

Mt. Blue Regional School District - RSU 9



COMMUNITY | CULTURE | CURRICULUM

Working together to provide high-quality educational opportunities for all

2023 - 2024

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District Contact Information

MT. BLUE REGIONAL SCHOOL DISTRICT 2022-2023

Academy Hill School (2-5) 585 Depot Street
Wilton, ME 04294
Principal - Keith Acedo
Secretary - Amy Eustis
School Counselor - Ericka Conlogue
Social Worker - Liza Folk
School Nurse - Kimberly Lloyd
645-4488, fax 645-3844

G.D. Cushing School (PRE K-1)

21 Cushing Drive
Wilton, ME 04294
Principal - Keith Acedo
Secretary - Lori LaPlant
School Counselor - Ericka Conlogue
School Nurse - Kimberly Lloyd
645-2442, fax 645-5102

W.G. Mallett School (PRE K-2) 116

Middle Street
Farmington ME 04938
Principal - Tracy Williams
Secretary - Laurie Hastings
Part-time Secretary - Cheriese Shanti
School Counselor - Morgan Leso
Social Workers - Kim Burgoyne
School Nurse - Kathryn Clement
778-3529, fax 778-5823

Cascade Brook School (3-5) 162

Learning Lane
Farmington, ME 04938
Principal - Nichole Goodspeed
Secretary - Kathy Childs
Part-time Secretary - Christina Farrington
School Counselor - Katie Fournier
Social Workers - Karen Jacques and Liza Folk
School Nurse - Janneke Strickland
778-4821, fax 778-5809

Cape Cod Hill School (PRE K-5)

516 Cape Cod Hill Road
New Sharon, ME 04955
Principal - Carol Keisman
Secretary - Crystal Oliver
Social Worker - Amanda Clark
School Nurse - Jesstine Meader
778-3031, fax 778-6910

Mt. Blue Middle School (6-8) 269

Middle Street
Farmington, ME 04938
Principal - James Black
AP/AD - Katherine Duchesne
Secretary - Stephanie Bolduc
Secretary - Patricia Flagg
Secretary - Tabatha Mitchell
School Counselor - Merrily Welch
School Nurse - Kim Foss
778-3511, fax 778-5810

Bus Garage

108 Learning Lane
Farmington, ME 04938
Transportation Director - Richard Joseph
Admin. Assistant - Sandy Powers
Admin. Assistant - Anja Mutschin
778-4307, fax 778-5805

Mt. Blue Campus:

Mt. Blue High School (9-12) 129

Seamon Road
Farmington, ME 04938
Interim Principal - Joel Smith
Asst. Principal - Todd Demmons
Interim Asst. Principal - Greg Henderson
Athletic Director - Cyndi Pratt
Finance Manager - Bev Vollrath
Secretary - Amanda Barker
Secretary - Trixie Atwood
Secretary - Kim Porter
School Counselor - Gerri Chesney
School Counselor - Julie Talmage
School Counselor - Anna Peterson
Registrar/Secretary - Melanie Prescott
School Counseling Secretary - Deborah Boll
Social Worker - Danielle Karkos
Social Worker - Angelica Levy
Social Worker - Jacob Turner
School Nurse - Vicky Gerstenberger and Jessica Gray
Database Specialist - Naomi Doughty
778-3561, fax 778-3564

Foster CTE Center

129 Seamon Road
Farmington, ME 04938
Director - Melissa Williams
Assistant Director - Galen Dalrymple
Assistant Director - Chris Davis
Receptionist/Secretary - Karri Dwyer
Finance Office Coord - Bev Vollrath
778-3562, fax 778-5811

Adult Education

129 Seamon Road Suite A
Farmington, ME 04938
Director - Mary Redmond-Luce
Admin. Assistant - Liza Donald
778-3460, fax 778-2971

