



IMPORTANT DATES TO REMEMBER

November 15th: Last Day of November Payroll
November 17th: Employee approval deadline
November 18th: Payroll Closes @ *midnight*
November 19th: Supervisor approval deadline
November 24th: Teacher Comp Day (for doing Parent/Teacher conferences)*
November 24th–26th: Thanksgiving Break
November 30th: PAYDAY

Educator Leave for Prep Days

If you had teachers who were not present on the Teacher Prep Day on October 29th, they will need to take leave or LWOP. This was a contract day and all educators were expected to be in attendance.

Friendly Reminders

- IIL (Instructional Improvement Leaders) will be paid NEXT month. Your Principal or JSSC Chair should have the IIL information to you NO LATER than **December 10th!** If you're not sure how much IIL money you have, please have your Principal contact your school director or Accounting.
- Insurance Open Enrollment will continue through November 19th. PLEASE remind your faculty and staff that they have to re-enroll in ***Flex Spending*** every year! Current health care/day care amounts for this year will not carry over!
 - This is also a re-enrollment year for **AFLAC**.
 - Charitable Giving is no longer part of the Insurance Open Enrollment process. This will be done at a later time.

This Just In!



November Stipend

All employees will receive a one-time, 1% stipend in November, as recommended by the Superintendent and approved by the Board of Education. This will be 1% of the employee's projected annual salary.

This does not include Coach Paraprofessionals and substitutes. (Must be employed by 11/1 & remain employed for all of November.)

Employees With Covid

When ANY employee is out with a **positive COVID test** and uses leave, their sub must be paid from the District ESSER funds. When you enter the sub, check the "COVID19" box (next to the Long-term sub box). This will pay the sub from ESSER funds instead of the normal District budget.

Substitute Pay Entry

PLEASE make sure any late sub entries (October 15th and earlier) are in Encore no later than November 15th. Due to the increase in sub pay, we are going to have to pull these subs across separately from those being paid in November so they receive the correct rate.

PLEASE NOTE!

Employees will only have TWO DAYS to approve their timesheet this month due to the holiday. (Supervisors will have 4 days.) Time is of the Essence!!!

THANKSGIVING BREAK

Thanksgiving Break will be
Wed, Nov. 24 – Fri, Nov. 26th for
ALL employees. All schools and District
Offices will be closed.

*Wednesday, **Nov. 24th** is a **Teacher
Comp Day** for doing ILP (Parent/
Teacher) conferences. If a teacher
missed conferences, they will need to
request leave (or LWOP) for that day,
including comments.

**Elementary: Request leave (or LWOP)
on 11/24/2021 for missed conferences:**

Missed 1 night = 4 hours

Missed both nights = 8 hours

Secondary: If a teacher missed PTC for
1st Term (in September) they need to
request **4 hours of leave on Nov. 24th**.
The other 4 hours are for 2nd Term PTC
(in December).

*If a long-term sub did conferences,
those sub hours should be entered on
this day (November 24th).

New Employee Training:

With the exception of cooks,
new employee online training should be
done during **regular work hours**.

If employees do this training outside
of their normal work hours, it must be
paid through school funds (i.e. School
Funded / TCLK School Funded).

SECONDARY SCHOOLS ONLY



The first half of **Secondary EXTRA DUTY POINTS**
should be paid **THIS MONTH!**

(The second half will be paid in May of 2022.)

To enter Extra Duty Points in Remote Pay:

- Pay Type = Extra Duty Points Secondary
- Pay Details = Select the assignment (i.e. Band Director, 10th Grade Advisor, Drama Coach, etc.)

NOTE: Make sure all point assignments are correct
for each employee. Remove any points from last year
if no longer applicable and **inactivate** any
employees who are NOT receiving points this year,
otherwise you will exceed your maximum points!

- **Sporting Events:** Extra Duty pay for sporting
events (ticket taker, score keeper etc.), should be
paid through the time system and will be paid at
an hourly rate for certified and classified employ-
ees (\$20/hour). Employees will clock in under
School Funded / TCLK Scorekeeper or TCLK
Ticket Taker). They can include "punch com-
ments" regarding what game they did (i.e. girl's
volleyball game vs. Viewmont).

- When **Coaches** are paid from School Funds they
should be paid a one-time stipend—at the end of
the season.



- ♦ To teach remotely a teacher must:
 1. Have a positive COVID test
 2. Receive approval from the Principal
 3. Be physically able to teach (based on symptoms)

The teacher should enter their absence in AESOP & enter a Leave request in Encore under Professional Development & COVID At-home Instruction (subs will be paid as usual). If the teacher is unable to teach due to symptoms, they must use their own leave.

When a teacher has "close contact" with someone who is positive, but has not tested positive, they can:

1. Come to work with a mask **OR**
2. Quarantine and use their own leave

Subs should not be paid from ESSER funds for a quarantine due to close contact.

Remote Teaching



LOOKING FORWARD

Covid Stipends for Teachers

December Payroll will close on
Wednesday, December 15th at midnight,
so start on your remote pay entries early!
Employee and Supervisor timesheet ap-
proval will end on Thursday, December
16th!

May the Force Be With You All!!!

Here are a few quick tips to help
you muddle through....

- Start working on I.I.L and other remote pay ASAP (remote pay will be open on 12/10).
- Stay caught up on absences and sub entries.
- Check your pending items daily and make

School Funded Professional TSSA Day

To pay educators who worked the School Funded Professional Day, the path is: **School Funded / TSSA**
Max of 8 hours for full-time. Pays at hourly rate of pay.

Alert! Alert! Alert!
Employees and Supervisors
will have **ONE DAY** to ap-
prove their timesheets in
December. **ONE DAY!**

Do the Payroll Canvas Course
so you can stay caught up
and be
prepared for the
CrAZY!

COVID Stipends for Teachers will be paid at the end of each **semester**. These will be paid automatically. There is nothing you will need to do. **HOWEVER**, you do need to make sure that all applicable COVID absences have been marked correctly for **ALL classes** and for each day. The stipend amounts will only be accurate if the qualifying COVID absences have been entered correctly.

What qualifies a teacher for the stipend?

Any student who **tests positive** for COVID would qualify their teacher(s) for the stipend.

Quarantines get a little tricky.

- **ONLY a SCHOOL ORDERED quarantine** qualifies. For example: *Amber was sitting with Mindy at lunch and Mindy tested positive for COVID, so the **SCHOOL** contacts Amber and suggests she either quarantine or come to school in a mask.* (We can't mandate students to wear a mask to school!)
- A student is told to quarantine by the Health Department = does NOT qualify
- A student decides to quarantine because Mom and Dad have tested positive for COVID = does NOT qualify

This is where you will need to communicate with your Covid Aides because they should know who has been told by the **school** to quarantine.

REMEMBER: Job Share teachers in elementary schools will receive half of the stipend (\$50 each) and Secondary teachers will receive a prorated amount, as the stipend will be divided among all of the student's teachers.

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Holly 25327

Angela 25285

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Kathy 25326

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Tami 25176



Friendly

Payroll Gnomes

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