

UPDATE FROM HUMAN RESOURCES

HR AND PAYROLL PROCEDURES

TITLE IX STAFF TRAINING

Goshen County School District #1

Staff Member Training

August 10, 2026



Prepared by:
Holly Lara
Director of HR/PR

YOUR HUMAN RESOURCES STAFF

People are our focus. Students are the district's mission. We support the people who make that mission possible.

*What can HR do
for you?*

Holly Lara, HR/PR Director
Central Administration
Building, room #122
Extension: 1316

Nashell Roth, HR
Generalist
Central Administration
Building, room #120
Extension: 1315

Call the Central
Administration
Building: 532-2171,
option 5

What We Do:

- COMPENSATION AND PAYROLL

Support salary, pay, retirement, and employment-related questions

- FMLA LEAVE

If you are absent for more than three (3) days due to your own serious health condition or that of a qualifying family member, contact us so we can help you understand your leave options and responsibilities.

- INFORMATION ABOUT PTO AND VACATION LEAVE

We can help you understand how your leave is earned, used, and documented.

- FRONTLINE ABSENCE MANAGEMENT, TIME & ATTENDANCE

Having trouble entering an absence or using Frontline? We can help you navigate the system and resolve concerns.

But wait, there's more!

- MEDICAL LEAVE BANK AND FAMILY LEAVE

We can help you understand available leave options when life or health circumstances affect your ability to work.

- BENEFITS AND INSURANCE

We can help you understand your benefits, enrollment options, and where to go for answers.

- EMPLOYEE WORKPLACE CONCERNS

If you have a workplace concern, we are available to listen, provide guidance, and help determine appropriate next steps.

- TITLE IX

We can provide information about the district's Title IX process and connect employees with the appropriate resources.

HR is your resource for questions, guidance, and support throughout your employment

Wyoming Retirement System (WRS) Update

**Employee
Contribution**
4.755% → 3.929%

**Employer
Contribution**
15.191%

Total WRS Rate
19.12%

What this means for you

- Lower retirement deduction
- Slightly more take-home pay each paycheck

When will you see the change?

- 12-month employees: July paycheck
- Less-than-12-month employees: September paycheck when payroll resumes

Change results from state-funded recalibration

Employees Group Insurance (EGI) Transition

The District is moving to the State of Wyoming's Employees Group Insurance (EGI) for the administration of:

- **Medical Insurance**
- **Dental Insurance**
- **Vision Insurance**
- **Flexible Spending Account (FSA) Benefits**

What You Need to Know

- Coverage transition begins January 1, 2027
- Employee information meetings will be held September 30 on campuses throughout the district
- Plan details, enrollment information, and meeting schedules will be shared soon
- Additional communications will be sent as we prepare for the transition

Watch for upcoming communications regarding September 30 employee meetings and your new EGI benefit options.

Extra-Duty Stipend: A Comparison in Method of Pay

Example based on a \$60,000 annual salary and a \$3,000 extra-duty stipend

HOW THE DISTRICT PAYS STIPENDS

Regular monthly salary: \$5,000
Extra-duty stipend: \$3,000
Total gross paid that month: \$8,000

Annual salary: \$60,000
Annual stipend: \$3,000
Total annual gross: \$63,000

One check is issued.

The stipend is paid with regular salary.

ILLUSTRATION — Annual Salary + One Stipend Check

Annual salary: \$60,000
Paid in 12 regular paychecks: \$5,000 each
Extra-duty stipend: \$3,000
One separate \$3,000 stipend check

12 regular checks $\times$ \$5,000 = \$60,000
1 stipend check = \$3,000
Total annual gross: \$63,000

The \$3,000 stipend is paid once.

It is separate from the employee's regular monthly salary.

Key point: Both options provide \$63,000 in annual gross compensation; the difference is how the stipend is paid.