Superintendent's Office

129 Seamon Road, Suite 2
Farmington, ME 04938
Superintendent - Christian Elkington
Asst. Superintendent for Instruction, Curriculum, and Grants
Executive Asst. to the Superintendent - Katie Merrill
Central Office Assistant - Sayward Sweetser
Technology Dir. - Kevin Bremner
Dir. of Human Resources - Erin Landry
778-6571, fax 778-4160

Business Office

Director of Finance - Alison Gamache
Asst Director of Finance - Jody Harmon
Accounts Payable - Michele Hill
Payroll/Benefits - Kristi Leavitt
Business Office Assistant - Debra Crocker
778-5332, fax 778-4160

Special Services Director - John Jones

Asst. Director - Cynthia Bernstein
Admin. Assistant - Bette-Jo Tracy (BJ)
778-9517, fax 778-9810

Food Services

Director - Andrew Hutchins
779-9720

District and School Websites

<ul style="list-style-type: none">● Mt. Blue Regional School District● Academy Hill School● Cape Cod Hill School● Cascade Brook School● G. D. Cushing School● Mt. Blue Middle School● Mt. Blue Campus<ul style="list-style-type: none">○ Foster Career and Technical Education Center○ Franklin County Adult and Community Education○ Mt. Blue High School● W. G. Mallett School	<ul style="list-style-type: none">● https://www.mtblersd.org/● https://www.mtblersd.org/academy-hill● https://www.mtblersd.org/cape-cod-hill● https://www.mtblersd.org/cascade-brook● https://www.mtblersd.org/cushing● https://www.mtblersd.org/ms● https://www.mtblersd.org/mbc<ul style="list-style-type: none">○ https://www.fostercte.com/○ https://rsd9.maineadulted.org/○ https://www.mtblersd.org/hs● https://www.mtblersd.org/mallett
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Staff Identification Procedures

(RSU 9 Policy ECABA excerpts below)

Mt. Blue Regional School District - RSU 9 Board Policy ECABA requires every employee to have an identification badge. Identification badges are prepared for every school district employee at their time of hire. Employees are to display their identification card at all times when performing duties for the school system to show identification as a school employee.

The photo identification badge system serves as an instant identification system for persons in multi-school assignments, such as administrators, supervisors, plant operations, maintenance, food service, transportation, itinerants, etc.

The identification badge will give you access to your building and it is expected that you will protect it from loss or theft. In the event that your badge is lost or damaged, please notify Sayward Sweetser in the Central Office at ssweetser@mtbluersd.org for a replacement.

Identification badges are the property of the school district and are issued to persons only during the time of their employment. Upon leaving the employment of the district, the card must be returned to the school district before final salary payment is received.

Employee Computer and Internet Use Policy

(RSU 9 Policy GCSA)

Mt. Blue Regional School District's computers, networks, e-mail, and Internet access are provided to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. This policy and the accompanying rules also apply to computers issued directly to staff, whether in use at school or off school premises.

School unit computers, networks, email, and Internet services are provided for purposes related to school programs and operations, and performance of their job responsibilities. Incidental personal use of school computers is permitted as long as such use: 1) does not interfere with the employee's job responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual employee for occasional personal communications.

Compliance with the school unit's policies and rules concerning computer use is mandatory. An employee who violates this policy and/or any rules governing use of the school unit's computers shall be subject to disciplinary action, up to and including termination. Illegal uses of the school unit's computers will also result in referral to law enforcement.

Mt. Blue Regional School District's computers remain under the control, custody and supervision of the school unit at all times. The school unit reserves the right to monitor all computer and Internet and email activity by employees. Employees have no expectation of privacy in their use of school computers or networks including e-mail, stored files, and internet access logs.

All school-related electronic communications with parents and/or students will be conducted through official district-provided services (ie, email, PowerSchool). Personal email accounts, social networking accounts, etc will not be used for school communications.

Employees shall be informed of this policy and the accompanying rules through handbooks, the school website, computer start-up page and/or other means selected by the Superintendent.

