HR NEWS

A weekly newsletter brought to you by Thompson School District

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EMPLOYEE BENEFITS | LICENSED STAFF | CLASSIFID STAFF | PROFESSIONAL DEVELOPMENT

TSD Spotlight

Deb Huffsmith has a new role as **Buyer for Materials and Procurement.** She spent the last 17 years as the Athletics and Activities Coordinator for the district. Deb can be reached at **613-6874** or at debra.huffsmith@thompsonschools.org

Shawn Muscott has taken over the role of **Athletics and Activities Specialist.** Shawn has been with Thompson for 12 years, and is coming from Loveland High School, where she was the Principal's Secretary. Her other positions in the district include SHOA and classroom aide. Shawn can be reached at **613-5030**, or at shawn.muscott@thompsonschools.org

Sally Zhou has been hired as a **Data Specialist,** in the **Accountability and Assessment** department of Learning Services. You can contact Sally at sally.zhou@thompsonschools.org

Jackie Hertzke will be the **Instructional Coach Coordinator** in Learning Services. She can be reached at jackie.hertzke@thompsonschools.org

Anne Hinkle, Insurance Benefits Specialist in HR will be retiring September 11, after eight years with Thompson. We wish Anne all the best as she starts a new chapter in her life.

Classified Education Reimbursement—Summer 2020

The 2020-21 Classified Education Reimbursement form and instructions are posted on the District Intranet. Deadline for paperwork submission is **September 15, 2020** for Summer classes.

- Click here to get to Employee Intranet
- Enter your user name and password—same as your computer log-in and password
- Click on "Classified Resources"
- Click on the Education Reimbursement Form. You may submit the materials to april.mcfall@thompsonschools.org or drop off at the Administration Building @ 800 South Taft Avenue. The Education Reimbursement Committee will need a copy of your successful completion of course/class/seminar, a receipt for tuition, and the TSD education reimbursement form. All documentation that is submitted must contain your name in order to be considered.

Professional Development

Please continue to check the PD website for updated information on upcoming classes, virtual learning and working resources, as well as out course catalog on Learning Pro!

October Ed Camp is around the corner on **October 9th!** Stay tuned for PD opportunities on this day!

Flu Vaccine Clinics

Flu Vaccine Clinics will start on **October 1, 2020**, offering ***only*** flu vaccines. They will be available to **TSD Employees Only**: no dependents. If you are on PPO4, PPO5 or Kaiser Plans, please bring your medical card with you. TSD has scheduled 5 opportunities to receive your flu vaccination and they will be held at the **Administration Building Board Room only**. To schedule your flu vaccination please make an appointment on signupgenius

More details will be distributed soon via e-mail.

Absence Management

Absences Management is the system where staff enter absences and request subs (except for staff that use TimeClock Plus).

Some things to remember:

1. If you do not need a sub, be sure to mark the absences as "No Sub Required."
2. If you are requesting a sub, be sure to add in the "Notes to Sub" section if the sub is required to work from home, work at the school, or if its is optional for them where they work from.

If you do not have access to Frontline—Absence Management, or need assistance, please contact Dana Medich at dana.medich@thompsonschools.org