

Monte Vista School District Personnel Handbook



2017-2018

The Monte Vista School District does not unlawfully discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability or need for special education services in admissions, access to, treatment, or employment in educational programs or activities which it operates.

Complaints should be referred to: Superintendent of Schools, Monte Vista School District, 345 East Prospect Avenue, Monte Vista, Colorado 81144, phone (719)852-5996. Complaints regarding violations of Title VI, (race, national origin), Title IX (sex/gender), Section 504/ADA (handicap or disability), may be filed directly with the Office for Civil Rights, U.S. Department of Education, 1244 North Speer Blvd., Suite 310, Denver, CO 80204. Complaints regarding violations of Title VII (employment) and the ADEA (prohibiting age discrimination in employment) may be filed directly with the Federal Office of Equal Employment Opportunity Commission, 303 E. 17th Ave., Suite 510, Denver, CO 80202, or the Colorado Civil Rights Commission, 1560 Broadway, Suite 1050, Denver, CO 80202.

Monte Vista School District
Personnel Handbook
Table of Contents

Introduction	3
District Mission	3
District Mission Roles	3
District Vision	3
Accident Reports	3
Fiscal Responsibility and Procedures	4
Cash Receipts . Fund Raisers, Activities, Athletics	4
Depositing	4
Purchasing Procedures	4
Local Vendors	5
Wal-Mart Purchases	5
Check Requests	6
Reimbursements	6
Travel Expenses	6
VISA Charges	6
Security of Keys	7
Copy Machines/Managed Print Services	7
Fund Raising	7
Caution	7
Administration Staff	7
Employee Benefits	8
Paydays	11
Y [\ { æ } q • Á Ô [{] ^ } • æ c ã [} Á Ú [& ^ á ~ ^ •	11
Federally Mandated Family & Medical Leave (FMLA)	12
Transportation Regulations and Rules	12
Safety	12
Practices for the Prevention of Disease/Infection Transmission	12
Extra Duties	13
Sexual Discrimination and Harassment	13
Drug and Alcohol Use by Staff Members	14
Staff Concerns, Complaints, and Grievances	14
Staff Conduct and Responsibilities	14
Staff Communications	15
Staff Participation in Political Activities	15
Salary Schedule Advancement	15
Professional Staff Recruiting/Hiring/Transfers	15
Professional Staff Time Schedules	15
Support Staff Supplementary Pay Plans	15
Support Staff Break Time	16
Staff Use of the Internet and Electronic Mail	16
Staff Use of Personal Cell Phones	16
District Policy	17
List of Appendices	17
A Student Incident Report Form	18
B Employee Safety Rules	19
C 2017-2018 Academic Calendar	23
D Request for Health Leave of Absence - Family Medical Leave Act	24
E Aesop Quick Start Log In	25
F Payroll Direct Deposit Voucher Procedures	26
G Requisition Procedures	29
H Blackout Day Personal Leave Exception Request	34
I Employee Acknowledgement Statement and Signature	35

Introduction

The purpose of this handbook is to provide district personnel with information relative to board of education policies and procedures that apply to general working conditions in the Monte Vista School District. Please review them thoroughly and direct any questions to your immediate supervisor.

Although our central mission is to educate the students attending our schools, it is also important to understand that our permanent employees represent the largest business in Rio Grande County and that our ability to progress and expand services depends on our credibility with the Monte Vista community. This credibility is based in large part on the smooth and effective functioning of personnel processes.

The Board of Education and administration appreciate your continued service.

District Mission

The following mission statement was developed at the beginning of the 2014-2015 school year:

To inspire the pursuit of excellence, *one student at a time.*

Our core principles:

- < Ensure a positive safe learning environment.
- < We will uphold our district mission and social contracts.
- < Ensure a quality educational experience.
- < Student centered decision making to ensure personal and academic growth.
- < Analyze data to increase/maximize student achievement and attainment of goals.

District Mission Roles

Board	Develop and support an evolving mission. Articulate that vision to community. Effect policy, employment and budget practices in support of that mission.
Superintendent	Provide leadership and support for accomplishment of mission. Establish standards and momentum for accomplishment. Articulate goals and successes to community. Resolve conflict.
Principal	Adapt mission to school and establish clear vision. Guide staff in accomplishment of mission. Facilitate staff cohesiveness (everybody on same page). Resolve conflict.
Teacher	Most important - implement the mission with each student. Create partnership between teacher, student, and parent. Resolve conflict.
Classified Staff	Support mission accomplishment through area of specialization.

District Vision

By preparing students, parents, staff, and community members for the future.

Accident Reports

District Policy EBBB, *Accident Reports*, requires prompt reporting of every accident or incident that takes place on school property or that involves a school vehicle, students or staff on school-sponsored trips, including staff members on authorized school business trips.

A Student Incident Report Form is included in the appendix at the back of this booklet. This form should be completed for any incident involving a student injury or accident.