How Retirement & FICA Affect the Paycheck

Employee deductions shown at Retirement = 3.929% and FICA = 7.65% (Federal Insurance Contributions Act – Social Security & Medicare)

Gross Paycheck	Gross Pay	Retirement 3.929%	FICA 7.65%	Total Deductions	Gross After Retirement + FICA
\$3,000 stipend	\$3,000.00	\$117.87	\$229.50	\$347.37	\$2,652.63
\$5,000 regular pay	\$5,000.00	\$196.45	\$382.50	\$578.95	\$4,421.05
\$8,000 combined pay	\$8,000.00	\$314.32	\$612.00	\$926.32	\$7,073.68

Separate \$5,000 + \$3,000 checks

Retirement + FICA on \$5,000 = \$578.95

Retirement + FICA on \$3,000 = \$347.37

Combined deductions = \$926.32

Same total as one \$8,000 check: $\$8,000 \times 11.579\% = \$926.32$

Important: Actual take-home pay will also depend on other deductions.

Illustration: Federal Income Tax Withholding

2026 example: Single, no dependents, W-4 Step 2 not checked (multiple jobs in household), no additional withholding or other adjustments

Paycheck Scenario	Gross Pay	Federal Income Tax Withholding	Retirement + FICA	Gross After These 3
Regular monthly salary	\$5,000.00	\$418.33	\$578.95	\$4,002.72
Separate \$3,000 stipend	\$3,000.00	\$660.00	\$347.37	\$1,992.63
One \$8,000 combined check	\$8,000.00	\$1,024.17	\$926.32	\$6,049.51

Separate \$5,000 + \$3,000 checks

Estimated federal withholding: \$418.33 + \$660.00 = \$1,078.33

The \$3,000 stipend is treated as supplemental wages at 22% in this example and may not be the actual tax rate.

One \$8,000 combined check

Estimated federal withholding: \$1,024.17

Difference in federal withholding for this paycheck: \$54.16 more when the stipend is separate.

Illustration only. Actual withholding depends on the employee's Form W-4 and taxable/pre-tax deductions. Federal withholding is not the same as final federal income-tax liability.

Updated District Services

New

Phone System

- **Provide reliable, clear communication between schools and departments**
- **Increase efficiency and better call routing to reduce time spent answering and transferring calls**
- **Modernize district technology**
- **Improve emergency communication**

Coming Soon

Website

- **Provide a consistent look and feel across the district**
- **Present a professional and welcoming image of the district**
- **Make information easier to find**
- **Provide timely, accurate information to employees, families, students and the community**

TITLE IX OVERVIEW

- What is Title IX?
- What is sexual harassment, gender-based harassment, sexual violence, dating/intimate partner violence, and stalking?
- What are GCSD#1's policies and procedures?
- How can I report an incident?
- What happens when I report an incident?

What is Title IX?

- Signed into law in 1972, primarily to ensure equal funding for women's sports
- Now covers a wide range of activities, including exclusion or discrimination on the basis of sex.
- In recent years, Title IX is used as a means of protection from sexual harassment and other forms of unwanted sexual activities, as well as used as a means of discipline against students and staff for cases involving certain sexual activities.

Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Who is Protected?

Title IX protects any person, including ALL students and employees, from sexual harassment and applies to *all* students in the United States and across *all* grade levels

Protections include discriminatory conduct that is:

- Between Students
- Between Employees and Students
- Between the District in its capacity of employer and its employees
- Others who would otherwise receive the benefits of or participate in educational programs
- A failure to provide equal athletic opportunity
- Sex-based in programs such as STEM courses
- Based on pregnancy
- Carried out by use of email, the internet, or other technologies, in-person, mail, handwritten (likely applies to virtual learning environments)

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature that is sufficiently serious to adversely affect your ability to participate in or benefit from an educational program. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

- Quid pro quo – something given or received in return for something else
- Sexual violence – Sexual assault, rape, fondling, incest, statutory rape. In all instances: penetration
- Sexual assault – any sexual act directed against another person forcibly and/or against their will, or where the victim is incapable of giving consent (physical or mental incapacity or under the age of 16)
- Domestic, Intimate partner, or dating violence – force or threat that results in injury physically and/or psychologically
- Stalking – actions that would cause a reasonable person to fear for their safety or suffer substantial emotional distress

Not all sex-based behavior may rise to the level of “discrimination”

Why Title IX Knowledge is Important

As a public school district, districts are shielded from being sued and/or being held liable for a vast majority of legal claims because of sovereign/governmental immunity. However...

