left, there is a 'Remember me' checkbox, and at the bottom right, a link that says 'Forgot your password?'.

 **Absence & Substitute**
powered by ReadySub

Email

Password

[Log in](#)

☒ Remember me [Forgot your password?](#)



OBRA *Information*

For Coaches, Substitutes, and other part-time or temporary employees:

- As a part-time, seasonal or temporary employee of the Commonwealth of Massachusetts, you are required to participate in the SMART Plan (Plan). The Plan is an alternative to Social Security coverage as permitted by the federal Omnibus Budget Reconciliation Act of 1990 (OBRA).
- You, as an OBRA employee, are not subject to tax on compensation under the Old Age, Survivors and Disability Income portion of FICA (the Federal Insurance Contributions Act).
- You will be subject to the Medicare portion of FICA.
- As an OBRA employee, you must contribute at least 7.5% of your gross compensation per pay period to the Plan.
 - Your contributions are made on a tax deferred basis.
 - This means that your contributions are not subject to federal or state income tax at the time they are made. You will be taxed on the value of your contributions (including any earnings) when you receive a distribution of your benefits from the Plan.
- For more information please review the OBRA Information Sheet on our website under Great-West Retirement Services (OBRA):
 - <https://www.wrsd.net/for-staff/employee-resources/retirement>

We look forward
to working
with you!