Fiscal Responsibility and Procedures

Cash Receipts – Fund Raisers, Activities, Athletics

Collections and Receipts

- ◁ All cash and checks received shall be submitted to the school secretary and be deposited without deductions. **Do not take any cash out of the funds collected for payment of any expenses.** Whenever feasible, a duplicate cash receipt should be used and the original copy should be given to the student or other individual submitting the monies. The duplicate receipt should be retained by the Teacher or Sponsor. **All checks received should be made out to the Monte Vista School District and have the Activity Account Code recorded on the front of the check, do not accept post-dated checks.** Any checks returned by the school secretary will be deducted from the activity account they were deposited into.
- ◁ Money collected by teachers, groups, or organizations shall be remitted timely to the school secretary if the amount is over \$20.00; in any event, all collections must be turned in to the school bookkeeper or secretary each Thursday and the last day preceding a holiday or vacation period. All funds collected shall be supported by a copy of the cash receipt, if used, indicating purpose and shall be deposited intact. Any monies received by the secretary shall be locked in the building safe or other secure location. Money held by the teachers, groups or organizations, and not sent to the school secretary, shall be held in a locked cabinet.
- ◁ **Athletic Events Cash** . All funds collected should be turned over to the Athletic Director or his/her designee immediately following the event. Payments for gate workers, scorekeepers, etc. shall be taken from the receipts collected. All receipts shall be filled out with total collection amounts paid out. Any worker receiving payment should sign the form beside the amount he/she received. A copy of this form should be forwarded to the Payroll Department for inclusion of amounts paid in the indicated payroll. The Athletic Director should keep a copy, and give one copy to the school secretary along with the cash collected. Both the AD and the school secretary should sign the form, once money has been counted. All other procedures for cash receipts should be followed.
- ◁ All collections will be completed and signed by both the secretary and the individual submitting the money for the collection.

Depositing

- ◁ Deposit of cash and checks shall be made at least once a week. If cash and checks exceed \$1,000.00 a deposit should be made the same day. If unable to go to the bank, all funds should be placed in the school safe, and deposited the next school day. All cash and checks should be deposited before leaving on any school break.
- ◁ All deposit slips shall be made in triplicate and all checks shall be listed individually by maker and amount on all copies of the deposit slip. Deposit slips are numbered by the individual schools. This number should be recorded on the deposit slip. The school secretary should keep a copy of the deposit slip, one should go to the bank, and the third copy should be sent to the Administration Office for recording. Please send the deposit slip to the Administration Office immediately after deposit is made.

Adherence to these procedures not only protects sponsors from accusations of fiscal wrongdoing, but also will provide adequate internal controls as required by Generally Accepted Accounting Standards and CD9 Budget Policies & Procedures Manual.

PURCHASING PROCEDURES

Purchase Orders

A Purchase Order is required prior to every purchase. There are a few exceptions that will be explained later.

- ◁ Purchase Orders are processed through the SDS on-line system. Each building has its own procedures for beginning the purchasing process. At the high school, each employee submits the requisition on line. At the other schools and departments the secretary inputs the order in SDS.

- < Once the requisition is completed online, the requisition is authorized and it moves on to the next level of authorization, generally the principal or director. From there it goes to the Administration Office for approval, assignment of a number, and printing.
- < After being numbered, the purchase order will be returned via email to the building secretary. At that point the originator or the building secretary will need to mail, fax, or email the purchase order to the vendor. **The Administration office will no longer be mailing or faxing purchase orders.**
- < Any purchase order over \$8,000 must be approved by the board of education. The board normally meets once per month. The Administration Office will try to expedite any urgent purchase orders, but please make every effort to plan ahead.
- < **Any technology purchase, including computers and peripherals, must be made through the Technology Department.** This insures that all equipment is compatible with our systems and that the best available price is found. The Tech Department has numerous contacts with preferred vendors who work with the District in achieving the best prices. Please contact Michele Santi.
- < Once the merchandise is received, send the packing slip to the Administration office. Write the purchase order number on the packing slip. If there is no packing slip, or you have an invoice, make a copy of the purchase order on goldenrod and attach the invoice and/or note on the purchase order copy that the merchandise has been received. Please submit all packing slips immediately upon receipt. Even if the full order is not received, the packing slip should still be sent to bookkeeping right away. In that case, note the PO number on the packing list and note on it that the purchase order is not complete. If no packing list or invoice is included with the order, send a copy of the purchase order noting the items received.
- < Let the school secretary or Pam Trujillo know if there is a special reason why an order should not be paid. Employees needing to return merchandise should personally contact the company involved to determine their return procedures. Send copies of mailing or shipping labels to Pam so she is aware of the return.
- < The above process is necessary to ensure timely payment to vendors. Prompt and accurate communication between schools and bookkeeping will eliminate unnecessary time spent in responding to vendor inquiries.

Local Vendors

- < Purchases may be charged at the following local vendors (up to \$50 without an advance PO):
 - o Safeway (*must take Safeway Card, available at each building*)
 - o V & V True Value
 - o Colorado Sports
 - o Monte Vista Co-op
 - o Top Value
 - o Aspen Office Products
 - o Southern Colorado Computer Systems
- < **If less than \$50, immediately after making a purchase, please prepare an on-line purchase order. Once the purchase order is returned to you, attach the store receipt and send it through the interschool mail to the Administration Office.** Prompt submission of the Purchase Order and receipt makes payments more efficient. Failure to send the receipts over, means the office staff has to call the vendor for copies of receipts, and then we have to determine who made the purchase and contact that individual for a purchase order.
- < Charges may be made up to \$50. **Any purchase in excess of \$50 requires that a purchase order be completed prior to the purchase.** An individual or single school group may not make multiple charges at a local vendor in an effort to get around the \$50 limit. Multiple purchases at the same vendor in the same day will be treated as a single purchase and, if it exceeds \$50 total, it will NOT be reimbursed.

