

District Administrative Office Services For New Employees

HR/Operations Secretary: Kim Armstrong – 541-367-7131

- All classified hiring information (i.e. job postings, job descriptions, fingerprinting)
- Absence Management (AESOP)
- Building Use forms
- Safety Committee information
- **Notary**
- Intent to Return notices (classified staff)
- Evaluation Cycles (classified staff)
- Coaching Contracts
- Safe Schools Training (Sexual Abuse, Sexual Harassment, Bloodborne Pathogens, etc.)

Superintendent Secretary: Julie Emmert – 541-367-7126

- All Licensed employee hiring (licensing, etc.)
- Absence Management (AESOP)
- Tuition reimbursement and Workshop reimbursement fund
- Licensed Contracts/salary placement
- Peer forms
- **Notary**
- School Board information
- Intent to return notices (licensed staff)
- Evaluation Cycles (licensed staff)

Payroll: Teri Lowery – 541-367-7112

- Timecards (classified staff)
- W-4 Forms (changes)
- Direct Deposit for paycheck authorization
- Direct Mail authorization for pay summary
- 403B investment information
- Workers Compensation information
- Vacation and sick leave information
- PERS Information
- OFLA/FMLA Leave
- OEA (Licensed Union) Dues

Business Office Secretary: Jennifer Maynard – 541-367-7113

- Medical/Dental/Vision/STD/LTD/LIFE insurance information
- Retiree Insurance information
- PacificSource – Flexible Spending Accounts (Healthcare and Dependent Care)
- Health Savings Accounts (required with Plan H/OEBB Insurance plan)
- Certificate of Liability for scheduled school trips or events
- United Way
- OSEA (Classified Union) dues
- OFLA/FMLA Leave

The following (plus much more) can be found on our website at www.sweethome.k12.or.us

- *Staff Calendars*
- *Email request form (turn in to Technology Department)*
- *Telephone and voice mail instructions*
- *Licensed and Classified contracts & Salary Schedules*
- *Job postings – under Employment*
- *Insurance forms – under Staff Resources*
- *Payroll forms – under Staff Resources, Global Forms*
- *Staff logins and testing sites – under Staff Resources*
- *IV Portal Instructions*
- *Payroll Calendar*