

Certificated Personnel Newsletter November/December, 2010

Payroll

If you notified Certificated Personnel of additional units (earned by August 24) to move on the salary schedule **and** recently submitted official transcripts by November 1, that increase was also included in your November paycheck.

Coaches of Fall sports: The December paycheck will include your coaching stipend if all of your coaching requirements have been cleared. Department chair and other stipends will be paid in the January paycheck.

Planning to Take Additional Courses?

Please ask your principal's secretary for the "Notice of Intention to Improve Professional Training" form. Submit the completed form to your principal for approval **before** taking the course. This ensures that you will receive salary credit for your **upper division or graduate-level** course units. Questions? Call Debbie Rowe, x5506.

Certificated Postings – Electronic "Bulletin Board"

Beginning this month, any advertised teaching positions will be posted and accessible to all certificated staff members to view. The folder is at "P:\VO\Current Certificated Openings." Please feel free to check openings at your convenience, and notify Linn Willhite if you are interested in an interview opportunity and transfer.

Marital Status Change?

Please contact Human Resources as soon as you have any type of change in marital status. Our staff will assist you in completing the forms that you will need to update.

Benefits

A reminder: New health benefit plans and premiums go into effect **January 1**. Your December paycheck will include the increased Flexible Spending Account, as well as the increased tenthly premium for your choice of medical and dental plans, as premiums are paid a month in advance.

Absence/Substitutes

Please remember to call the absence/sub calling system **as soon as you know that you will be absent**. The District has almost 300 substitutes, but most of them also work in other districts. As most subs are booked in advance, an early call will ensure that a substitute will be available for your class. This is especially important in the case of School Business absences (meetings, conferences), which are usually scheduled well in advance. **School Business may not be used on Fridays or days before/after holidays**, unless it is to attend a scheduled conference.

Always leave good lesson plans for your substitute – leave a good generic plan for emergencies.

Any questions or concerns? Call Linn Willhite, x5503.

Happy Holidays!!