NOTICE OF ASSIGNMENT/CONTRACTS

Before you go to Employee Online to approve your notice of assignment/contract, please refer to an email sent to you on Thursday, July 9, 2020. Your email was sent by one of the following HR staff members:

Karen Caruso - To all APT Staff
April McFall - To all Classified Staff
Peggy Hubbard - To all Licensed Staff

Please read the email very carefully...there is a lot of information shared about your pay, furlough days, and training days that are required for the 2020-2021 school year.

Thanks for your support in keeping Thompson School District a destination district.

New Summer Professional Development Information & Opportunities

New summer PD courses have been posted on the PD Website! Please check out Learning Pro to register!

Educational Technology Courses, each for .5 TIC
- Student Centered Learning with Google Tools—Course #10414
- Innovating with G-Suite & Google Classroom for Better Learning—Course #10415
- Chromebook Explorer—Course #10416
- Ipad Explorer—Course #10418

Additionally, EL PD courses are available for the last week of July.

New Employee Assistance Plan (EAP) Available Beginning July 1

Beginning on July 1, TSD employees and their dependents enrolled in the districts’ life insurance plan will have access to a new EAP, Triad. Eligible employees and their dependents can access up to 6 counseling sessions per year and information, consultation and referrals to community resources for a variety of concerns, including but not limited to: coping with depression, calming anxiety, stress management, enhancing relationships, balancing work and home life, grief/trauma/loss, addictions, legal and more.

More information will be available on the district website in the “Benefits and Compensation” section under “Staff”. If you have any questions please contact Anne Hinkle at anne.hinkle@thompsonschools.org or Dorothy Barnhart at dorothy.barnhart@thompsonschools.org

Column Change Information—Licensed Staff

The Column Change form is now a link on the intranet. Log on to the Employee Intranet

Click on Licensed Staff on left side of webpage under Staff Resources

Please read the column change instructions before you fill out the Column Change Form under other resources on the right side of web page

Helpful Tips:
- Have all documentation scanned and ready for upload prior to completing the column change application. Once you submit your application, you will not be able to revise or add additional documentation.
- It would be helpful to list in the course name either “TIC-name of class” or “CERT-name of certificate”
- Please remember to track your submitted classes to use in future column changes.

Use Genius Scan for PDF Documents When Submitting Column Change Forms & Documents

Don't have a personal scanner for sending important documents while working from home? Try the “Genius Scan” app for Free! Easy to use free application for your smart phone

- Turns documents into pdf by automatically cropping them
- Ability to scan multiple pages into one document

CLASSIFIED STAFF
EMPLOYEE BENEFITS
LICENSED STAFF
PROFESSIONAL DEVELOPMENT
Important Change to TSD Medical Flexible Spending Account FSA

As of July 1, 2020, employees who are enrolled in TSD 2019-2020 medical FSA the grace period has been extended to December 31, 2020. For employees who enrolled in 2020-2021 medical FSA the carryover has been increased from $500 to $550.

If you have any questions please contact Anne Hinkle at anne.hinkle@thompsonschools.org or Dorothy Barnhart at dorothy.barnhart@thompsonschools.org

Administration Building Information

The District Administration building is currently inaccessible. Please call the main number at (970) 613-5000 and leave a message. Messages are checked throughout the day, and routed to the appropriate department/personnel.

CEBT Covered Benefits - Zero Cost - Preventative/Wellness - It is Time to Take Care of Yourself

Summer is a great opportunity to take care of yourself by having your annual physical examination. For a complete list of Preventative Services that are covered at 100% please click here to view the full list from CEBT. The CEBT Health and Wellness Centers are open and available to assist you with your wellness and preventative needs.

Your Human Resources team is just an email away! If you have questions or need support, please use the staff e-mails below:

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Job Title</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absalom, Denise</td>
<td>Risk Management Specialist</td>
<td><a href="mailto:denise.absalom@thompsonschools.org">denise.absalom@thompsonschools.org</a></td>
</tr>
<tr>
<td>Barnhart, Dorothy</td>
<td>Benefits and Risk Manager</td>
<td><a href="mailto:dorothy.barnhart@thompsonschools.org">dorothy.barnhart@thompsonschools.org</a></td>
</tr>
<tr>
<td>Caruso, Karen</td>
<td>Executive Admin Assistant, Human Resources</td>
<td><a href="mailto:karen.caruso@thompsonschools.org">karen.caruso@thompsonschools.org</a></td>
</tr>
<tr>
<td>Chaney, Sandy</td>
<td>Admin Building Receptionist/HR Technician</td>
<td><a href="mailto:sondra.chaney@thompsonschools.org">sondra.chaney@thompsonschools.org</a></td>
</tr>
<tr>
<td>Dockter, Tracy</td>
<td>Administration Building Receptionist</td>
<td><a href="mailto:tracy.dockter@thompsonschools.org">tracy.dockter@thompsonschools.org</a></td>
</tr>
<tr>
<td>Goetz, Amanda</td>
<td>Human Resources Technician</td>
<td><a href="mailto:amanda.goetz@thompsonschools.org">amanda.goetz@thompsonschools.org</a></td>
</tr>
<tr>
<td>Hinkle, Anne</td>
<td>Insurance Benefits Specialist</td>
<td><a href="mailto:anne.hinkle@thompsonschools.org">anne.hinkle@thompsonschools.org</a></td>
</tr>
<tr>
<td>Hubbard, Peggy</td>
<td>Human Resources Specialist/Licensed Staff</td>
<td><a href="mailto:peggy.hubbard@thompsonschools.org">peggy.hubbard@thompsonschools.org</a></td>
</tr>
<tr>
<td>McFall, April</td>
<td>Human Resources Specialist/Classified Staff</td>
<td><a href="mailto:april.mcfall@thompsonschools.org">april.mcfall@thompsonschools.org</a></td>
</tr>
<tr>
<td>Medich, Dana</td>
<td>Substitute Technician</td>
<td><a href="mailto:dana.medich@thompsonschools.org">dana.medich@thompsonschools.org</a></td>
</tr>
<tr>
<td>Schneider, Melissa</td>
<td>Professional Development Director</td>
<td><a href="mailto:melissa.schneider@thompsonschools.org">melissa.schneider@thompsonschools.org</a></td>
</tr>
<tr>
<td>Siebers, Bill</td>
<td>Chief Human Resources Officer</td>
<td><a href="mailto:bill.siebers@thompsonschools.org">bill.siebers@thompsonschools.org</a></td>
</tr>
<tr>
<td>Stokovaz, Robbi</td>
<td>HR Benefits &amp; Leave Specialist</td>
<td><a href="mailto:robbi.stokovaz@thompsonschools.org">robbi.stokovaz@thompsonschools.org</a></td>
</tr>
<tr>
<td>Texeira, Tom</td>
<td>Director, Human Resources</td>
<td><a href="mailto:thomas.texeira@thompsonschools.org">thomas.texeira@thompsonschools.org</a></td>
</tr>
</tbody>
</table>

Public School Works

Please be aware that your login information for accessing the Public School Works training system will be changing effective July 20. Beginning on July 20, your login information for the training system will be the same as you use to log on to a district computer.

If you have any questions, please contact Dorothy Barnhart at dorothy.barnhart@thompsonschools.org