

Mulvane

Unified School
District #263

HUMAN RESOURCES CONTACTS

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HR Focus

SEPTEMBER 24, 2007

Welcome!

The past two months have provided a great deal of excitement as we are creating the Human Resource Department for the District. In accordance with the District Vision, Mission and Goals the Human Resource Department has adopted a Department Mission Statement:

The Human Resources Department will support the Mulvane School District vision by delivering superior customer service through recruiting, training, developing, and assisting our people in a caring, trustworthy and timely manner.

We look forward to developing an attitude of teamwork and quality in our day-to-day operations. We will be seizing opportunities, which demonstrate excellent execution, caring attitudes, and a sense of urgency. It is our goal to be efficient and effective at all levels. We will create a system and methods, which enhance service, communications and productivity. The department will work to recruit qualified individuals and strive to retain, and promote valuable employee talent. We will seek and provide solutions to workplace issues that support and optimize the principals of the organization. We will strive to evaluate a competitive compensation package with benefits and explore a pay for performance system.

It is important that we establish, administer and effectively communicate sound polices, rules and practices that treat employees with dignity and equality while maintaining compliance with employment and labor laws, school directives and negotiated agreements.

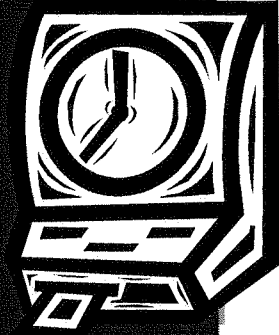
In closing, to summarize some of the accomplishments of the past two months, there has been an increased effort to establish an internal and external hiring process, we have revised the support staff handbook and have issued 07-08 Work Agreements. We are completing the transition from paper timesheets to the electronic time and attendance program. We are communicating the many changes that are occurring and will do more. As new employees are hired they will attend a new employee orientation. We have created a safety team that assesses workplace safety and training needs. This year, will be "the year for technology" with our hopes of integrating the district web site with many of our HR applications and information on-line and easy accessibility.

We envision a year of developing efficiencies, accountability, training and development. It is through the utilization of the team approach, that efficiency and competency are recognized.

Thanks,

Tom Keil
Human Resource Director
tkeil@usd263.com
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Time & Attendance Update



We have had an exciting month of changes in the Time & Attendance program during the month of September.

Most Support Staff employees now have the ability to clock in/out at the time clock or from their desktop.

The transition from paper time cards to electronic tracking will ensure the accuracy of our records which will help with future audits. It will also cut down on the amount of

time spent each month calculating the manual time cards.

Important Items to Remember:

- All hourly employees shall clock in at the beginning of each workday and clock out at the end of each workday and clock in / out for lunch.
- If you miss a punch - please email amundell@usd263.com and cc your supervisor.
- Your breaks may not be accumulated or added to lunch hours.
- A summary of your hours will be sent to your location at the end of the pay period. Please carefully review and sign.
- If you misplace your badge or have any questions, please contact : amundell@usd263.com

Labor Relations

Fraudulent Timesheets

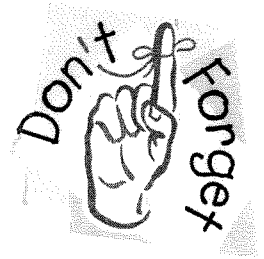
As a reminder, employees must accurately report hours worked and time off on the time and attendance program. At the end of the pay period you will receive and approve your timesheet. Your signature attests to your knowledge that the information reported is a true reflection of your attendance. The district

takes any type of timesheet fraud very seriously. Changing, altering, or revising a timesheet without a supervisor's knowledge is a violation of district policy. Submitting fraudulent medical notes/certificates and then being compensated through accrued sick time is also a breach of district rules. Other violations include reporting hours worked

when you were not actually conducting district business. These situations are all subject to disciplinary action up to, and including, dismissal from the district. All employees who review timesheets or enter them into the system for payment, must remember to check and approve them carefully. Your signature means you are verifying the accuracy of the hours listed.

District Reminder

If you enter a district building you are required to check in and out with the secretary in the office, regardless if you are wearing your district name tag. You should also enter and exit using the front doors. Knocking on doors until someone opens them is disruptive for our students and teachers. Thanks in advance for your help.



