

## Certificated Personnel Newsletter January, 2009

### Payroll

Stipends for department chairs and coordinators positions will be included in your January paycheck

### Benefits

If you wish to add a spouse or dependent to insurance coverage, you must do so within 30 days of the qualifying event (marriage, divorce, loss of other coverage by dependent) and complete new forms with Kathleen Margiotta, benefits analyst, in the HR office.

### 2009/10 Certificated Staffing Survey

The District's 2009/10 *Certificated Staffing Survey* has been distributed. Please complete your survey form and return it to **your principal's secretary** on or before January 23. Our 2009/10 staffing timeline is as follows:

#### **January 23 – Staffing Surveys due – to your principal's secretary**

February, March – Notification to probationary and tenured staff regarding transfers for 2009/10

March, April – Interview and fill limited vacancies in math, physics, chemistry

April, May – Interview and fill limited vacancies in special education, sciences, English

May - July – Interview and fill remaining vacancies

**To be granted a leave of absence, either full or partial, please submit your request as soon as possible. Because the budget has made staffing extremely tight, leaves are more likely to be approved if requested early.**

**We will be unable to approve leaves requested after February.**

### Canyon Crest Academy

If you are interested in teaching at Canyon Crest Academy in 2009/2010 please complete the application, which you can obtain from your principal's secretary or from Certificated Personnel. **CCA Applications are due January 27.**

### Personal Business

Please note that Personal Business absences may not be taken on January 27, a state-funded Staff Development Day.

### Substitute Caller

Please remember that the sub-calling system is also your leave system. **All certificated employees need to call in for every absence**, regardless of need for a substitute. This includes the January 27 inservice day.

### Change of Information

**Important:** When you have a name change, please bring a social security card with the new name to the HR office. You will be given forms to change your name with STRS and the insurance carriers, as well as your beneficiary information.