



2016-17 School Year

Welcome to Thompson School District



New Employee Information

Over the next few days/weeks, you will be in contact with a variety of district employees who want to help make the hiring process as smooth as possible for you. If you have any questions along the way, don't hesitate to contact someone for help. You may start by contacting your hiring manager (principal or administrator) or your Staffing Specialist.

The following checklist is designed to assist you with your new position in the school district. Once an employment offer is made and accepted by you, please follow the steps below.

- Receive and accept a **job offer** from the hiring manager. He/she will submit hiring paperwork to the Human Resources department to begin the hiring process.
- Receive a **"Welcome"** email and a New Hire Packet from the HR Specialist. Once the offer is made, you should receive an email from the Specialist within 2 business days. If you don't receive it during that timeframe, check your spam folder or contact the hiring manager.

District Safety

In order to maintain a safe environment for our students, employees, and volunteers, TSD requires all employees and volunteers to go through a strict background check process. As mentioned above, when hired you will receive an email from the HR specialist and will be provided a web link to complete the background check process. The results of this check must be complete and

- Complete a background check and schedule a time to be fingerprinted. (Fingerprints do not apply to Licensed Staff—exception Early Childhood positions.)
- **Complete the packet** (it is a fillable .pdf file) and print the packet (please DO NOT print the pages double-sided). You only need to print the "form" pages, not the "instruction" pages.
- **Bring the completed forms** to the district office ASAP. The packet must be submitted in person because of the [I-9 Employment Eligibility Verification](#) and the required ID that MUST accompany the I-9 form. Refer to the I-9 instructions for a list of the acceptable identification. According to Federal Law, this form MUST be submitted to the district no later than **THREE** business days after you **START** to work (not your hire date). [See Note below.](#)
- **Receive your Employee ID.** Your Employee ID card and instructions for logging on to various district systems (Employee Online, email,

etc.) will be mailed to you at the address provided on your new hire packet. Your EID is used for all interactions with the district (in order to protect your social security number).

- **Log on to Employee Online and accept your Contract/Notice of Assignment.** Please complete this step as soon as possible.

Note: Until you turn in your New Hire Packet, you will **NOT** receive a contract/notice of assignment, an employee ID or gain access to District systems (including email). Therefore, please be prompt when submitting your New Hire Packet.



Kindergartners work with an iPad to write a book titled "Seeds to Trees."

Special points of interest:

- New Employee Info Requirements—Classified and Licensed Staff
- Who to Call in HR
- Payroll Information
- Public Works Training Info

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acceptable **BEFORE** the new employee can begin his/her new position.

Classified employees are required by CO State Law to be **fingerprinted**. You will receive a name and number to contact to schedule an appointment to have your fingerprints taken. These results will not be received until you have started your new

position; however, we do reserve the right to terminate your employment should the results be a safety issue.

Licensed staff are NOT required to be fingerprinted because they are fingerprinted by the Colorado Department of Education (CDE) prior to licensing.

Licensed Staff Requirements

In order to appropriately place you on the salary schedule, it is important we receive the requirements listed below as soon as possible. Without this data, we will place you on the salary schedule as we deem appropriate based on your application or resume. When the supporting information is actually received, your pay may need to be adjusted, up or down, depending on where your education/experience places you on the salary schedule. Therefore, please be sure we have this information as soon as possible.

- Provide an clearly legible copy of your degree transcripts. Please send to Peggy Hubbard in the district’s HR department.
- Submit a copy of your Colorado Department of Education (CDE) teaching or special services license. Now that CDE is sending emails with your license attached, please forward this email to Peggy Hubbard, if possible. If not, you may provide a hard-copy or a scanned copy of your license.
- Submit three (3) letters of recommendation. These letters must be from previous co-workers, student parents, principals, professors, etc.
- Complete the Employment Verification form in the Packet and send it to your previous district (s), if applicable. It is imperative that we receive at least SIX years of verification. The highest Step on which an experienced teacher may start is Step 8 (very limited exceptions are available for hard to fill positions).
- Provide verification of the com-

pletion of a previous Induction program, if applicable.