Family Medical Leave Act

Family Medical Leave Act (FMLA) is a job protected medical absence that meets defined criteria. FMLA rights cannot be waived. The amount of paid or unpaid leave during family/medical leave depends on the individual case. An employee can use accrued sick leave, to the extent authorized by the physician, and all accrued annual leave. All other types of leave and absences that also qualify as family/medical leave will be counted toward family/medical leave, except while "make whole" applies under workers' compensation conditions.

For example, FMLA can be granted for:

- The addition of a child under 18 (must be completed within one year of the event).
- The care of an immediate family member during a serious health condition.
- The employee's own serious health condition, including temporary pregnancy-related disability.

For FMLA purposes, an immediate family member is defined as the employee's child, including a foster, adopted, or stepchild, legal ward, or a disabled adult child, 18 or over, as defined by the Americans with Disabilities Act (ADA); parent (including indi-

viduals who filled the role of a parent); or spouse (including common-law marriage).

Requesting Family/Medical Leave

As with any type of leave, advance notice and approval is expected, except in emergencies. You should give **at least 30-days written notice** before leave starts. If 30-days notice is not possible, notice is expected as soon as practical, which means at least verbal notice within 2 business days of learning of your need for leave followed by written confirmation. If you do not provide timely notice, your rights to family/medical leave may be affected.

Worlds of Fun - Discount Tickets Available



If a trip to Worlds of Fun and the haunted houses in Kansas City are in your near future, we have discount tickets!

The tickets are good from September 22 - October 31. They are valid for up to 4 all-day regular admissions. Please keep in mind that Worlds of Fun will be doing their "Halloween Haunt" and recommend that only guests 14 and older should participate after 7pm.

Please stop by the Human Resource offices or call Amy at 777-1102 x210 to claim your tickets!

Tickets are on a first come / first serve basis!

Supervisor Tip

If your employee is absent for more than three consecutive days, you **MUST** notify Human Resources so that FMLA paperwork can be sent to the employee. Even if you know that the employee will be returning to work the following day, the district has an obligation to notify the employee of their benefits. Please do your part to keep the district in compliance with Federal regulations.

Getting to Know Our Team



Each month, we will highlight a member of our staff. This month we will feature **Elisabeth Duggar**.

Elisabeth is a Resource Teacher at Munson Primary. This is her first year to be employed with the district.

Elisabeth is very passionate teacher and feels that the single most important aspect of her job is to create a warm and welcoming environment for students to learn in!

Thanks for sharing Elisabeth and welcome to the district!

Annual Performance Evaluations

“How am I doing?” is often an urgent question on employees’ minds. If not, it should be.

The annual performance evaluation process provides the structure and timeframe for employees and their supervisors to have conversations on that topic. Support Staff evaluations will be completed prior to April 1, 2008 and Certified employees will follow the Negotiated Agreement. NOW is the time to prepare for your evaluation.

Here are a few tips to get ready for your evaluation:

- Review your job description with your supervisor and request it be updated if necessary.
- Update your accomplishment list against last year’s. Take initiative to develop goals and a development plan if none exist.
- Make a list of new goals for the upcoming year.
- Set up a meeting with your supervisor and request ongoing feedback on your performance.

“When you
are through
changing, you
are through.”
-Bruce Barton

ATTENTION:

**If you haven’t already signed and turned in your Work Agreements
or Contracts, please do so by September 28th!**

2007-08 Policy Changes

All Support staff should have received a copy of the 2007-08 handbook with their Work Agreement. The handbook can also be found on the Mulvane USD263 website.

Some important changes to the handbook are:

Workers' Compensation - When an employee is injured on the job they will report to Mulvane Family Med Center or after 6pm, Derby Family Med Center. This will ensure the employees are receiving full coverage of the cost of services.

Safety - Each employee is expected to

participate in working safely and observing all safety measures. All safety hazards must be reported to your supervisor.

Reporting Injuries - Injuries and accidents no matter how minor, are to be reported to your supervisor immediately.

Involuntary Transfers - employees may be transferred when it is in the best interest of the school or department served by the transfer. (if you've read this far, email amundell@usd263.com to enter for a \$25 gift certificate)

Employee Requested Transfer - An employee may request a transfer to an open position by submitting it in writing to the HR director. The transfer request only gives the employee the right to be considered for an interview. The vacancy will be filled by the best qualified applicant. An employee must meet the requirements for the position to which the transfer is requested before consideration may be given to the request.

