



CLAYTON VALLEY
CHARTER HIGH SCHOOL

New Hire Orientation

6/13/19

To unite our stakeholders, including students, teachers and staff, parents, and community members, in a common goal to diligently prepare all students for success in the 21st Century. We believe in instilling timeless principles and fostering a culture of excellence with RIGOR, RELEVANCE and RELATIONSHIPS



Introductions

- **Ashanti Smith, Human Resource Specialist**
- **Michelle Hull, Human Resource Specialist**
- **Zeke Lopez, Director of Human Resources**
- **Jim Scheible, Executive Director**
- **Jeff Anderson, Principal**
- **Chalio Medrano, Assistant Principal/ Director**
- **Bill Morones, Director of Administrative Services, Guidance & Athletics**
- **Kathleen Coakley, Coordinator of Instructional Support**
- **Richard Pearson, IT Director**
- **Alison Bacigalupo, Operations Director**
- **Alison Hill, Director of Discipline**
- **Jamie Keith, Director of Academic Programs**

Tell us about yourself....

- **Name**
- **Position with CVCHS**
- **One fun fact about yourself**

Objectives:



- **Introductions**
- **Staff Resource Pages (CVCHS Website)**
- **IT (Email, Powerschool, etc.)**
- **Instructional Support/Curriculum**
- **Facilities (Keys, Office/Classroom Assignment)**
- **Work Calendar & Work Status**
- **Work Hours**
- **Pay**
- **Sick Leave and Personal Necessity**
- **Timesheets and Absent Manager**
- **Retirement**
- **EEO**
- **Leaves of Absence**
- **Payroll & Benefits**



Staff Resource Pages

For more information, staff members are encouraged to use our Staff Resource Pages on the CVCHS website.

[CVCHS Staff Resource Pages](#)



Curriculum, Keys, Room/Office Assignment

Instructional Support & Curriculum

- Kathleen Coakley, Coordinator of Instructional Support
 - kathleen.coakley@claytonvalley.org

Keys and Room/Office Assignments

- Alison Bacigalupo, Operations Director
 - alison.bacigalupo@claytonvalley.org



Technology - Richard Pearson, IT Director

Classroom Equipment

- Staff laptop (Lenovo E580) running Windows 10, Office 2016, Chrome
- USB B&W LaserJet printer
- Projector and screen, or Interactive Flat Panel
- Document Camera
- English and Math - Chromebook Cart
- Phone



Technology - Richard Pearson, IT Director

School-Wide Applications

- PowerSchool (Student Information System)
- Schoology (Learning Management System)
- Google G Suite (Email, cloud storage, collaboration)
- Illuminate (Assessments)
- DeansList (Behavior and attendance tracking)
- Achieve 3000 (Lexile Reading Level Improvement)
- HMH my.hrw.com (English online textbooks)
- Pearson (Math online textbooks)
- ClassLink (coming Fall 2019)



Work Calendar & Work Status

- **Certificated Teachers**
 - 1st year work calendar is 188 days
 - Returning Teachers work 186 days
 - 2 year probationary period
 - Prob I (1st Year)
 - Prob II (2nd Year)
 - Tenured (3rd Year)
 - If you have an intern credential you will remain Prob 0 until you receive your preliminary credential.
 - Unionized
 - Clayton Valley Education Association / CTA
- **Non-Represented Employees**
 - Guidance Counselors, Certificated and Classified Directors/Managers
 - At Will Employee



Work Hours

- **Certificated Teachers**
 - **Full Time**
 - 7 hours per day
 - 15 minutes before regular classes, remain on campus for a minimum of 435 minutes
 - **Part-Time**
 - 15 minutes before the beginning of your 1st period assignment, and carry out professional responsibilities thereafter.
 - **Zero Period**
 - Unit members teaching zero period shall report to work 15 minutes before their first assignment
- **Classified Directors/Managers and Certificated Directors**
 - 7:30-4:00



Pay

- **Once a month on the last day of the Month**
- **Additional hours must be submitted via Helios and are paid out on the 10th of the month**
- **Direct Deposit**
- **First paycheck**
 - **7/31/2019**
- **Master's and Doctorate Degree Annual Stipends (\$1,500)**
 - **paid out monthly**