Wal-Mart Purchases

Wal-Mart does not accept Purchase Orders. In order to pay by check, a PO request for a check for the amount needed must be submitted and approved. For purchases to be tax-exempt, Wal-Mart has assigned Monte Vista Schools an ID number which will be written on the face of the check by the Accounts Payable bookkeeper. **The use of a school credit card is permissible, but remember to follow the policies above for any purchase exceeding \$50.**

Check Requests

Checks are run on Wednesday afternoons and/or Thursday mornings. We ask that you plan ahead to ensure all purchase orders, travel requests, and reimbursements are submitted before they are required. Any requests for checks received in the district bookkeeping office after noon on Wednesdays will be held until the following week.

Once checks are prepared they will be sent to the school offices.

Reimbursements

Anyone purchasing small amounts of supplies, \$50 or less, out of personal funds should complete a lavender reimbursement form and attach receipts. The forms are then signed by the principal/director and the accounting manager or superintendent. Reimbursement forms must be turned in to the administration office by the 15th of the month for payment and no later than 30 days after the purchase. Reimbursements will be paid once a month, the last week of the month. When purchasing, inform the merchant that the items are for the school so that sales tax can be avoided. **Sales tax will not be reimbursed.** Some merchants may not allow tax exemption as the state is becoming stricter in their requirements for proof of tax-exempt status. In view of this, all items should be purchased with a PO. Reimbursement requests must be submitted within 30 days of the purchase.

There is a \$50 limit on reimbursement for supplies unless advance permission has been obtained from an immediate supervisor. **D C D g ` a U m ` b c h ` V Y ` i g Y X ` h c ` f Y e i Y g h ` f Y] a V i f g Y a Y b h "**

The reimbursement form should also be used for such travel expenses as mileage (when unable to use a school vehicle), meals (adults and students), and miscellaneous expenses. Receipts do not need to be attached for meals, but, whenever possible, receipts for any miscellaneous expenses should be obtained and turned in with the form. Please use the reimbursement form for all meals, including student meals. If you pay for meals on a school credit card, you must provide receipts showing the use of the funds.

Please provide a brief description of the purpose of the trip, on #2 on the lavender form. For example: GT training in Colorado Springs, football game in Pagosa, etc. If adequate information is not provided, the form will be returned to the preparer for clarification.

Travel Expenses

When making hotel reservations, please confirm the exact amount and request a check for that amount to take with you. Many hotels do not allow sales tax exemption unless payment is made with school check. If a hotel will not accept a school check, use a school credit card, not your personal credit card.

VISA Charges

Each school has a credit card which should be used only for travel expenses such as hotel charges. Money for meals should be requested in advance and should not be put on the credit cards. As mentioned earlier, some hotels will charge sales tax if the rooms are not paid for with a school check. This should be verified in advance when making reservations. Rooms can be reserved, however, with the school credit card and then paid for by check.

Fuel for school vehicles should be paid for using the Fuelman card available in each vehicle. It requires a pin number, so please see Mark Hotz in advance to get your personal pin number.

All credit card charge slips along with a purchase order should be returned to the principal/director immediately upon return. Upon receipt of the monthly credit card bill, principals shall attach the receipt and previously numbered purchase order to the bill, individually code each line item of the bill, and return the packet to bookkeeping. Credit card statements should be returned promptly so that they can be paid soon enough to avoid finance charges.

In the current electronic age, many things can be purchased online, sometimes at considerable savings. Any purchase made online **MUST** have a purchase order prior to ordering, even if the amount is less than \$50. Be sure to print out the order acknowledgement/receipt from the online source and attach a copy to the school office copy of the PO. In addition, scan and email the order acknowledgement/receipt to Leona and include the PO number so she can attach it to our office copy.

Any purchase made not following these policies may require reimbursement to the District from the individual making the purchase. Any purchase made from personal funds exceeding \$50.00, not adhering to these policies will NOT be reimbursed. Failure to abide by these policies will be reflected in your employee evaluation.

The district is required to post all school credit card statements on the district web site. Please keep this in mind when using the school credit card.

Security of Keys/Fobs

Each year there are a number of thefts and incidents of vandalism resulting from carelessness with keys/fobs/cards. The district has always tried to give employees access to buildings at all hours by issuing exterior door keys/fobs/cards. When these are lost or loaned to others, the potential for security problems increases. Inform building principals and/or the maintenance director immediately if keys/fobs/card are lost. Keys/fobs/cards are never to be loaned to anyone. If a key is lost the individual will be responsible for the expense of rekeying the room or facility depending on what level of they have. The cost for rekeying a door is \$50.00; rekeying a ~~school~~ cost between \$4,000-6,000. If a FOB is lost, the individual will be responsible for the cost to deactivate the FOB.

Copy Machines/Managed Print Service

The district has a contract with Gobinç for copier and managed print services. Per the contract, %T æç ã { ~ { Á ! ^ • } [] } for a service call shall not exceed 4 hours+. If any copier is not repairable within a 12 hour period, vendor must advise the proper contact person. If a copier is not operational within 48 hours, copier must be replaced with a loaner or new copier with equal or greater specifications.+ Please notify the school secretary or Leona if you have concerns regarding response time for service.

Per our agreement for Managed Print Services, the printers are monitored for ink levels through a Print Wise program. When the ink level reaches a certain level, the program notifies Gobinç who will then automatically send the appropriate cartridge to the building office. When the printer tells you to replace the cartridge, you should have one on hand. **Do not replace a cartridge until the printer instructs you to do so.** Õ[à ã } q • Á , ã | | Á } [c Á • ^ } á Á ! ^] | æ & ^ Print Wise program sends notification. Please contact the school secretary or Leona if you are not receiving new ink cartridges in a timely manner.