For more handbook changes or if you have additional questions, please call the HR office 777-1155.

Resilience in the Work Place: Tools for Adapting to Change

By Robert Rosenthal, C-SEAP

(Courtesy of the March 2006 issue of The Electronic Advisor)

The only constant in today's workplace is change. From the death of a co-worker to a new manager to a major policy shift to a promotion or demotion - life at work is persistently evolving. Why do some people adapt well to these changes and others experience such a difficult time?

Resilience is the ability to recover from or adjust easily to misfortune or change. While some people appear to have an ingrained ability to "go with the flow," everyone can learn skills to help them acclimatize to new challenges. There are three key attitudes associated with the ability to thrive in such circumstances: **commitment**, **action**, and **challenge**. Resilient people commit to discovering how to adapt, devising ways to take action and exert control over things they can control, and rising to the occasion when faced with challenges. Instead of solely depending on others to

intervene on their behalf or waiting passively for a positive change to occur, resilient individuals actively seek to prioritize the challenges they face, engage the skills they have, develop additional skills as needed, and engaged the support of others. Core beliefs also play a key role in resilience. When people know their values and seek to live in ways congruent with their beliefs, they feel increased self-confidence and well-being. However, it may be difficult to take a proactive stance at work, or at home, when you already feel upset, angry, and anxious. Therefore, it is essential to employ strategies that reduce and manage distress. The central recommendations in this area are so familiar that they may seem to be clichés, but they are well known for a reason - they are fundamental. First, develop routines around physical activity, healthy eating, and sleeping. Seek activities that you enjoy and then schedule a time when you will be able to follow through with them. In addition, resilience is enhanced by the prac-

tice of simple relaxation techniques to help calm body and mind and thereby improving your sense of well-being. Relaxation strategies are more useful if practiced for at least a few minutes several times a week, than if they are employed only during times of great stress. It is also essential to find a balance between work life and social life. Stay connected with friends, family, and the community. By doing so, you can both receive and give emotional support. Such connection enables you to feel less isolated, and also can prevent the feeling that you must carry the weight of the world on your shoulders alone. It is strikingly easy to forget to take care of yourself in times of great change. whenever you feel overwhelmed by the demands of a changing workplace, it may be helpful to recall deliberately how you have coped effectively with difficulties in the past, and explore whether similar strategies may be useful in managing your present challenges.

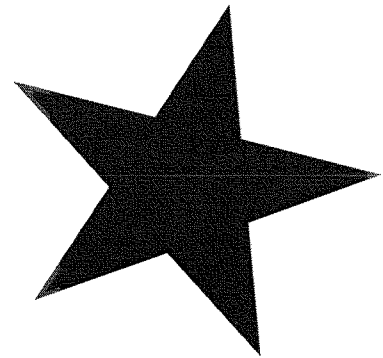
OCTOBER

Important Dates

- October 8
 - Board Meeting 7 pm
 - Time Cards Due
- October 18
 - End of 1st Quarter
- October 19
 - No School - Teacher In service workday
- October 22
 - Board Meeting 7pm
- October 22-26
 - Parent Teacher Conferences
- October 24
 - Pay Day
- October 26
 - No School

Anniversaries

- Lilly Hurd - 13 years
- Patricia Sargeant - 10 years
- Tawnie Spencer - 3 years
- Amy Hughes-Belden - 3 years
- Tricia Branson - 2 years
- Jo Seal - 2 years
- Sherry Creasy - 1 year



Birthday's

- Robert Papenhaus
- Kenneth Miller
- Shirley Lake
- Charlene Zuhars
- Debra Kendrick
- Richard Langerot
- Debra Good
- Renae Russell
- Lorna Wilcox
- Ryan Maher
- David Bennett

- Don Love
- John Blurton
- Cindy Martin
- Cindy Leonard
- Kyle McClellan
- Kathy Howe
- Diane Ellis
- Billy Bushey
- Jodi White
- Ashley Fenn

- Lance Heath
- Marcie Henderson
- Jayson Miller
- Tammy Gowdy
- Kistin Tussey
- Jennifer Ray
- Shelly Chambers
- Rachel Jansen
- Francis Blochlinger
- Tonya Arnaldi

Children's Health Month

October is Children's Health Month and the U.S. Consumer Product Safety Commission (CPSC), the White House and other federal agencies are urging parents and caregivers to "Discover the Rewards" of protecting children's health.