The Superintendent is responsible for implementing this policy and the accompanying rules. Additional administrative procedures or school rules governing the day-to-day management and operations of the school unit's computer system may be implemented, consistent with Board policies and rules. The Superintendent may delegate specific responsibilities to the Technology Manager and others as he/she deems appropriate.

Cross Reference: GCSA-R – Employee Computer and Internet Use Rules IJNDB – Student Computer and Internet Use EGAD – Copyright Compliance

Adopted: June 13, 2000

Reviewed: January 22, 2002

Revised: February 28, 2006

Reviewed: May 4, 2009

Revised: October 13, 2009

Employee Injury - Workers Compensation Reporting Process

Worker Compensation benefits may be available when a staff member is injured or has symptoms resulting from actions that are work-related.

If an employee requires medical attention, report to Occupational Health on the Franklin Memorial Hospital Complex. If urgency is of importance, report to the Emergency Room at Franklin Memorial hospital or call an ambulance.

For an employee to be eligible for benefits, the following needs to occur:

1. The employee must report the injury/illness to their supervisor. The building administrator is responsible for the timely completion of the "Employer's First Report of Occupational Injury or Disease."
2. The employee's supervisor completes the "Supervisor's Injury Report."
3. The injured/ill staff member completes the "Employee's Report of Injury."

Forward all of the above documents to Debra Crocker in the Central Office, as well as any bills and/or reports concerning the claim.

The "Employer's First Report of Injury or Disease" must be received within five (5) days of the injury. The "Supervisor's Injury Report" and the "Employee's Report of Injury" should follow as soon as they can be completed.

If you have any questions on this procedure, please contact Debra Crocker at 207-778-5332, option 5 or dcrocker@mtbluersd.org.

NOTE: Boxes 32, 33, and 34 on the "First Report" are completed only if the employee seeks medical attention.

Member Assistance Program

Certification Application Lookup

Go to: <https://neo.maine.gov/DOE/NEO/Dashboard>

→ PUBLIC


→ Certification Application Lookup

This is a public portal anyone can visit to look up their CHRC Status (fingerprinting) / Certification / Ed Tech Authorization, including expiration date. You will not need to log in to use this public portal, however, you will need to enter your last name and the last 4-digits of your social security number to retrieve your information.

Certification and Credentialing

Application & Renewals

<https://www.maine.gov/doe/cert/>



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[Application](#)



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[Forms and Resources](#)



[FAQ](#)



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 [Educator MEIS Login](#)

[Login Help](#) | [Create Account](#)

Application Processing

We are currently processing applications received within the last **3-4 weeks**.

Helpful Information

- [How to Apply for a Certificate Renewal](#)
- [How to Apply for a Background Check \(CHRC\) Only](#)
- If You Have Already Applied, Please Follow Your Most Recent Evaluation Letter

Contact Information

- We No Longer Assist Walk-In Applicants. Please See Contact Information Below:
- Email: cert.doe@maine.gov
- Phone: (207)624-6603

NEWS AND UPDATES

- [Priority Notice: Emergency Certification for Special Education](#)
- [Priority Notice: Teacher Shortage 23-24](#)

Course Approval Process

COURSE MUST BE RELATED TO YOUR CURRENT JOB
UP TO 9 CREDITS PER PROFESSIONAL STAFF CONTRACT (9/1 - 8/31)
UP TO 12 CREDITS PER SUPPORT STAFF CONTRACT (7/1 - 6/30)

The process for course approvals is a PAPER form process that requires approval at several levels of administration; employees can expect that it might take several weeks for the process to be completed.