Sick Leave and Personal Necessity

- **10 sick days per school year (Certificated)**
 - Front loaded
 - Once sick days are exhausted, pay is docked (LWOP)
- **11 sick days per school year (Non-Represented)**
 - Front loaded
 - Once sick days are exhausted, pay is docked (LWOP)
- **Sick Leave Transfer**
 - It is your responsibility to request a sick leave transfer from your previous employers



Timesheets and Absent Manager / Helios

- All Absences must be entered in Helios
- Additional hours worked are submitted via helios





Helios (PTO Balance)

- All Absences must be entered in Helios
- PTO Balances can be accessed thru Helios
- Additional hours worked are submitted via helios

* Contact Human Resources for Login information.

Current PTO Balances

Type	A - Carryover	B - Accrual	C - Used	Z - Balance
Vacation	102.71	0.00	0.00	102.71
Sickness	458.00	0.00	4.00	454.00
Personal Necessity**	0.00	0.00	0.00	0.00
School Business	0.00	0.00	40.00	-40.00
LWOP	0.00	0.00	0.00	0.00
FMLA	0.00	0.00	0.00	0.00
COMP Time	0.00	0.00	0.00	0.00



Retirement

- STRS
 - Classic
 - 2% @ 60 (Prior to 1/1/2013)
 - Employee contributes 10.25%
 - Employer contributes 19.1%
 - PEPRA
 - 2% at 62 (Post 1/1/2013)
 - Employee contributes 10.205%
 - Employer contributes 19.1%
- PERS
 - Classic
 - 2% @ 55 (Prior to 1/1/2013)
 - PEPRA
 - 2% at 62 (Post 1/1/2013)
 - Rates
 - Employee contributes 7% per month
 - Employer contributes 20.733% per Month

Military Experience

- You can receive service credit for STRS or PERS if you were in the military



EEO (Equal Opportunity Employer)

- **Discrimination Policy**
- **Sexual Harassment**
- **Drug and Alcohol Free Workplace**
- **Mandated Reporter Training**
- **Disaster Service Worker**
- **Workers Compensation**
- **FMLA, CFRA**



Leaves of Absences

Paid Leaves

Sick Leave
Industrial Illness or Accident
Bereavement
Personal Necessity
Jury Duty
Court Appearance
Personal Business
Paid Military
Sabbatical
Association Business
Layoff Leave
Professional Conference Leave

Unpaid Leaves

Improvement of Health
Educational Improvement
Opportunity
Maternity
Parental
Political
Religious Observance
General
Pre-Retirement



Benefits

- **Medical**
 - Kaiser (High/Low) HMO
 - Blue Cross (Base Low/High) HMO
 - Blue Cross (Base Low/High) PPO
- **Dental**
- **Vision**
- **FSA**
- **Effective date: 7/1/2019**



Benefits

Q: Benefit Enrollment

A: Open Enrollment once a year. This means changes may happen ONLY at this time without a qualifying event (i.e. death, divorce, birth, job change) This year's open enrollment is in November.

Q: Benefit effective date for new hires.

A: For new employees starting July 1st benefits will be started July 1st. For new employees hired mid-month benefits will start the month after you start.

Q: Deadline to enroll in benefits

A: You have sixty days per union contract to sign up for benefits.



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Payroll

Frequently Asked Questions

Q: How often are we paid?

A: 1. Regular payroll for salaried staff is paid at the end of the month (EOM)

2. Regular payroll for hourly staff is paid on the 15th and EOM.

3. Extra Duty pay is paid on the 15th of each month

a. Timesheets are due in Helios on the last day of the month by 4 pm

If not in by deadline they will be paid the following 15th payroll.

Q: Method of payment?

A: Direct Deposit, fill out the direct deposit form from the payroll site on our website.



Payroll

Frequently Asked Questions (Continued)

Q: Pay cycle Selection.

A: You may choose either a 10 month or 12 month payroll option. Once you have made your selection you are not able to change it until the next fiscal year.

Q: Benefits

A: FSA, \$25,000 life insurance at no cost, medical (some cost to you see worksheet), dental (no cost), vision (no cost), Other for cost policies: supplemental life insurance, accident, cancer, etc. (Colonial Life) 403b, 457



Payroll

1. Pay Amount: this is your amount after all taxes and payroll deductions
2. 6th period stipend pay: if you are an FTE of 1.2
3. In Lieu of Pay: If you choose to decline medical with us \$3,000 for the year
ex: is a 12 month employee monthly amount
4. Masters Stipend: if applicable and paperwork in to HR
5. Prep Coverage: Additional pay if you cover another teacher's class on your prep.
6. Salary pay: your yearly salary divided out by 10 or 12 month pay.



