

Certificated Personnel Newsletter

March, 2008

Payroll

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.** You can also review your sick leave balance any time you wish on DSAccess.

2008/09 Certificated Staffing

Probationary and Tenured employees: Have you completed your 2008/09 Re-employment Contract Letter? Please return it to Certificated HR by March 31.

We have the results of the staffing survey that all certificated employees completed in January. If you requested a transfer for 2008/09, we will inform you of all openings for which you qualify so that you may participate in the interview process.

Summer School

Summer School teaching and counseling applications are available at your site.

Summer School questions? E-mail Stephen Levy (or Cara Schukoske for questions regarding Special Ed)

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 (bottom of this sheet). Bring your receipt to Judy 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 mailed home 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.

Credential Renewal

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 repeat the fingerprinting process.

- ◆ If you renew your credential through your university, please submit your verification letter to Donna Crosby. Once you receive your credential document from the Commission, please submit the original to Donna so it can be registered with the County Office.
- ◆ If you renew it through the District, please remember to give Certificated Personnel a copy of your credential as soon as you receive it. A copy is sufficient for your Personnel File – you may keep the original.

**SAN DIEGUITO UNION HIGH SCHOOL DISTRICT
TB TESTING INFORMATION MEMORANDUM**

TO THOSE APPLYING FOR POSITIONS WITH THE SAN DIEGUITO UNION HIGH SCHOOL DISTRICT:
The California Educational Code (section 49406) requires all employees to have a certificate (**PPD**) signed by a physician or a notice from a public agency showing freedom from active tuberculosis. This certificate is due every four years. Tests may be obtained from the following health centers. **(TINE TESTS ARE NOT ACCEPTABLE)** TB's CAN ALSO BE ACQUIRED THROUGH YOUR HEALTH PLAN OR AT US HEALTH WORKS LOCATIONS-\$10.

ENCINITAS - N. COUNTY HEALTH CENTER - 629 Second St. - 753-7842 - \$15.00
Tues., Wed, Thurs- 9am-11am & 2:00 - 3:30 p.m.

ESCONDIDO - 606 E. VALLEY PARKWAY - 740-4000 - \$9.00
Monday, Tuesday, Wednesday, Friday 8:00-11:00 a.m. and 1:00-3:30 p.m.

OCEANSIDE - 104 S. BARNES ST. - 967-4401 - \$9.00
Monday, Tuesday, Wednesday, Friday 1:00-5:00 p.m.

PACIFIC BEACH - 2440 GRAND AVENUE - 858 490-4400 - \$8.00 (No Appointment)
Monday, Tuesday, Wednesday, Friday 8:00-11:00 a.m. and 1:00 - 4:00 p.m.

SAN DIEGO - 5202 UNIVERSITY AVENUE - 619 229-5400 - \$11.00
Monday 12:30 - 3:30 p.m. to be read the following Wednesday 3:00 - 5:00 p.m.

SAN DIEGO - 3851 ROSECRANS - 619 692-8600 (\$11.00)
Wednesday 7:30-11:30 a.m. and 1:00-4:00 p.m.
X-rays, Monday - Friday 8:00 - 11:30 a.m. and 1:00-4:30 p.m. (\$26.00)
X-rays are given after positive TB skin test, documentation is required

EL CAJON - 855 EAST MADISON - 619 579-4446 - \$9.00
Monday, Tuesday, Wednesday, Friday 8:00-11:00 a.m. and 1:00 - 4:00 p.m.

SAN MARCOS - NORTH COUNTY HEALTH CENTER - 150 VALPREDA RD. 736-6767 \$8.00
Monday - Thursday 8:00 - 11:00 a.m. and 1:00 - 4:00 p.m., appointment required

NOTE: If the employee allows the certificate to expire, district policy #4141 ARI requires suspension until the test showing freedom from active TB has been received. Employees will be notified by the County Department of Education two months prior to expiration of the certificate.

TB