Fund Raising

Any fund raising projects must be pre-approved by the principal and superintendent.

According to the Secretary of State, schools do not meet the criteria for licensing to conduct raffles (games of chance). Accordingly, please make sure that there are no raffles conducted by school personnel or students at any time. A raffle or game of chance is defined to be any activity that offers an opportunity to 1) give money or something of value for, 2) a random chance to, 3) obtain a prize.

However, it is legal to conduct games of skill. A game of skill removes random chance. For instance, instead of offering a cake to a person whose name is drawn out of a hat (raffle), the cake could be awarded to the person who most accurately guesses the weight of the cake. Or, a quilt could be awarded to the person who most accurately guesses the number of jelly beans displayed in a jar. (In the event of a tie, the winner should be determined by a means other than picking names out of a hat. It is a game of chance whenever any picking with no criteria occurs.) By the way, school-associated groups with established bylaws (band parents, etc.) are eligible to receive licenses for raffles.

Caution

Remember, failure to abide by district procedures regarding purchase orders, credit cards, cash, keys/fobs/cards, fund-raising, safety, sexual harassment, failure to report child abuse, and other guidelines in this handbook and in board policy could result in disciplinary action up to and including termination. (Although we hope that such actions will never be necessary, our unemployment service requires us to inform employees of both the importance of following correct procedures and the possible consequences of failing to do so.)

Administration Staff - In addition to their other responsibilities:

- < Leona Holland oversees the functions of the accounting department, assists in budget preparation, prepares for the annual financial audit, maintains the financial transparency page on the website, workers compensation, district insurance policies and other risk related programs.
- < Candy Briles handles payroll, employee benefits, time clock issues, and the Aesop Leave and substitute calling program.
- < Pam Trujillo handles check requests, purchase orders, vendor accounts payable, runs checks, takes care of the capital asset inventory, and assists with workers compensation and employee safety.
- < Jennifer Clutter handles state reporting, advertising for vacancies, teacher licensing issues, teacher education salary advancements, contracts, extra-duty contracts, BOE elections, oversees the food service program, processes free and reduced meal applications, maintains Board policy on the web, acts as secretary to the Board, and organizes the Consolidated Federal Programs application.

Employee Benefits

In addition to salary and wages, the district extends the following benefits to full-time employees:

Health, Dental, Vision, Life and Long-Term Disability Insurances

Single coverage for these benefits is paid by the district. Employees must be working at least 30 hours per week to be eligible. The cost for dependent coverage will be deducted ~ [{ Á c @ ^ Á ã } á ã ç. ã All full-time employees are & \ required to participate in the vision and dental insurance plans.

(Please see chart on the following page)

Plan Documents

staff tab of the webpage. This page also includes links to locate providers, and various forms.

Voluntary Benefits

Employees may voluntarily enroll in dependent coverage for health, dental, vision and life insurance; dependents are eligible to the end of the month in which they reach the age of 26, and may also enroll in tax sheltered annuities, including 125 Cafeteria Plan allows employees to obtain a more favorable tax status by arranging monthly deductions for dependent child care expenses and out-of-pocket expenses related to medical/dental/vision treatment and family medical/dental/vision insurance. Approved tax sheltered annuities - 403(b) plans are American Fidelity, Horace Mann TSA, Ameriprise, ING Reliastar, and AXA Equitable,

Withholding and deductible changes. Following is a list of dates when changes must be received by the payroll

	<u>Month</u>	<u>Day</u>
Changes to W-4 (withholdings)	Any	10 th
Changes to PERA 401(k)	Any	10 th
Changes to 403(b) annuities	Any	10 th
Changes to direct deposit	Any	10 th
Changes to Credit Union Deductions	Any	10 th
Changes to Cafeteria Plan (per statutes)	June	10 th

Retirement

The Public Employees Retirement Association (PERA) of Colorado has been adopted as the official retirement plan for the Monte Vista School District. Employees contribute 8% from their salary and the district contributes 19.65% (20.15% effective 1/1/2017). This increase includes the Supplemental Amortization Equalization Disbursement (SAED) in accordance with legislation signed into law in May 2006. The SAED is to be paid on the total payroll for all employees who work for a PERA-affiliated employer, just like the Amortization Equalization Disbursement (AED) that has been in

§ Voluntary Separation Plan

2017-2018 is the final year of the district Voluntary Separation Plan for employees who qualify. The plan (Policy GCQEA) can be viewed on the district web site under Board Policies. Beginning with the 2018-19 school a Longevity Bonus Program will begin in place of the VSP program.

Medicare

All employees hired after April 1, 1986 are required to pay 1.45% of their annual salary into Medicare, but they are not eligible to make deposits into Social Security. The district also is required to contribute 1.45% of employee salaries into Medicare.

Leave Days

All employees are entitled to leave days according to applicable policies. Part-time employees are only eligible for the number of days proportionate to their part-time status. Employees will be paid at the current rate of pay for substitutes in those positions, for accumulated leave days in excess of 40. Full-time employees who do not use any of their personal leave days will be eligible for a \$350 bonus.

Commencing with the 2015-16 school year employees are prohibited from taking personal leave days on the day before or the day after any scheduled holiday or break [including the first and last student days]. If leave is taken on any of these days the empl... At least 30 days in advance of the leave, the District Leave Appeals... district. ...