- Complete the Course Approval Form (Revised 08.03.2023 - no other forms will be accepted)
 - o This form is available on our website (<http://www.mtbluersd.org/>) under District Information > Business Office > Additional Forms
 - o All requested information must be complete; pay special attention to list in detail the purchase order/payment information -- list the tuition separate from the fees or other charges
- Request your building administrator's approval – they must sign the course approval form before it is submitted
- Send original document to Superintendent's Office for final approval
- A purchase order will be generated and sent to the university/college
- An email will be sent to employee with the purchase order number and amount of purchase order
- Any remaining balance will be the responsibility of person taking the course

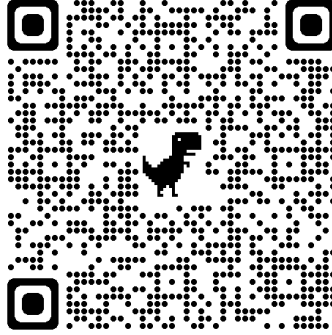
IMPORTANT REMINDERS:

- Pre-approval is required for use of District funds
- Transcripts must be sent to the Business Office in a timely manner (refer to your Collective Bargaining Agreement for details)
- Refer to your Collective Bargaining Agreement (Contract) for more details. These are available on our website (<http://www.mtbluersd.org/>) under District Information > Contracts
- If you have any questions, please contact Debra Crocker at dcrocker@mtbluersd.org or 207-778-5332, option 5.

Course Approval Form

This form is updated and reviewed on a regular basis. Please follow the link to find the most current version. Older versions will not be accepted.

[Mt. Blue RSD Course Approval Form – Professional & Support Staff Only](#)



COURSE APPROVAL TABLE – PROFESSIONAL & SUPPORT STAFF

Category	Tuition - Total Credit Hours	Fees	Book Cost
*PROFESSIONAL STAFF	Cost is covered up to UMO Grad Rate \$567 per credit hour, max 9 credit hours. 3 Credit course = \$1701.00	Not included	Not Included
*SUPPORT STAFF	Cost is covered up to UMF Undergrad Rate \$400 per credit hour, max 12 credit hours. 3 Credit course = \$1,200.00	Included at undergrad UMF fee rate \$123.00.	Not Included

All staff must have Superintendent's approval PRIOR to signing up for the course. Must send in transcripts once course is completed to the Superintendent's office.

***NOTE:**

If the course costs more than the contracted agreement, the employee is responsible for the balance.

Conference Request Form - side 1

REQUEST FOR ATTENDANCE AT PROFESSIONAL CONFERENCE/MEETING/WORKSHOP

Submit to Building Principal **prior** to conference/meeting/workshop

PERSON REQUESTING _____ POSITION _____ SCHOOL _____

NAME/SPONSOR: _____

SUBJECT: _____

LOCATION: _____ DATE(S): _____

HOURLY WORKERS ONLY CONFERENCE INFORMATION (ANTICIPATED)

Start time _____ Lunch Break _____ to _____ End Time _____

Total number of hours requesting to be paid _____

What school or district goal does this align to?

How does this link to the school/district goal?

LIST DATE(S) A SUBSTITUTE WILL BE NEEDED: _____ full day _____ half day, AM/PM
_____ full day _____ half day, AM/PM
Please circle AM/PM

ENCUMBRANCE ACCOUNTS:

_____ - _____ - _____ - _____ - _____	\$ _____	Substitute (\$84.00/per day)
_____ - _____ - _____ - _____ - _____	\$ _____	Travel
_____ - _____ - _____ - _____ - _____	\$ _____	Meals
_____ - _____ - _____ - _____ - _____	\$ _____	Housing
_____ - _____ - _____ - _____ - _____	\$ _____	Registration
_____ - _____ - _____ - _____ - _____	\$ _____	Other (Explain)
_____ - _____ - _____ - _____ - _____	\$ _____	Total Request

Signature of person making request

Date request prepared

☐ Approved

☐ Denied

Building Administrator/Director

☐ Approved

☐ Denied

Director of Curriculum

Conference Request Form - side 2

TO BE COMPLETED FOLLOWING THE CONFERENCE/MEETING/WORKSHOP

The following section must be completed for the **REIMBURSEMENT OF EXPENSES**. **ITEMIZED RECEIPTS** to cover expenses and **PROOF OF ATTENDANCE MUST** accompany this request.