- Title IX, a federal statute that outlaws sex discrimination in any federally-funded educational program, can be used as the basis for a lawsuit against a District.
- A student claiming sexual harassment or sexual assault committed by either a district employee or district student on district property may pursue a Title IX case against the school district.
- A Title IX case could result in monetary damages against the District

GCSD#1's Commitment to Employees and Students

- Our policies prohibit sexual harassment and sexual violence of any kind. All district policies can be found on our website at <https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36031920&ptid=hSGrPqF4gplus5plusbZ62PcQufA==>
- We are committed to promoting a safe and secure academic environment for all members of our community at all campuses.
- All students, staff, and visitors are expected to maintain a working and learning environment free from harassment and discrimination.
- Sexual harassment, a form of sex discrimination, is illegal under federal, and state laws and will not be tolerated at GCSD#1.
 - The District will respond promptly and effectively by taking immediate action to resolve the situation
 - The District will resolve complaints promptly and equitably

How Can I Make a Report?

The purpose of reporting is to provide support & options and limit the effects of the harassment

- Any GCSD#1 employee who receives a complaint of sexual harassment or sexual violence is REQUIRED to report complaints to the Title IX Coordinator
- Any person, including a third party, may report to a Title IX Coordinator in person, by email, phone, or mail – INCLUDING NON-BUSINESS HOURS
- The employee must report the name of the parties involved and all pertinent information
- GCSD#1 employee policies and procedures may govern reporting and investigations of reports where an employee is the complainant and/or respondent. See Sexual Discrimination/Harassment, Policy #4119.5/4219 and Non-Discrimination and Anti-Harassment Procedure Policy #4300

Where Can I Make A Report

In person, by email, phone or mail
To the District Title IX Coordinator

Holly Lara, 307.532.2171 – ext. 1316,
hlara@goshen1.org

Central Administration Office, 626 West 25th Avenue,
Torrington, WY 82240

If the Coordinator is not available, reach out to your
supervisor or to Superintendent Kramer

