



Douglas County School District Human Resources Department "The Communicator"

Your H.R. News Update

Welcome to "The Communicator"! This is your Human Resources Dept.'s electronic newsletter to keep you updated with the most current information and answers to most frequently asked questions.

We're excited to provide you with news and special stories about happenings in our school district.

We want to communicate with YOU — and encourage you to provide us with feedback ...tell

us what's on your mind. Are there topics you'd like to hear more about? Do you have special news you would like to share? We will be sending out a quarterly newsletter and will provide you with up-to-date information.

Who Do I Call in H.R.?

Sabrina Ball
Sub Teachers and Certified Employee Absences

Virginia Peterson
Health Insurance Questions

Michele Baugh and Rich Alexander
Certified Staff Issues Negotiations

Debe Thomas and Norma Mallett
Classified/Bus Driver Issues/Workers Comp



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Special dates to keep in mind:

- ☺ Oct. 31—Halloween and Nevada Day Holiday
- ☺ Nov. 10—Elementary Teacher Work Day (Inservice)
- ☺ Nov. 11—Veteran's Day
- ☺ Nov. 20—Health Fair
- ☺ Nov. 26 — Teacher Workday —Minimum Day for students.
- ☺ Nov. 27-28 Thanksgiving
- ☺ Dec. 5—Elementary Parent Teacher Conference Day
- ☺ Dec. 22—Jan. 2 — Winter Break

Budget Woes - an H.R. Perspective

Each day when we turn on the television, listen to the radio, or read the paper, the news of our nation's and global economy is not good...in fact it is a very stressful and frightening time. We are all having to conserve our gasoline and utility usage and tighten our belts wherever possible...and there is no end in sight—at least not until our economy improves which experts predict could take a few years.

So what does that mean for our District?

Unfortunately, it means we have also had to implement

belt tightening measures. Some immediate actions include: bus runs that have been re-routed; reduced bus engines idling while parked at schools waiting for students; implemented energy saving measures by using cost-efficient lighting throughout district buildings; eliminated unnecessary purchases/travel/supplies; evaluate each position as it is vacated (attrition)... these are just few.

District Administrators are meeting frequently to brainstorm on budget reductions for next fiscal year and the Board is being kept informed. Since it is difficult to know exactly how much will need to be cut due to

variables in the State's economy, several contingency plans at different percentage levels are being analyzed.

Your input is vital. Be sure to provide any ideas you may have to your supervisor or principal. Every possible scenario will be carefully discussed and evaluated before any decisions regarding next fiscal year's budget are decided upon.

We will keep you informed on this important issue as developments occur.

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Have You Visited the District Website Lately?

You might be pleasantly surprised when you visit the District's website at: www.dcsd.k12.nv.us

It's loaded with lots of information on almost any topic you can think of regarding school activity. The home page has several links that you simply click on and it will take you to a variety of sites.

Want information on negotiated agreements? The entire contracts are there for you. What about Board Meeting Agendas and Minutes? They are on there, too, including archived meetings and all the Board Policies.

Other Quick Links include:

- SubFinder
- Attendance Tracking System
- Power School
- Safe Schools
- School Calendars
- Summer School
- Lunch Menu
- Job Openings
- DCSD Health Advisory Committee Minutes
- Technology Steering Committee



"Knowledge is a powerful tool!"

- Professional Development Center
- WN RTP

• DCSD Acronyms
There are also categories for Students, Parents, Schools, Administration, Staff, Community, Trustees, Bldgs. and Maintenance, Bus Transportation, Computer Services, Nutrition Program, Curriculum, Instruction & Assessment and Human Resources. Take some time to explore your District website...it's

Safe Schools — Web-Based Training

Each year all school district employees are required to complete three mandatory trainings: Sexual Harassment; Blood borne Pathogens; and FERPA (Student Privacy Act). This is required by our liability insurance carrier and advised by District counsel. The trainings are available online and are easy and fun to complete! Simply log onto the District's home web page at: www.dcsd.k12.nv.us and click on the Safe Schools icon. You log in by using the first two initials of your last name along with the last five

digits of your social security number. Example: Jane Smith, 555-45-2190 would be—SM52190.

Each course takes about 8-10 minutes and prints a certificate for you upon completion. The deadline to complete the three courses is May 15, 2009. There are lots of additional training courses also available to you anytime through Safe Schools—so check them out...Cyber Bullying; Back Injury and Lifting; Playground Supervision; School Intruders; School Violence; Child Abuse Identification; Online Safety-

Predators; Food Safety and Kitchen Sanitation; Transportation Safety; just to name a few.



Click on www.dcsd.k12.nv.us

Fun Things To Do

Welcome to events and activities by Recreation Connection! This program includes tickets to theme parks, theatres, sporting events, concerts, plays and numerous family events—

Disneyland, Sea World, San Diego Zoo, Raging Waters, Monterey Bay Aquarium, LA Dodgers just to name a few.



Visit their website to order your online tickets:

www.recreationconnection.com

Or call their 24 hour recorded information hotline at (310) 423-2014 for the latest information.

Sick Leave - The Long and Short of It

Sick leave is provided to each and every employee to use when you really need it - doctor and dental appointments, personal and family illness, and bereavement. It may be taken in quarter, half-day or full day increments.

Unfortunately, there have been some instances when an employee has needed additional days due to long-term illness and follow-ups, or a terrible car accident. The employee had little to no sick leave available because they had used their sick leave

on days when they could have really been saving them.



In these cases, the employee then has to be placed on unpaid leave and has no paycheck. Even worse, once you are on unpaid leave, you are responsible paying for your health insurance premium which at this time is \$667 per month.

Don't let yourself be caught in this unfortunate situation. Try and look at sick leave as an insurance plan—you never know what's going to happen.

Check your leave balances—they are now available right on your check stub.

If you have any questions about leave plans, please call us in Human Resources— we are here to help!

"The important thing is not so much that every child should be taught, as that every child should be given the wish to learn."



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Douglas County School District Mission Statement

The Douglas County School District, in partnership with parents and community, will ensure that all Students are competent in the basic skill areas and are prepared to be productive, responsible citizens.