

Happening in HR

January 2021

Are You A Victim of Fraudulent Unemployment Claims

It has come to our attention that over the winter break, some staff members have been subjected to a fraudulent unemployment claim and have received a US Bank ReliaCard (debit card) in the mail. If you received one of these fraudulent debit cards in the mail, please complete the linked form on the US Bank ReliaCard's [website](#) in order to report this error.

This form can be completed in a few minutes and sent to: ReliaCardFIU@usbank.com

Please [click here](#) for more information on steps to take if you are a victim of a fraudulent unemployment claim.

If you have any questions, please don't hesitate to contact our Human Resources team.

Classified Staff Reimbursement

The 2020-21 Classified Education Reimbursement form and instructions are posted on the district Intranet. Deadline is **January 15, 2021** for classes completed September 1 through December 31.

- [Click here](#) to get to the Employee Intranet
- Enter your user name and password - same as you computer log-in and password
- Click on Classified Resources
- Click on the Education Reimbursement Form. Submit the necessary forms and documentation electronically to april.mcfall@thompsonschoools.org

The Education Reimbursement Committee will need a scanned or PDF copy of your successful completion of course/class/seminar, a receipt for tuition and the Education Reimbursement Form. All documentation that is submitted must contain your name in order to be considered.

Licensed Staff Professional Development

Induction D and E are underway for *new licensed staff and rehires with initial licenses*. Induction E registration on Learning Pro has been extended through January 15th. Please sign up if you are need to complete induction.

Check out the [PD website](#) for additional resources and updated course offerings coming up!

Classified PD Rocks! Google Classroom

Did you know that TSD offers our classified staff professional development opportunities through Google Classroom? We offer a variety of topics and opportunities to hone your skills and get new ideas!



Just click on the title above to be taken directly to the classroom. Once there, click on Classified Staff PD Rocks! and go to Classwork on the top of the page.

If you have not been in this Google Classroom before, you must click on the "+" at the top of the page and enter code **fqm2na6** for access.

Classified Virtual PD is available to all classified staff 24/7, whenever and wherever you want to access the materials. We encourage you to use some of the work day on February 25 to view topics that may interest you. Wednesday mornings are also a great opportunity to check out the classroom.

Our District Needs YOU!

Join our team of substitutes. It's so easy!



1. **Apply** - There are 2 types of subs in TSD.

- *Licensed Substitute* - fills in for teachers - requires a bachelor's degree and [CDE Sub Authorization](#) or a current Teaching License.
- *Classified Substitute* - fills in for a variety of support positions in a school - requires a high school diploma or equivalent.

2. **Interview** - Complete a virtual interview

3. **Paperwork** - if selected as a substitute, the last step is to complete the paperwork for the new hire process.

4. **Reap the Rewards** - flexible schedule, impact your community, and build your network!

[Apply Here](#) today!

CEBT Marathon Health and Wellness Center

Services at the centers are available at no cost to all CEBT members, spouses and dependents age two and older who are enrolled in a CEBT medical plan. Click on the following link for more information. [CEBT Marathon Health and Wellness Centers](#)

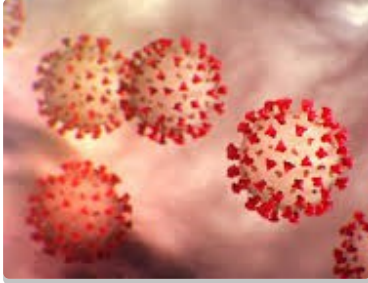


American Fidelity 125 Open Enrollment begins February 8th. Stay tuned for more information.



HR Spotlight

Summer Gattis has joined the Learning Services team as a TOSA-Behavior Specialist. Summer is coming to Colorado from Texas where she was a Social Emotional Learning Coordinator.



Thompson Emergency COVID-19 Leave Plan

The Thompson Emergency COVID-19 Leave Plan (TECLP) provides employees with paid emergency sick leave for specified reasons related to COVID-19. These provisions will apply from January 1, 2021 through June 30, 2021. Paid sick leave time provided under this plan does not carryover from one year to the next. Employees are not entitled to reimbursement for unused emergency sick leave upon termination, resignation, retirement or other separation from employment.

Please [click here](#) to read the guidelines.