Each year, more than 100 children drown in buckets, toilets, bathtubs and other sources of standing water in the home. Since 1980, CPSC has received reports of more than 200 children who have strangled in window-blind cords.

Here are some simple, low-cost product safety tips to protect children:

- Never leave standing liquids unattended. Stay within arm's reach while your child is bathing or near any container of water. If the phone rings, let it ring; stay with your child.
- Prevent tap water scalds by adjusting the temperature on your hot water heater to 120° F.
- Keep medicines and hazardous household chemicals locked up and out of sight. Use child-resistant packaging for medicines and hazardous household chemicals, and call 1-800-222-1222 if a poisoning occurs.
- Cut the loops on window-blind cords and call 1-800-506-4636 for a free repair kit.
- Make sure your hairdryer has a large rectangular plug. The immersion protection device prevents electrocution if the hairdryer is dropped in water.
- Change the battery in your smoke alarm when you change your clock's setting in October.
- Have a professional check your furnace for carbon monoxide leaks and your chimney for blockages; put a CO alarm in the hallway near every separate sleeping area.
- Prevent electrocutions by installing a ground fault circuit interrupter (GFCI) in your household outlets.
- Installing Arc Fault Circuit Interrupters (AFCIs) can prevent electrical fires. AFCIs can sense electrical arc and trip the circuit.
- Babies on adult beds risk suffocation from hidden hazards such as entrapment between the bed and wall; entrapment involving the bed frame, headboard and footboard; or soft bedding such as pillows or thick quilts and comforters.

Why our children need more protection . . .

Children's systems are still developing. Their bodies and internal organs are undergoing rapid growth and exposure to toxic substances can result in impaired development and compromised immune systems. Children's immature bodies are less able to detoxify substances.

Children are exposed to more environmental threats. Compared to adults, they eat proportionately more food, drink more fluids, breathe more air, and play outside more. As a result, they ingest more pollutants per pound of body weight than adults.

Children are least able to protect themselves. While they have a natural curiosity and tendency to explore and greater fearlessness, they are not able to make informed decisions as to their activities and, as a consequence, put themselves at greater health risk.

Children have a longer life expectancy. Therefore, they have more time to develop chronic diseases that might be triggered by early environmental exposures. Early childhood exposure to certain carcinogens or toxicants may be more likely to lead to disease than the same exposures experienced later in life.

HR Terminology Challenge

Welcome to the first HR Challenge!

Match the correct item from the numbered column to the alphabetized column on the right. When completed, tear this page off the newsletter, sign your name and bring the completed form to the Human Resource offices.

If all of your answers are correct, you will be the
INSTANT WINNER of a Payday Candy Bar!

(Only one entry per employee allowed. Offer expires October 5th or when supply of candy bars are depleted.)

- | | | |
|---------------------------|-------|--|
| 1. MQ's | _____ | A. Board of Education |
| 2. Open Enrollment | _____ | B. An influence process |
| 3. BOE | _____ | C. Full-time equivalent |
| 4. Organizational Culture | _____ | D. Human Resource Director |
| 5. Amy Mundell | _____ | E. Elevation of Mulvane |
| 6. FTE | _____ | F. Family Medical Leave Act |
| 7. 2080 | _____ | G. Clinic for all work related injuries |
| 8. Progressive Discipline | _____ | H. Time period to sign up for benefits |
| 9. Active Listening | _____ | I. Listening and reflecting another's statement |
| 10. Tom Keil | _____ | J. Dealing with job related behavior |
| 11. Leadership | _____ | K. Performance Pay System |
| 12. PPS | _____ | L. Number of work-hours in a full-time equivalent position in one year |
| 13. 1250 | _____ | M. Minimum Qualifications |
| 14. FMLA | _____ | N. Human Resource Assistant |
| 15. Mulvane Family Clinic | _____ | O. Atmosphere, values, & beliefs that are shared at all levels |

Employee Name _____

Date _____