

Certificated Personnel Newsletter November/December, 2008

Payroll

If you notified Certificated Personnel of additional units (earned by August 25) to move on the salary schedule **and** recently submitted official transcripts by November 1, that increase was also included in your November paycheck.

Coaches of Fall sports: The December paycheck will include your coaching stipend. Department chair and other stipends will be paid in the January paycheck.

Planning to Take Additional Courses?

Please ask your principal's secretary for the "Notice of Intention to Improve Professional Training" form. Submit the completed form to your principal for approval **before** taking the course. This ensures that you will receive salary credit for your **upper division or graduate-level** course units. Questions? Call Debbie Rowe, x5506.

Credential Renewal – Important Information

The state's credential renewal process is changing **January 1, 2009**, making it even more important to renew your credential as soon as you receive notification of expiration. Credential renewal can take as long as six months, and cannot be back-dated. If you have renewed your credential and have not received verification of renewal within **two months of the expiration date**, please contact Cristina Gamino (x5501) or Tina Peterson (x5660) immediately. You may need to apply for an emergency sub permit to bridge the gap in credentials.

Benefits

A reminder: New health benefit plans and premiums go into effect **January 1**. Your December paycheck will include the increased Flexible Spending Account, as well as the increased tenthly premium for your choice of medical and dental plans, as premiums are paid a month in advance.

If you have a concern regarding claims or any questions about your health benefits coverage, please call:

Blue Cross PPO – 1-800-288-2539 **Blue Cross HMO** – 1-800-227-3771 **Kaiser** – 1-800-464-4000

Blue Cross Dental – 1-800-627-0004 **Safeguard Dental** – 1-800-880-1800

Absence/Substitutes

Please remember to call the absence/sub calling system as **soon as you know that you will be absent**. The District has almost 300 substitutes, but most of them also work in other districts. As most subs are booked in advance, an early call will ensure that a substitute will be available for your class. This is especially important in the case of School Business absences (meetings, conferences), which are usually scheduled well in advance. **School Business may not be used on Fridays or days before/after holidays**, unless it is to attend a scheduled conference.

Always leave good lesson plans for your substitute – leave a good generic plan for emergencies.

Any questions or concerns? Call Linn Willhite, x5503.