Bereavement Days

Each employee shall be granted three days bereavement leave, with full salary and without accumulation, for the death of ... guardian, grandparent, grandchild, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and grandparents-in-law. This would be interpreted to include members of the employeeq ...

One day of bereavement leave will be granted for the death of an aunt or uncle. Personal leave may be used for all other family relationships. Building administrators shall have the option of extending the bereavement leave up to five days based upon individual circumstances. Building administrator decisions may be appealed to the superintendent. The decision of the superintendent will be final. Employees utilizing bereavement leave shall give notification to the appropriate building administrator prior to the employee's absence.

All leave days, whether personal, professional or bereavement, should be recorded using the new Aesop substitute calling program. Procedures and details can be found in the appendix at the end of this document. For all professional, non-chargeable, and bereavement days, please include in the notes section a description of the reason for the leave request.

Unemployment

The district pays Colorado Unemployment Insurance on a reimbursable basis.

Paydays

Board policies GCBA and GDBA stipulate that paydays shall be on the 25th of each month, or the earlier workday if the 25th falls on a weekend or holiday. Requests for early paychecks cannot be granted.

Employees are encouraged to use electronic direct deposit. The system works well and every employee can obtain a statement of deductions. The amount deposited and itemization of deductions.

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It is extremely important that any work-related injury be reported immediately and the proper forms (available from secretaries) filled out. Leona Holland is the district's first aid coordinator and should be contacted in the event of questions. It is also important to know that medical treatment for work-related injuries must be provided by one of the designated medical providers. This is required for a 2.5% discount on the cost of medical services. The following instructions apply:

All employees must obtain medical treatment for work-related injuries and illnesses from physicians located at one of the following medical providers.

- | | |
|--|---|
| 1. SAN LUIS VALLEY HEALTH OCCUPATIONAL MEDICINE
2115 STUART STREET
ALAMOSA, CO 81101
Phone # 719.589.8110 | 2. MONTE VISTA MEDICAL CLINIC
1033 2 nd Avenue
MONTE VISTA, CO 81144
Phone # 719.852.8827 |
| 3. Rio Grande Hospital Clinic
310 County Rd 14 Unit C
Del Norte, CO 81132
Phone # 719-657-2418 | 4. SAGUACHE CLINIC
405 N DENVER AVENUE
SAGUACHE, CO 81149
Phone# 719 -655-2531 |

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by one of the above designated medical providers. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- < Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- < Report any injury immediately to the appropriate supervisor and/or Leona Holland or Pam Trujillo in the administration office (852-5996).
- < Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the employer may result in the employee's return to work.
- < Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- < Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.
- < Make sure the designated provider you have chosen is contacted and a follow-up appointment is made if you are seen in the Emergency Room after hours.

- < Be sure you fully understand your restrictions at all times, if you have any. Be sure to follow all restrictions given by the doctor, whether at work or not.
- < Keep your employer informed about your progress if you are off work.
- < Wage replacement benefits can be reduced by up to 50% in cases where the employee
 - < The willful failure of the employee to use safety devices provided by the employer.
 - < The willful failure to obey any reasonable rule established by the employer of the safety of the employee.
 - < The employee being under the influence of alcohol or a controlled substance.

The Employee should expect to:

- < Obtain an appointment as soon as possible.
- < Receive a Report of Workability form which outlines restrictions, if any.
- < Have all treatments and referrals accomplished in a timely manner.

event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the

Federally Mandated Family and Medical Leave (FMLA)

Policy GBGF and accompanying regulation and exhibit set forth the eligibility requirements and procedures for requesting leave under the Family and Medical Leave Act of 1993 (FMLA). The form for requesting a health leave of absence is included in this handbook as Appendix E.

Transportation Regulations & Rules

A Student Travel Handbook is available on the district web site. Please review it when planning trips.

Safety

There is no issue more important than the safety of our students and employees. For this reason, the district has safety policies, rules, training, and a safety committee composed of the Leadership Team. Please discuss any issues concerning safety with your principal or director. You may also contact Leona Holland in the Administration Office. Any accident will be investigated immediately to identify and eliminate the cause(s).

The safety rules for teaching faculty/support staff, maintenance and custodial workers, food service staff, and transportation staff are included as enclosures to this handbook. Please read them carefully as each employee must sign a statement acknowledging receipt and compliance. (This is necessary to qualify for reduced insurance rates.) Keep in mind that these safety rules are not all inclusive. If you use a specific piece of equipment, please be sure to read and understand how to use it. Step stools are available in every building, please check with the school offices for locations.

Caution - The following elements are present:

- The rule existed and/or a safety device was provided.
- The employee was aware of the rule or requirements to use the device.
- The rule or requirement was enforced.
- The violation was willful.

Willful or repeated violation of safety rules by employees will result in disciplinary action.

Practices for the Prevention of Disease/Infection Transmission

Policy EBBA-R discusses safe practices for handling body fluids and substances,

distinction may be made between body fluids and substances from individuals with a known disease or infection and

those from asymptomatic or undiagnosed individuals. Body fluids and substances include blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva.

The following infection control practices should be followed by all school district personnel in all situations involving potential contact with any body fluids and substances.