Induction for New Licensed Staff

All licensed staff hired for the current school year (up to the first day of Induction) is required to attend the three-day New Licensed Staff Induction/Orientation Program. The Event will consist of a variety of sessions:

- Superintendent Welcome.
- HR Orientation—including benefits review, substitute process, payroll process, risk management, etc.
- Curriculum-based information and guidelines.
- Induction modules—typically 2 or 3 modules are available. The rest are offered at various times throughout the school year.
- Infinite Campus training—TSD’s student management system.

Completion of Induction is a condition of employment in TSD and is a necessary component for your first year with the District. (exception: you currently hold a Colorado Professional Teacher’s or Special Service Provider’s license OR you request and receive a waiver from HR for a specific module(s) due to illness, family or school emergency, etc.).

Induction FAQs

When is the Licensed Staff Orientation/Induction held?

The program is held on the last three days of the summer break (prior to the first day licensed staff is scheduled to report for work). This is considered a mandatory program. If you will NOT be able to attend, you must contact HR immediately.

Where is the Program held?

The program will be held at one of the District’s high schools, in various classrooms as well as in the Auditorium.

I have my Professional license; do I still need to attend?

Yes, we **DO** expect you to attend the program. During that time you will be exposed to other information besides just the Induction modules. However, you do not need to take all Induction modules. We **REQUEST** that you take Rules and Regulations and Tech Boot Camp because they are specific to TSD.

I didn’t start work for TSD until Oct 15; do I still need to take the Induction classes?

If a licensed staff member has a start date prior to Nov 1, he/she is responsible for completing the Induction modules during that school year. After Nov 1, the employee has until the following year to complete the Induction modules.

How do I know when the classes are being offered?

As school starts, you will receive an email with the Induction class schedule; however, the modules are also listed in CourseWhere. You are required to register, through CourseWhere for the modules at a time that works best for you.

What happens when I complete all six modules?

You will receive an **Induction certificate** in mid-April. You will submit this Certificate with your application for your Professional license.



Mountain View High School’s “Shrek the Musical” production requires lots of rehearsal.

“I never teach my pupils, I only attempt to provide the conditions in which they can learn.”
 Albert Einstein



New playground equipment at Big Thompson Elementary.

“In learning you will teach, and in teaching you will learn.”

Phil Collins

Classified Staff Information

New Employee Orientation (NEO)

After you are hired, you will receive notice to attend an upcoming NEO session. This session is MANDATORY for all new classified employees and is to be completed on District time. You may need to request a substitute for your attendance. Please discuss this with your supervisor.

These sessions are typically 2—3 hours long and fluctuate between a morning or an afternoon session. They are held in a conference room at the Administration Building. Topics include:

- District Mission and Welcome
- Overview of the Classified Staff Advisory Council
- Legal Issues Info
- Staff Evaluation
- Payroll and PERA Info
- Worker’s Compensation
- Employee Online

Your Personnel File

Included in your file are:

- Application—cover letter and resume, if applicable.
- Transcripts, if applicable.
- Salary Summary
- Performance Evaluations
- Correspondence
- District Policy Sign-off Sheet

Classified Staff Handbook

As a member of the classified staff, the Classified Staff Handbook details a large amount of important information regarding your employment with the District. It is not all inclusive, but is intended to provide you with a summary of district guidelines. To access the handbook electronically:

www.thompsonschoools.org Click on Popular > Employment Opportunities > Human Resources > Staff Handbooks.

Public School Works

District Safety is an important issue to TSD. One way to address safety is through MANDATORY employee training on a variety of subjects. To start, all employees are required to take Child Abuse Awareness and Sexual Harassment training.

Besides the required training, there are other modules you may choose to take that are of personal or work-related interest.

Log-in information will be available to you as you complete the New Hire Process with the district. You will hear more about Public School Works during Orientation.

Benefits Information

TSD knows how important its benefit package is to all employees. Although more information will be coming to you through Orientation or directly from the Insurance Specialist, you also have access to more information through our website.

