

WHERE TO GO WHEN YOU HAVE QUESTIONS ABOUT...

Budget: See your Building Principal. Call Trisha Zajicek with additional questions.

Computer issues: Complete an online work ticket. Jeff Jenson, Technology Director (2407) or Mike Morris, Desktop Support Specialist (2482), will prioritize the work tickets they receive and make necessary technology repairs.

Contract, letter of assignment or extracurricular letter of assignment: Call Jacquelyn Prafke.

Credits/lane changes: See the "Application for Credit Evaluation" form, which is available in each Principal's office. Call Pam Teubert with additional questions.

District procedures and policies: See your Building Principal. Policies are on the website.

Donations to the school district: Contact Jacquelyn Prafke.

Employee Handbook: For answers to frequently asked questions, check the Employee Handbook, which is available on the website.

Flex benefits: Call Aviben (Formally EBC) at 1-888-507-6053 or visit aviben.com for qualifying expenses. Call Pam Teubert for enrollment/status questions.

Health insurance questions: Call Medica at 1-877-347-0282. The insurance summaries are available on the website.

Infinite Campus - student accounting: Jeff Jenson, Technology Director, is the "go to person" for questions about Infinite Campus (2407).

Injury occurring on the job: See the Building Health Assistant to fill out an accident report and notify your supervisor. Pam Teubert will file the Workers' Comp claim. If you have questions about your Workers' Comp benefits, call Trisha Zajicek.

Leaves of absence: See your master agreement; if further questions, see your Building Principal. Call Pam Teubert with additional questions. Leaves must be approved prior to the leave start date.

Lunch account balances: Check your lunch account on the school website. For further questions, call Heidi Hennessey.

Master agreement or union-related concerns: See your Building Principal. Check with your Union Steward on union-related issues. The union master agreements are available on the website (you must sign in to view them).

Open enrollment, home school information, or MARSS: Call Heidi Hennessey.

Payroll: Call Pam Teubert. Much of the information is available online. Pay stubs and leave balances are available through the ESS website link in the staff resources area of the website. Forms are available in the staff resources area of the website.

Personnel files: Jacquelyn Prafke.

Positions/job openings: Contact the administrator listed on the position posting. Call Jacquelyn Prafke about the application process. Applications and transfer requests are available online.

Purchase orders: See your Building Principal to have purchase orders approved. Call Lori Peterson with additional questions.

School Board agenda, School Board elections, or School Board meeting schedules: Call Chris Sonju or Jacquelyn Prafke.

Student activity accounts: See your Building Principal. Call Heidi Hennessey with additional questions.

Substitute teaching or support staff substitutes: Follow the procedure given to you by your Building Principal or supervisor if you will be absent. All employees are to use the AESOP sub calling system when you are absent.

Telephone directory: You can print a copy from the website. Call IT with questions.

Transportation: Call the Bus Garage Dan Wanous at 864-3032.

Maintenance: Complete an online work ticket. Jon Templin (2692) will prioritize the work tickets and order necessary maintenance repairs.

Voice mail set-up: Refer to the Yealink phone guide.

Whom to notify when an employee has a death in the family so the school district can send a card or plant from the Sunshine Fund: Call Lori Peterson.

? Questions about anything else not listed here:

Follow the chain of command and start with the Building Principal or supervisor. You can also check the Employee Handbook (available online) for more detailed information.



DISTRICT OFFICE PHONE NUMBERS

CHRIS SONJU, SUPERINTENDENT OF SCHOOLS - EXT. 2498

TRISHA ZAJICEK, DIRECTOR OF FINANCE - EXT. 2494

PAM TEUBERT, PAYROLL COORDINATOR - EXT. 2497

LORI PETERSON, ACCOUNTS PAYABLE, EXT. 2492

JACQUELYN PRAFKE, HUMAN RESOURCE GENERALIST, EXT. 2495

HEIDI HENNESSEY, MARSS COORDINATOR/BUSINESS SERVICE, EXT. 2496

PLEASE NOTE: If you call one of us and get our voice mail, please leave a message. We will return your call as soon as we are able to.