1. Wear gloves when it is likely that hands will be in contact with body fluids or substances (blood, urine, feces, wound drainage, oral secretions, sputum or vomitus). When possible, wear gloves while holding bloody noses and dealing with cuts that are bleeding heavily. Gloves should be kept in emergency response kits and be readily available at sites where students seek assistance for bloody noses or injuries.
 - a. If gloves are not available, the use of towels or some other clean material as a barrier may provide some protection.
 - b. Cuts and sores on *your* skin should be routinely covered to avoid infection.
 - c. When possible, have students wash their own cuts and abrasions. After cuts are washed with soap and water, they should be covered with Band-Aids or bandages of the appropriate size. Where possible, students should be taught to hold their own bloody noses.
2. Wash hands often and well, paying particular attention to areas around and under fingernails and between fingers.
3. Clean up as soon as possible after any skin contact with any body fluid or substances
 - a. Wash skin with soap and water.
 - b. Wash contaminated surfaces and non-disposable items with standard disinfectant. Use aerosol germicide cleaner.
 - c. Wash contaminated clothing and linen in detergent with hot water.
 - d. Contaminated tissues, paper towels and other disposable items should be placed in plastic bags before being

Extra Duties

Policy GCT requires that extra duty positions be compensated. Compensation for extra duty positions shall be based on a basic assignment. Extra responsibilities and the compensation therefore, shall be in accordance with a schedule approved by the school board.

The following general responsibilities are inherent to extra duty positions:

- < Being an excellent role model for youth and displaying highest levels of integrity.
- < Implementing discipline policies/training rules consistent with policies/procedures/handbooks.
- < Acting as a school official in supporting and enforcing all district policies and regulations.
- < Maintaining teacher licensure or CHSAA authorization (if necessary for the position).
- < Not making personal money from camps involving district athletes or facilities.
- < Ensuring all funds are accounted for via proper account codes and verified by office personnel.
- < Ensuring that purchase orders are submitted in accordance with district procedures.
- < Ensuring that receipts are submitted for all expenditures.
- < Providing school administration and athletes with a schedule of all camps, scrimmages, games, etc., as far in advance as possible.
- < No fraternization or the appearance thereof with any Monte Vista School District student.
- < No consumption of alcohol/drugs or the appearance thereof with any student.
- < Care and protection of school property and equipment.
- < Proper supervision of students (including while waiting for transportation).
- < Maintaining the safety of students.
- < Reporting to social services any instances of child abuse.
- < Maintaining current CPR/First Aid Cards (required for coaches & recommended for sponsors).

Sexual Discrimination and Harassment

Policy GBAA requires a learning and working environment that is free from sexual harassment. Sexual harassment may include but is not limited to:

- Sex-oriented comments
- Pressure for sexual activity
- Repeated remarks to a person with sexual implications

body
Suggesting or demanding sexual involvement, accompanied by implied or explicit threats
Sexual violence

Students and staff may file a formal grievance of sexual harassment through use of the procedure outlined in policy AC-R. If the alleged harasser is the immediate supervisor with whom a grievance would be filed, the student or employee may file the grievance with the superintendent. If the alleged harasser is the superintendent, the grievance should be filed with the president of the board of education.

All matters involving sexual harassment complaints shall remain confidential to the extent possible.

Staff members shall keep all relationships with students on a professional level at all times to avoid any appearance of impropriety, favoritism, or undue influence. All staff members are expected to exercise good professional judgment about appropriate contact with students. Failure to abide by the above could result in disciplinary action up to and including termination.

Drug and Alcohol Use by Staff Members

Observance of policy GBEC is a condition of employment. Staff members should review the policy in its entirety. Accordingly, it shall be a violation of Board policy for any district employee to possess, use or be under the influence of alcohol or illicit drugs on district property, in or on district vehicles, at any school-sponsored or district-sponsored activity or event, or off district property when the employee is on duty.

Policy GBEC defines narcotics, drugs and controlled substances as defined in law. Although some

actions involving marijuana are no longer prohibited by state law, federal law still prohibits the manufacture, sale, distribution, possession and use of marijuana. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana is an illicit drug for prescription or over-the-counter drug that does not meet the following four criteria: (1) the employee has a current and valid prescription for the drug or the drug is sold over-the-counter; (2) the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter; (3) the drug is used or possessed at the dosage prescribed or recommended; and (4) the drug is used or possessed consistent with the safe and efficient performance of the

An employee shall be suspended immediately after arrest for possession or for being under the influence of a controlled substance.

Policy GBED forbids smoking, chewing, or any other use of any tobacco products by staff and students while on school property.

Staff Concerns, Complaints, and Grievances

Hopefully, faithful adherence to the above will foster a climate of trust between all levels of school employees. However, there is a district policy (File GBK) that gives guidance to employees when concerns or complaints arise. Using the policy for a formal grievance should not be viewed as negative. At the time of the filing of a grievance, the employee should be advised that the grievance process is not intended to resolve concerns arising from issues not related to these three areas do not fall under the purview of the policy and are handled informally by school and district administrators.

Staff Conduct and Responsibilities

Be sure to review Policy GBEB which stipulates rules of conduct for all school personnel. It reminds us that it is our responsibility to familiarize ourselves with and abide by the laws of the state, the policies of the Board, and the regulations designed to implement them.

Policy GBEB details rules of conduct concerning information disclosure, acceptance of gifts, felony/misdemeanor convictions, child abuse, and possession of deadly weapons. It also outlines the following responsibilities of all employees:

- Faithfulness and promptness in attendance at work.
- Support and enforcement of policies of the Board and the regulations of the school administration in regard to students.

Diligence in submitting required reports promptly at the times specified.
Care and protection of school property.

and welfare of students, including the need to insure that students are appropriately supervised.

