

## **Certificated Personnel Newsletter** **March/April, 2009**

### **Payroll**

Please note that the **March payday is Monday, March 30.**

**Upcoming Payroll changes:** As of **April 1**, paychecks and stubs will available at all sites as usual, but to save postage costs, they will no longer be mailed.

Additionally, as of **July 1**, the County Office of Education is “going paperless,” and will make pay stubs available online only. The District will provide instructions to help you access your current pay stub, as well as any back to January 1, 2009. **Direct deposit** makes this even simpler for you, along with the peace of mind that comes with immediate deposit of your paycheck. If you do not already have direct deposit, **Mission Federal Credit Union** and **Union Bank** are among the financial institutions that are providing incentives to open accounts – flyers are available at all sites.

You receive a report of your accumulated sick leave on a yearly basis. Although our staff members tend to use very few days each year, it is still important to keep track of your own use of sick leave. **Remember that your accumulated sick leave counts as valuable service credit toward your retirement.**

### **2009/10 Certificated Staffing**

**Probationary and Tenured employees:** Have you completed your 2009/10 Re-employment Contract Letter? Please return it to Certificated HR by April 17. If you have requested a transfer for 2009/10, we will inform you of all openings for which you qualify so that you may participate in the interview process.

### **Watch For Your Credential Renewal Reminders**

We recommend renewing six months in advance of the expiration date to ensure that you will not have to pay for an emergency substitute permit (and be paid as a sub).

- ◆ When you receive your emailed credential confirmation from the Commission, please forward it to Cristina Gamino immediately.
- ◆ **Please note** – the CCTC no longer has options for teachers who fail to clear credentials or allow credentials to expire, other than in situations of long-term illness. Please do not allow your credential – your license to teach – to be in jeopardy.

### **TB Test Renewal**

When you receive notification from the **COE on your paycheck stub** that it is time to renew your TB test, you may obtain this low-cost test through a variety of community health centers. Bring your receipt to Donna in HR for reimbursement. If you choose to see your own physician, you may be reimbursed the cost of your copay - **please check first to see if your health plan covers this service – not all plans include this option.**

### **Compensation Statement**

Next month, watch for a compensation statement sent to you from Kathleen Margiotta, benefits analyst. This statement is a handy reference for you, regarding your current income, Flex Account, statutory benefits, and other District-provided insurance coverage.