Go to: www.thompsonschoools.org Click on Popular > Employment Opportunities in TSD > Health Insurance Benefits.

This will provide an overview of services. You may also click on Staff Handbooks (under the Human Resources tab) to review the Benefit information listed in each staff handbook.

General note about Insurance Benefits:

With any type of District position, If your position is 50% or higher, you are eligible for pro-rated benefits. If you are less than 50% you are not eligible; however, if your position increases during the school year to over 50%, you would then become eligible for pro-rated benefits (based on your position percentage).

Payroll Information

The Payroll department works closely with the Human Resources department to be sure you are paid correctly and in a timely manner. Please follow the guidelines listed below to help ensure you are paid appropriately.

- Submit a voided check with the direct deposit form found in your New Hire Packet. Direct deposit is a condition of TSD employment. If you change banks or accounts, inform payroll immediately so the change can be made prior to the next pay cycle.
- Review your earnings statement on Employee Online each month. Contact payroll with any questions.
- Review your annual leave information on Employee Online on a regular basis. Contact payroll with questions.
- Submit a timesheet (if applicable) to payroll no later than the second Friday of the month. This will ensure you meet the payroll deadline and get a check that month.
- Arrange to print your own W2 form (available approximately by Jan 31). This is done through accessing Employee Online.
- Contact payroll at: pay.roll@thompsonschoools.org

For additional information, you may contact your representative listed below (go by the first letter of your last name):

- A—G Shirley Clinebell x 6082
- H—N Sheryl Newman x 5084
- O—Z Donna Freed x 5044

Payroll Manager:

Brenda McKee x 5045



Human Resources Contacts

Chief Human Resources Officer

Bill Siebers, PhD x 5012

Director of Human Resources

Tom Texeira x 5009

Classified Staffing Specialist

April McFall x 5773

Licensed Staffing Specialist

Peggy Hubbard x 5002

Substitute Technician

Erin Hannah x 5005

Risk Manager

Dorothy Barnhart x 5006

Technician

Robbi Stokovaz x 5774

Worker's Compensation

Denise Absalom x 5003

Insurance Specialist

Anne Hinkle x 5004

Executive Admin Asst

Lisa Foxworth x 5008

Technician

Amanda Goetz x 5771

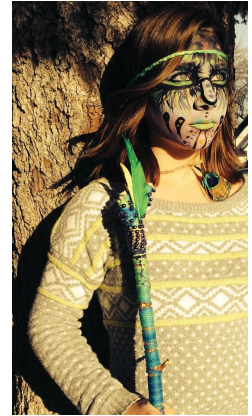
AppliTrack

Receptionists

Tina Nierman x 5001

Sandy Chaney x 5001

Student Teachers



Bill Reed Middle School student as a model for the LISA Afterschool Make-up Design class.

"I have always felt that the true textbook for the pupil is his teacher."

Mahatma Gandhi

TSD Overview

Thompson School District is currently the 16th largest district in Colorado, encompassing over 360 sq mi and is currently the largest employer in Loveland and Berthoud. TSD has approximately 2100 employees who work in 13 Early Childhood Centers, 20 Elementary, 5 Middle, 1 K-8 School, 1 Alternative, 4 High Schools and other district facilities (i.e. Admin Bldg, Facilities, Transportation, Support Services Center).

Dr. Stan Scheer has been the District Superintendent since the 2012-13 school year. Prior to TSD, Scheer was superintendent in Murrieta,

California; Littleton, CO; and in the St. Louis, MO area. Besides being a superintendent, he was a teacher and principal as well as holding a variety of other Administrative positions which gave him a broad range of experience.

Normal business hours for the Administrative office are 7:30 am to 4:30 pm, Mon—Fri. The receptionist is available to assist you at anytime during these hours.

Summer hours go into effect on Jun 5 and end on July 28. Summer hours are Mon—Thu, 6:30 am to 5:00 pm. The District is closed on Fridays during the summer.



Edmondson Elementary principal, Trish Malik, eats worms after a school challenge. TSD principals go ABOVE & beyond!