



HR Focus

DECEMBER 21, 2007

Holiday Greetings

THE BOARD OF EDUCATION WOULD LIKE TO TAKE THIS OPPORTUNITY TO WISH YOU AND YOUR FAMILY A JOYOUS HOLIDAY SEASON! WE THANK YOU FOR BEING PART OF OUR EDUCATIONAL TEAM. WE HAVE ONE OF THE "BEST" DISTRICTS AND WE "THANK YOU FOR ALL THAT YOU DO".

MAY YOUR HOLIDAY SEASON BE FILLED WITH HAPPINESS AND JOY, FOLLOWED BY A MOST WONDERFUL AND PROSPEROUS NEW YEAR. WE LOOK FORWARD TO OUR CONTINUED SUCCESS AS WE CARRY ON THE "TRADITION OF EXCELLENCE" IN OUR SCHOOL DISTRICT AND COMMUNITY. THANK YOU FOR THE PLEASURE OF WORKING WITH YOU.

HAPPY HOLIDAYS!

MULVANE - BOARD OF EDUCATION

Scott
Quinn *Sinde*
Bessie W. Mac
Melinda Sorensen
D.C. J.
Ron Bode
Gene Am. Sr.

Teacher's: Share your Thoughts, Success and Ideas

Each month we will feature a question for teachers. These questions are meant to spark some creativity and feedback to see what other teachers are doing. We will post some of the responses in following month's HR Focus. Please email your answers to amundell@usd263.k12.ks.us.

Each teacher submitting comments will be entered into a prize drawing.

Should class be fun?

Teachers Planning on Retiring

Are you planning on retiring this year? If so, you have important items to consider in making your decision. Some are local and can be found in the Negotiated Agreement. Other decisions can be made through information provided by and interaction with KPERS.

Teachers providing Early Retirement Notification to the BOE on or before January 15th shall receive an incentive stipend of \$350.00. Notify the BOE January 16 through February 15th 2008 and teacher shall receive an incentive stipend of \$250.00.

W-2 Question & Answers

Since the Payroll Department is busy with year end and getting ready for the 2008 year, we figured that this would be a good time to give you some information and to answer a few of the common questions regarding the W-2's:

***** Please make sure that your name, address and social security number are correct on your paychecks. *****

Q: When will we be receiving our W-2's for the 2007 year?

A: Your W-2 will be distributed to you by January 31st.

Q: How can I increase my withholdings?

A: All you need to do is fill out another W-4 form. This form can be obtained from the following IRS website: www.irs.gov/pub/irs-pdf/fw4.pdf or by contacting the HR Department.

* If you have had any events in 2007 that decreased your W-4 Withholding Exemptions, you must file a new W-4 for the District.

This is our fourth HR Focus newsletter since we initiated the first newsletter this year. Over this period of time, many of you have provided feedback on the articles we have included. We want to deliver timely information and to clarify rules and regulations in a public format. In order to give you important, helpful, and interesting articles, we would like to hear from more of you. Is there anything you would like us to include in HR Focus? Do you find the information helpful? Once again, your comments and feedback are important and help to make this a newsletter you can use. Please let me know how you feel. You may send comments to me at tkeil@usd263.com

- Tom Keil

Time & Attendance Update

Beginning with the start of the January 2008 payroll the time clocks have been programmed to award .15 hours for every eight (8) minutes worked. This is commonly referred to as the 7/8 minute rounding rule. As the Fair Labor Standards Act explains, 29 C.F.R. 785.48(b) rounding off work times to quarter of an hour is permissible, as long as it works both ways, i.e., both to the advantage and disadvantage of the employee. That way, the system can be said to achieve a balance over time, and the employee is not suffering a detriment by virtue of a system that always rounds off in favor of the district.

Mulvane: Great Schools, Great People!

MGS

Linda Miller, MGS Counselor - I would like to "play it forward" to you, our wonderful counselor. You work so hard and care so much about our students. I am very grateful to have you at our school this year. I love working with you! I especially appreciate all the positive recognition programs that have been initiated by you. I so agree that we need to recognize the good students and give them the attention they deserve as positive role models. Your friendly smile and helpful shoulder to lean on is appreciated by staff and students. Thank you Linda, for all you do. -Jane Constance

Safety Tip

Today's safety reminder: Make sure to keep the windows on classroom doors uncovered at all times. These windows are necessary to maintain a reasonable line of sight into the classroom and ensure the overall safety of students and teachers.

Safety tips are provided by the **District Safety Committee** to remind teachers and staff about ways to keep our schools and work areas safe for students and employees.

Safety Team Update

The district "Safety Committee" continues to meet monthly. We have a strong belief that we all benefit from a safe and healthy work environment. The district is committed to maintaining an injury and illness free workplace as well as complying with applicable State and Federal laws and regulations governing workplace safety. To achieve this we must all recognize the importance of creating prevention programs. This is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthy work environment. Please contact HR if you are interested in serving on the committee or have suggestions regarding any safety issues.

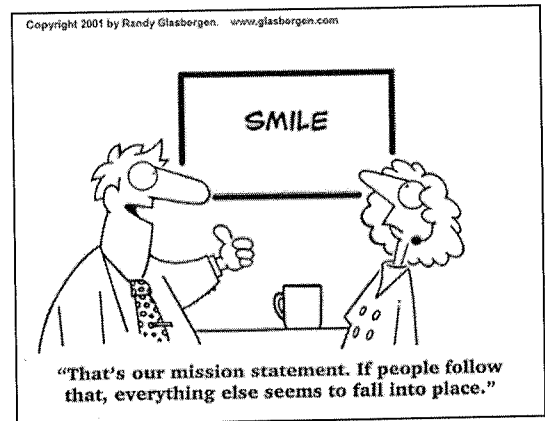
JANUARY

Important Dates

- January 1
New Years Day
- January 2
Classes Resume
- January 5
Classified Pay Period Ends
- January 7
Classified Time Cards Due
- January 8
Board Meeting 7pm
- January 10
Sedgwick County Mobile Clinic
- January 21
No School - Staff/Students
- January 24
Pay Day
- January 28
Board Meeting 7pm

Anniversaries

- Cathy Eilert - 19 years
- Barbara Hardison - 17 years
- Wendy Kline - 9 years
- Korrine Hamilton - 7 years
- Suzannah Walker - 4 years
- Jessica Florio - 2 years
- Elissa Ellis - 2 years
- Robert Papenhaus - 2 years
- Diane Ellis - 2 years
- Sandy Heinrichs - 2 years
- Donnie Laurie - 2 years
- Tonya Arnaldi - 1 year
- Cassandra Grieve - 1 year
- Sandy Papenhaus - 1 year



Birthday's

- Dana Vaughn
- Kim Fennewald
- William Jarrett
- Luanne Barnett
- Becky Huss
- Glenda Brown
- Cassandra Page
- Patricia Johnson

- Paul Goertz
- Ronald McMahon
- Thomas Rico
- Joelsette Seal
- Amy Mundell
- Marsha VanSteenburg
- Alisa Neff
- Julie Humphries

- Tom Keil
- Heather Swanson
- Dona Pierce
- Dave Johnson
- Sandy Heinrichs
- Randall Fox
- Nancy Barglowski