ALL SCHOOL EMPLOYEES ARE LEGALLY OBLIGATED TO REPORT INSTANCES OF SUSPECTED CHILD ABUSE OR NEGLECT.

Staff Communications

Email is the district approved method of communicating all information to staff. Check your email daily.

Staff Participation in Political Activities

cases it should be made clear to observers that the expressed point of view is personal and does not represent the school district.

Salary Schedule Advancement

The Teacher Salary Schedule will be used to verify coursework and must be submitted to the admin office by the first Thursday in September.

Professional Staff Recruiting/Hiring/Transfers

Policy GCE/GCF describes the hiring process for professional staff. Policy GCK outlines procedures for the assignment and transfer of professional staff.

Licensed employees may request reassignment or transfer at any time by submitting a written request to their building principal with a copy to the superintendent.

Professional Staff Time Schedules

Each day shall be 8.5 hours for the number of student contact days in the school calendar and any additional negotiated teacher days. The specific hours for each school for each school year shall be recommended by the principal and approved by the superintendent.

meetings as may be required for the proper functioning of a school, to serve on committees involved in curriculum development and textbook selection, and to participate in parent-school meetings, hold them to reasonable frequency and length, and make committee assignments.

Since certificated staff members are not eligible for compensatory time, district procedures have been developed to account for any leave time needed by teachers during the day. Additionally, procedures have been developed to compensate teachers for that time spent substituting for other teachers during portions of the work day.

Support Staff Supplementary Pay Plans

All non-exempt classified employees must clock in and out on the time clock each work day. The payroll period is from the 6th day of the month through the 5th day of the next month.

Policy GDBC gives overall direction concerning support staff overtime. It directs that support staff employees shall be paid overtime at the rate of one and one-half times the regular rate of pay for hours worked in excess of 40 in any work week. It also provides for an option of compensatory time at a rate not less than one and one-half hours for each hour of employment (over 40 hours per week) for which overtime compensation is required. Work performed in excess of the normal week but less than 40 hours will be compensated for on a one-for-one basis.

Determination as to whether overtime shall be compensated by overtime pay or by compensatory time shall be made prior

to the performance of the work. Non-exempt employees may accrue no more than 80 hours of compensatory time per fiscal year.

Overtime hours are calculated on hours worked in excess of 40 in any regular work week. A regular work week is defined as the period of time beginning at 12:01 a.m. Friday and continuing through 12:00 a.m. the following Thursday. All time worked past the regularly schedule hours shall require the advance approval of the supervisor, except in an emergency.

Support Staff Break Time

Although supervisors may extend mid-morning or mid-afternoon breaks to employees, there is no requirement in law to do so. A February, 1999 opinion from CASB legal counsel points out that Colorado Department of Labor and Employment rules for break time do not apply to public school districts. Of course, this ruling has nothing to do with scheduled lunch breaks.

Staff Use of the Internet and Electronic Mail

Policy EGAEA *Electronic Communication* and policy EHD *Staff Use of the Internet* set forth general rules and practices including the following:

Electronic communication systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic communication systems are not intended for personal use by district employees. Employees should have no expectation of privacy when using district electronic communication.

General rules of behavior and communications apply when using the Internet. Failure to follow the acceptable use procedures will result in the loss of the privilege to use this system.

In order to use the Internet, a staff member must first be issued an Internet account. Before a staff member is issued an Internet account, the staff member must agree to the acceptable use procedures.

Email is the district approved method of communicating all information to staff. Check your email daily.

Staff Use of Personal Cell Phones

Employees are expected to use their personal cell phones in a professional manner during the school day. Cell phones should be turned off during class time and used only during planning periods, between classes, etc.

District Policy

There are approximately 500 policies that govern all district activities in the below areas. Employees are encouraged to review these policies. **All district policies can be accessed on the district web page www.monte.k12.co.us**

- A. Foundations and Basic Commitments
- B. School Board Governance and Operations
- C. General School Administration
- D. Fiscal Management
- E. Support Services
- F. Facilities Planning and Development
- G. Personnel
- H. Negotiations
- I. Instruction
- J. Students
- K. School-Community-Home Relations

List of Appendices

- A. Student Incident Report Form
- B. Employee Safety Rules
- C. 2017-2018 Academic Calendar
- D. Request for Health Leave of Absence - Family Medical Leave Act
- E. Aesop Absence Reporting
- F. Direct Deposit Voucher Procedures
- G. Requisition Procedures
- H. Requisition Approval Procedures
 - I. Blackout Day Personal Leave Exception Request GCCAA-E-1
- J. Employee Acknowledgment Statement and Signature

STUDENT INCIDENT REPORT FORM

Monte Vista School District C-8
345 East Prospect Avenue
Monte Vista, CO 81144
(719) 852-5996

**PLEASE FILL OUT TOP PORTION AND RETURN TO DISTRICT NURSE WITHIN
48 HOURS AFTER ANY INCIDENT INVOLVING STUDENT INJURY OR ACCIDENT.
PLEASE PRINT OR TYPE.**