Payroll

7. Sick and vacation balances please use Helios, not your paystub for up to date amount.

Pre-Tax Deductions:

8. Employee 403b Contribution: Deducted only if you signed up for this optional retirement plan.
9. Employee STRS/PERS: Employees portion for retirement plan.
10. FSA Health and/or Childcare: Optional pre-tax deduction to be used for medical bills and/or daycare option.

Other deductions here would be pre-tax cancer, pre-tax accident disability, pre-tax medical if you purchase as a payroll deduction.



Payroll

Benefit Line:

11. Sick Pay: For up to date information on leave use Helios. This line is always a month prior on leave balances.

Taxes:

12. CA State Income tax: This is what you elect to have withheld for state income taxes.

13. Fed. Income Tax: This is what you elect to have withheld for federal income taxes.

14. Fed. Medicare Employee: Employers and employees are each responsible for paying into Medicare.



Payroll

Deductions:

15. CTA Union Dues: These are the CTA union dues calculated by your pay rate and the CTA's due rate.
16. CTA Union Dues: This is the local due that goes to your chapter.
17. ***Employer STRS/PERS Match**: What CVCHS matches on your STRS/PERS retirement.

Other Optional deductions here:

Medical Bridge, NY Supplemental Life Plan, Post Tax Critical Care, Supplemental Life Plan, etc.



Sample Pay Stub

Clayton Valley Charter HS 1101 Alberta Way Concord, CA 94521	PACIFIC WESTERN NATIONAL BANK PO BOX 131207 CARLSBAD, CA 92013- 1207
Pay: ***** VOID - NON NEGOTIABLE - VOID ***** \$4,364.39	<u>Payment Date</u> 4/30/2019 <u>Check Number</u> <u>Payment Amount</u> \$4,364.39
PAY TO THE ORDER OF:	

Payment Date	Check No	Payment Amount
4/30/2019		\$4,364.39
Pay Period	Employee No	SSNO
4/1/2019 - 4/30/2019		

Company Info, Bulletins, and Upcoming Events
N/A

Earnings	Hours	Rate	Amount	YTD
6TH PERIOD STIPEND PAY	21.70	51.8579	\$1,125.32	\$4,501.28
In Lieu Of Pay	0.00	\$0.0000	\$166.67	\$666.68
MASTERS STIPEND	0.00	\$0.0000	\$124.86	\$499.44
* PERSONAL NEC MEMO HOURS	0.00	\$0.0000	\$0.00	\$0.00
PREP COVERAGE PAY	0.00	\$0.0000	\$0.00	\$117.72
Salary Pay	108.50	51.8579	\$5,626.58	\$22,506.32
Sick Hours	2.00	0.0000	\$0.00	\$0.00
Totals:	132.20		\$7,043.43	\$28,291.44

Taxes	Filing	Amount	YTD
CA State Income Tax	S-0	\$292.19	\$1,201.31
Fed. Income Tax	S-0	\$835.69	\$3,342.76
Fed. Medicare Employee		\$95.54	\$383.87
Totals:		\$1,223.42	\$4,927.94

Pre-Tax Deductions	Amount	YTD
Employee 403b Contribution	\$200.00	\$800.00
EmployeeSTRS	\$704.87	\$2,831.55
FSA HEALTH	\$454.55	\$1,818.20
Totals:	\$1,359.42	\$5,449.75

Deductions	Amount	YTD
CTA Union Dues	\$89.20	\$356.80
CTA Union Dues	\$7.00	\$28.00
* Employer STRS Match	\$1,119.54	\$4,497.32
Totals:	\$96.20	\$384.80

Benefit	Accrued	Taken	Avail.
Sick Pay 70 Hours	70.0000	39.3800	22.9500
Totals:	70	39.38	22.95

Net Pays	Amount	YTD
ACH Checking 1 - XX0341	\$4,364.39	\$17,528.95
Totals:	\$4,364.39	\$17,528.95