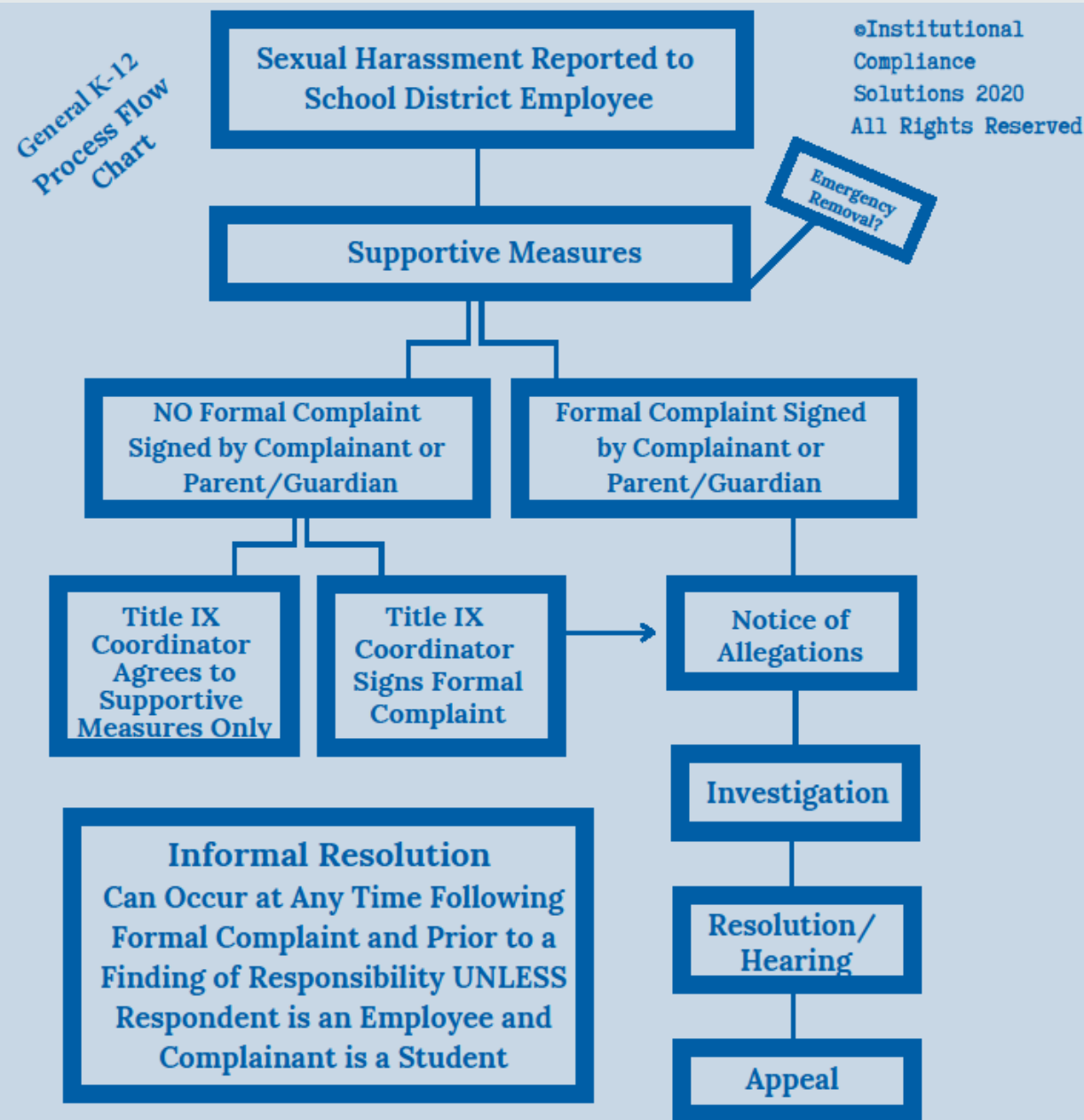
Privacy and Confidentiality

- Reports to Title IX Coordinator will include names of persons involved as well as details, HOWEVER the Title IX Coordinator is not required to provide any identifiable information to any other parties.
- All information is kept private, but not confidential.
- The reporting party may request that the report be kept anonymously by the Title IX Coordinator; however this may limit the District's ability to provide to supportive measures.
- If the complainant decides to file a formal complaint then the identifiable details are shared on a "need to know" basis for investigation purposes.
- Counseling Services are able to provide services, however they are subject to subpoena.

Formal Complaint

- Individuals are not required to move forward with a formal complaint.
- Individuals also have the option to also report to legal authorities but are not required to.
- The District's process is not contingent on the findings of a criminal investigation.
- We can move forward without the criminal investigation being completed, as we use a Preponderance of the Evidence standard (more likely than not).

Title IX Complaint Flow Chart



Your Role

- Stop the individual and make sure they understand that you are REQUIRED to report any information they share with your supervisor, building administrator, and/or the Title IX Coordinator
- Assure them that anything they say will be kept private (not confidential)
- Listen, but do not provide them with promises that you are unable to keep or information that you do not feel confident in sharing
- Let them know that the Title IX Coordinator will be reaching out to them to provide information on supportive measures and options
- Contact a Title IX Coordinator
 - Phone
 - Brief email - Do not include any details in the email (Title IX Coordinator will schedule a meeting with you to get more information)
- If you are an official with authority to institute measures on the claimant's behalf, follow up with the individual to see how they are doing and if you can help them get connected with resources if they haven't already done so

Retaliation

Under Title IX, it is unlawful to retaliate against an individual who has:

- Made a complaint of sexual harassment.
- Who has been accused of a violation
- Participated in the investigation of such a complaint (i.e. testifying as a witness, providing proof, etc.); or
- Against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited

Disciplinary measures for findings of retaliation may be more severe than the disciplinary measures of those of the incident.

Final Steps

- If respondent is determined to be responsible for sexual harassment, implementation of remedies such as suspension, termination, or dismissal may be imposed in accordance with District policy and all applicable law
- Title IX training *must* be provided to all administration and staff on a consistent basis
 - Including in person training during new employee orientation
 - Provided annually in Public School Works Title IX module
- Practices to ensure non-bias and confidentiality throughout complaint process
- Report evidence that may require a report to law enforcement

Questions?

Contact Holly Lara, your Title IX Coordinator



Our focus is people.

You are part of what makes
our schools successful.

≡ Have a safe, successful, ≡
and wonderful school year!

— Your HR Team,
Holly and Nashell



We're here
to help! 😊

