

# District Administrative Office Services For New Employees

## *Superintendent Secretary: Julie Emmert – 541-367-7126*

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

## *Payroll: Cindy Bell – 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
- OEA (Licensed Union) Dues

## *HR Classified/ 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 Evergreen and Fir /OEBS Insurance plan)
- Certificate of Liability for scheduled school trips or events
- All Classified employee hiring, ( i.e. job posting, job descriptions, fingerprinting, evaluations)
- Absence Management (Frontline)
- Classified Substitutes
- OSEA (Classified Union) dues
- OFLA/FMLA Leave

## *District Accounting Clerk: Kathleen Cochran – 541-367-7121*

- Reimbursements
- Purchasing and Payables

## *Maintenance / Transportation Secretary: Kim Armstrong – 541-367-7131*

- Building Use Forms
- Safety Committee information
- Coaching Contracts
- Safe Schools Training (Sexual Abuse, Sexual Harassment, Bloodborne Pathogens, etc.)
- Volunteer Applications/processing
- Bulk Mailings and shipping/receiving questions

The following (plus much more) can be found on our website at [www.sweethome.k12.or.us](http://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*
- *Insurance forms*
- *Payroll forms*
- *Staff logins and testing sites*
- *IV Portal Instructions*
- *Payroll Calendar*