If reimbursement should be made to more than one payee, please make a copy of this form for each additional payee.

HOURLY WORKERS ONLY CONFERENCE INFORMATION (ACTUAL)

START TIME: _____ LUNCH BREAK: _____ to _____ END TIME: _____

List Expenses:	Cost:	Prepaid	Receipt Attached
Miles _____ @ \$ _____/mile	\$ _____		
Meals:	\$ _____	»»	»»
Housing:	\$ _____	»»	»»
Registration:	\$ _____	»»	»»
Tolls:	\$ _____	»»	»»
Other: _____	\$ _____	»»	»»
Total Reimbursement:	\$ _____		

»» Check here if the school credit card was used and submit any school credit card receipts to the school secretary.

If amounts exceed the total request on the front of this sheet, please include an explanation.

How will the information learned be used with students or staff: _____

I certify that the above information is correct and I have attached all of the documentation required.

Employee's Signature: _____ Date: _____

Building Administrator/Director Signature: _____ Date: _____

Director of Curriculum Signature: _____ Date: _____

Revised: Aug 2019

Recertification / Renewal Cover Sheet - Sample

Cover sheets must be submitted three months prior to the expiration date. If your certificate expires during the summer, you must submit 5 months ahead of time.

Checklist

- ☐ Teachers copy LeeAnn Crockett
☐ Ed Techs copy Monique Poulin

Course/Activities	Date Completed	Equivalent Contact Hours

*If more space is needed, please see the next page.

Total Hours: _____

Reminder:

*90 contact hours = 6 credit hours = 9 CEUs
45 contact hours = 3 credit hours = 4.5 CEUs*

****A maximum of 45 committee hours may be submitted over the course of 5 years.***

Information Specific to Professional Staff

Leave Requests

Professional staff should refer to the [2020-2023 Professional Staff Collective Bargaining Agreement](#), Article XIII, Leaves (pgs. 25 - 30) for contractual language regarding leave. Below are some of the highlights:

1. *Sick Leave* - Professional staff receives fourteen (14) days of sick leave per contract year cumulative to two hundred twenty (220) days; to be charged in one-half (1/2) day increments. Professional staff should complete the OTHER Leave Form (on blue paper) when requesting sick leave - your building secretary has this form. A sample form is attached.
 - a. If a teacher has accumulated sick days from another school district, they may transfer up to twenty (20) sick days from the previous district to Mt. Blue Regional School District so long as the other district documents it in writing.
2. *Personal Leave* - Professional staff receive three (3) personal days per contract year which can be used for any reason; to be charged in one-half (1/2) day increments. Professional staff should complete the PERSONAL Leave Form (on goldenrod paper) when requesting personal leave - your building secretary has this form. A sample form is attached.
 - a. Except in emergencies, an employee seeking to use a personal day shall submit a request for personal leave to the Superintendent at least five (5) calendar days in advance.

Professional Staff Other Leave Request Form - Sample

This form is available from your building secretary and will be on BLUE paper.

DIRECTIONS: Please complete this form and file with your building Principal. **Personal leave should be used prior to applying for Other Leaves.** Your signature on this form indicates that you are aware of the provisions in the 2020-2023 Collective Bargaining Agreement - Article XIII (pg. 25). Certain Other Leave requests may require approval by the Board of Directors. It is your responsibility to notify the Superintendent's Office if your plans change. A copy will be returned to you once it has been processed by the Superintendent's Office.

NOTE: In circumstances where this form cannot be completed in advance of absence, please submit as soon as practicable.

This section to be completed by the Superintendent

Professional Staff Personal Leave Request Form - Sample

This form is available from your building secretary and will be on GOLDENROD paper.

