


Welcome To SOCJUSD!

JoAnne Cook- Colleen McCabe

New Hire Orientation!

8/3/11

Today's Agenda

- District Office staff
 - Payroll
 - Purchases
 - Field trips
 - Student sponsors
 - Personnel
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District Office Staff

- David Lykins** – Superintendent
- Sally Cadigan**- Superintendent Secretary
- Colleen McCabe**- Finance Director
- Jeff Cook** – Accounting Services Dir.
- Wendy Wilson** – Payroll / Purchasing / Sped Secretary
- JoAnne Cook**- Human Resources / Student Data
- Kathleen Wright**- Accounts Payable

Payroll

- 2011-2012 Pay Dates
- Time sheets are due to secretary no later than Thursday Morning.
 - Must have supervisor and employee signature
 - Unsigned will be returned and may not be paid in timely manner

Payroll

- Duty- free Lunch
- Overtime
 - Must have prior approval from District Office.
- Questions- call Wendy or Jeff

Leave Requests

- All staff receive 5 sick & 5 personal days
 - Personal days must be requested & approved in advance.
 - Personal days cannot be taken next to a holiday, vacation, or during the first and last week of school.
- Please document all leave on your timesheets as well.

Leave Requests

- Professional leave must include training registrations, etc.
- Please fill out a leave request for all absences, includes school sponsored events.
 - Field trips, athletics, etc.

Purchases

- Purchase requisitions are submitted to school secretary for principal approval.
- Principal approval does NOT mean you have approval to make purchase.
 - Requisitions must still be approved by district office, and a PO # will be issued to you.
- Without an approved purchase order, you are not authorized to commit district funds.

After the Fact Purchases

- Every purchase that is made prior to obtaining a PO is an audit finding and is not an allowable district expense.
 - The District does not make exceptions to this policy.

FIELD TRIPS

- All field trips require a Purchase order.
 - Go through the same process as other purchases.
- You may reserve a bus by contacting the bus barn- but the bus will not leave the yard without a PO before the day of the trip.
- Please see your school secretary for trip rates.

Student Sponsors

- Student Activities Requisitions
 - These funds belong to the students! Must have student approval prior to requesting funds.
 - Same approval process as other purchases.
 - Must include student minutes and requisition approved by students, club sponsor, site principal, & district office before Purchase Order is issued.

Deposits

- All money must be deposited immediately.
 - Money shouldn't sit in classroom. Must be secured with secretary.
 - Date must be on form the day deposit comes over to office
 - No deposits sent via inner office

Personnel Dept

- Lane Changes
- FMLA
- Benefits/Insurance
- ASRS online enrollment
- Reporting Child Abuse

Lane Changes

- 12 Credit hours
- Forms emailed in the Spring
- Due back completed by March 1
- Have until Sept. 1 to return supporting documentation for lane change.

FMLA

- 12 weeks
- Contact Personnel Department for Forms
- Policy online

Benefits/Insurance

- ASRS, Insurance, PIP all staff working 20 hours a week +
- Certified teaching staff contracted 20 hours per week + are eligible for Prop 301 and GEM
- Changes to Insurance Plans only if there is a qualifying event. Open enrollment in May.

Report Child Abuse

- If you suspect that a child is a victim of child abuse you are responsible for contacting Child Protective Services to report