DIRECTIONS: Please complete this form at least (5) calendar days prior to the Personal leave date being requested and file with your building Principal. Check one of the boxes below to indicate whether this is your first, second, or third personal day request. Your signature on this form indicates that you are aware of the provisions in the 2020-2023 Collective Bargaining Agreement as follows: Article XIII, A (pg. 25). It is your responsibility to notify the Superintendent's Office if you cancel your plans to take a personal day. A personal day is charged to you once this form has been approved and returned. A copy will be returned to you once it has been processed by the Superintendent's Office.

FIRST PERSONAL DAY	SECOND PERSONAL DAY	THIRD PERSONAL DAY
DATE: _____	DATE: _____	DATE: _____

NOTE: In circumstances where this form cannot be completed in advance of absence, please submit ASAP.

Please circle if this is a LAW, Workshop, Open House, Staff Mtg. or Parent/Teacher Conference Day. If it is, how will information or activities missed be completed?

PRINCIPAL'S/DIRECTOR'S APPROVAL/DENIAL

How many professional staff are already planning to be out as of this request? _____

Approve_____ Deny_____

Principal's/DIRECTOR'S Signature: _____ Date: _____ Time: _____

(Signature verifies limitations review in 2020-2023 Professional Staff Collective Bargaining Agreement - Article XIII, A, 3 pg. 25).

Is there additional information to finalize this request:

NOTE: Short-term leave may be more appropriate for some situations or available under some circumstances if personal days are not available. Short-term leave is approved at the discretion of the Superintendent and may be granted with pay, at the per diem rate, or at the cost of a substitute.

Revised: October 2022

Information Specific to Support Staff

Leave Requests

Support staff should complete the Support Staff Leave Form when requesting personal, sick, or other leave - your building secretary has this form. A sample form is attached.

Support staff should refer to the 2021-2024 Support Staff Collective Bargaining Agreement, Article IX, Leaves (pgs. 11 - 17) for contractual language regarding leave. Below are some of the highlights:

- *Sick Leave* - Full-time employees will receive fourteen (14) days of sick leave at the beginning of each contract year, accumulative to a maximum of one hundred and eighty (180) days.
- Sick leave is prorated for employees who work less than full time in the following classifications:
 - a. Drivers
 - b. Custodians
 - c. Lube technician
 - d. Lead custodian
 - e. Mechanics
 - f. Lead mechanic
 - g. Lead driver
 - h. Maintenance
- *Personal Leave* - Support staff who receive vacation time will receive two (2) unrestricted personal days per contract year. Support staff who do not receive vacation time will receive three (3) unrestricted personal days per contract year. Personal leave is to be charged in one-half (1/2) day increments. Support staff should complete the Support Staff Leave Form when requesting personal leave - your building secretary has this form. A sample form is attached.

Support Staff Leave Request Form - Sample

DIRECTIONS: Please complete this form at least (5) calendar days prior to the Personal leave date being requested and file with your Supervisor. Check one of the boxes below to indicate whether this is your first, second, or third personal day request. Your signature on this form indicates that you are aware of the provisions in the 2021-2024 Collective Bargaining Agreement as follows: Article IX, Section L (pg. 14). It is your responsibility to notify the Superintendent's Office if you cancel your plans to take a personal day. A personal day is charged to you once this form has been approved and returned. A copy will be returned to you once it has been processed by the Superintendent's Office.

Personal Leave

FIRST PERSONAL DAY	SECOND PERSONAL DAY	THIRD PERSONAL DAY
<div style="text-align: center;"><input type="checkbox"/></div> DATE: _____	<div style="text-align: center;"><input type="checkbox"/></div> DATE: _____	<div style="text-align: center;"><input type="checkbox"/></div> DATE: _____

Other Leave

See: Article IX (pg. 11) 2021-2024 Support Staff Collective Bargaining Agreement
Personal leave should be used prior to applying for Other Leaves

Have you used all personal days? _____

Leave date(s) requested: _____

☐ Funeral ☐ Sick ☐ Jury Duty ☐ Other: _____ ☐ Additional Leaves (may require Board approval)

Reason for request: _____

NOTE: In circumstances where this form cannot be completed in advance of the absence, please submit as soon as practicable.

This section to be completed by the Superintendent's Office

☐ Approve with pay ☐ Approve without pay ☐ Request NOT approved _____

ev: Aug. 2022

Information Specific to Hourly At Will Employees

Leave Requests

Hourly At Will Employees should complete the Hourly At Will Leave Request form when requesting personal, sick, or other leave - your building secretary has this form. A sample form is attached.

- *Personal and Other Leave* - Hourly At Will Employees should do the following when requesting personal or other leave:
 - Complete the Hourly At Will Leave Request Form (you must fill in all requested information).
 - Obtain your building /program administrator signature.
 - The request must be approved prior to leave being taken.
- *Unexpected Sick Leave* - Hourly At Will Employees should do the following when taking an unexpected sick day
 - Notify your building principal, building secretary, and immediate supervisor by phone.
 - Complete the Hourly At Will Leave Request form immediately upon your return to work.

Hourly At Will Leave Request Form - Sample

This form is available from your building secretary and will be on WHITE paper. NOTE: In circumstances where this form cannot be completed in advance of absence, please submit as soon as practicable

To Be Completed by the Building/Program Administrator

and authorized by the Superintendent

Information for Support Staff and Hourly At-Will Employees

ATTENDANCE ON DEMAND (A.O.D)

EMPLOYEE SELF SERVICE (E.S.S.)

Log into this website:

<https://mtbluersd.attendanceondemand.com/>

(For ease of future access save this website to your favorites or on your desktop)

Log into AOD/ESS:

Badge/ID = your Employee ID number (# on your badge)

first time **Pin** = 0 or leave blank

SUBMIT You may have to hit submit button twice

The very first thing you want to do is change your PIN. Change PIN box near the top to the right of the employee name. This will now be your PIN when logging in.

You should now be on your **CALENDAR**, with **YELLOW** tab options on the left side. This is where you can PUNCH or TRANSFER if you do not use the clock. Use of the rest of the yellow tabs will come at a later date. For now continue to do everything else through the same paperwork as before.

It is the employee's responsibility to be sure time cards are punched accurately and to view for any discrepancies/missed punches by the end of each payroll week. This can be done as late as Sunday prior to the closing of payroll on Monday of payroll week. All slips must be turned in by end of day Monday in order to make payroll.

TO VIEW TIME CARD - click the Time Card button. Any adjustments at this time is through time adjustment slips.

To View the following click on tabs:

Schedules, Personal, Benefits, Archives, Activity

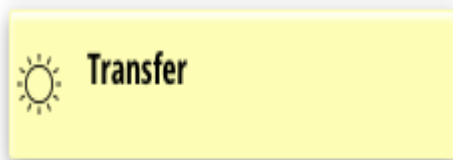
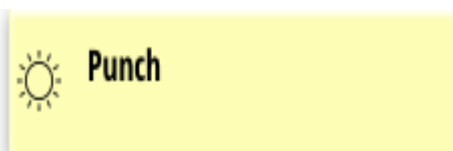
Don't forget to **LOG OUT** when you are finished.

Information for Support Staff and Hourly At-Will Employees

ATTENDANCE ON DEMAND (A.O.D)

EMPLOYEE SELF SERVICE (E.S.S.)

Currently, you can punch in and out two different ways. There are time clocks available in each building. Also, you can log into your AOD account using the website at the heading of this document.



Use the PUNCH when you begin and end your work.

Use TRANSFER to indicate when you are working in another department or being paid from a different earning code such as ed tech code to secretary.

To request time off you must fill out the complete leave request form. Leave forms must be filled out and submitted to the central office.

Time adjustment slips **MUST** be completed for missed punches and working outside of your schedule and submitted to your principal/supervisor.