SCHOOL: _____ DATE/TIME OF INCIDENT: _____ / _____

STUDENT'S NAME: _____ GRADE: _____

HOME ADDRESS: _____ HOME PHONE: _____

NATURE OF INJURY: CONTACT?		PART OF BODY INJURED:			BODY FLUID
<input type="checkbox"/> Abrasion	<input type="checkbox"/> Cut	<input type="checkbox"/> Ankle	<input type="checkbox"/> Finger	<input type="checkbox"/> Nose	
<input type="checkbox"/> Amputation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Arm	<input type="checkbox"/> Foot	<input type="checkbox"/> Scalp	<input type="checkbox"/> Yes
<input type="checkbox"/> Bruise	<input type="checkbox"/> Laceration	<input type="checkbox"/> Back	<input type="checkbox"/> Hand	<input type="checkbox"/> Tooth	
<input type="checkbox"/> Burn	<input type="checkbox"/> Scratches	<input type="checkbox"/> Elbow	<input type="checkbox"/> Head	<input type="checkbox"/> Wrist	<input type="checkbox"/> No
<input type="checkbox"/> Concussion	<input type="checkbox"/> Sprain	<input type="checkbox"/> Eye	<input type="checkbox"/> Knee	<input type="checkbox"/> Leg	
<input type="checkbox"/> Other: (Specify) _____		<input type="checkbox"/> Other: (Specify) _____			

INCIDENT OCCURRED AT: School Home To or From School Athletics
 Other: _____
(Specify) _____

IF SCHOOL RELATED:
WHERE: Classroom (Specify) _____ Gym Playground Athletic Field
 Other: (Specify) _____

WHAT: Classroom Work Lunch Recess Regular Recess Fighting/Horseplay
 PE (Activity) _____
 Athletics _____ Practice Competition

DESCRIPTION OF INCIDENT:
How did incident happen? What was student doing? Where was student? List specifically unsafe acts and unsafe conditions existing. Specify any tool, machine or equipment involved.

Signed: (Person making report) _____ Date of Report: _____

Person(s) who witnessed the incident: _____

(If serious incident, please obtain statements from witness(es) and attach.)

* * * * *
* * * * *

IMMEDIATE ACTION TAKEN:	DESCRIPTION OF FIRST AID GIVEN:
<input type="checkbox"/> First Aid Treatment	_____
<input type="checkbox"/> Sent to Health Office	_____
<input type="checkbox"/> Sent Home	_____
<input type="checkbox"/> Sent Physician	_____
<input type="checkbox"/> Sent to Hospital	_____

Did injury/incident require: Ambulance Police

Was parent or other individual notified? Yes No When: _____

How: _____ By Whom: _____

Name of Individual Notified: _____

Relationship: Mother Father Other:(Specify) _____

Signed: (PRINCIPAL) _____ Date: _____

Signed: (NURSE) _____ Date: _____

FOLLOW-UP INFORMATION OBTAINED: _____

Monte Vista School District
Teaching Faculty & Support Staff General Safety Rules

It is the intent of the Monte Vista School District to limit the risk of injury to the teachers, paraprofessionals, secretaries and students by asking that faculty members keep in mind the following safety rules:

1. Attend all training sessions on the handling of body fluids, follow safety procedures at all times.
2. When lifting boxes, desks, supplies, etc., remember to lift with your knees, not your back.
3. Do not stand on desks or chairs to hang items on bulletin boards or from the ceiling.
4. Do not place heavy items on shelves higher than shoulder level.
5. Keep the windows and exit doors clear of obstruction in case of a fire.
6. Be conscious of safety hazards around the campus and report them quickly to the principal.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees, keep their safety in mind when working together.
9. Follow the proper procedures for transporting students to ensure their safety.
10. When in doubt of safety procedures when doing any task it is always better to ask than to risk injury.

Safety Violations

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.

Monte Vista School District
Maintenance/Custodial General Safety Rules

It is the responsibility of everyone to maintain the school grounds and buildings to ensure safety to all staff and students. The following safety rules will be followed by all members of the maintenance and custodial staff.

1. Keep work areas clean and orderly. Clean up all tools and equipment and put them up properly when a job is finished.
2. Be alert, watch for, and heed all warning signs and tags when working on such things as:
 - < Electric lines
 - < Water/Steam lines
 - < Chemicals
 - < Power equipment
3. Report any unsafe conditions to the supervisor immediately, correct the situation if possible.
4. Appropriate clothing and safety wear must be used at all times, examples include;
 - < Gloves
 - < Masks
 - < Safety glasses
 - < Hard hats
5. Horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student, or the operation will not be tolerated.
6. Do not perform any task unless you are trained and aware of the hazards associated with that task, examples include;
 - < Boiler repair
 - < Chemical use
 - < Equipment use
7. Practice safe work habits. When in doubt about performing a job safely, contact the supervisor for instruction and training.
8. Be considerate of fellow employees; keep their safety in mind when working together.
9. Always perform an assigned job in a safe and proper manner. **DO NOT TAKE SHORT CUTS.** Taking short cuts, excessive speed and ignoring established safety rules are leading causes of employee injury.
10. Follow safe lifting practices, if in doubt ask for help.
11. Make sure all fire exits and fire doors are kept clear of obstructions.
12. If an injury does occur, report the incident to the supervisor immediately.
13. Avoid unnecessary moving of an injured person.
14. Notify first-aid personnel and keep the injured as comfortable as possible until medical assistance arrives.
15. Follow safety rules for each specific duty your job may require.

Safety Violations

Benefits can be reduced by 50% if a safety violation is the cause of the injury if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirement was enforced.
4. The violation was willful.

Monte Vista School District
Food Service Staff General Safety Rules

It is the responsibility of the food service staff to limit risk to students, staff and members of the food service staff. The following general safety rules will be followed by all food service staff members.

1. Attend all training sessions on the handling of body fluids, and follow safety procedures at all times.
2. When lifting boxes, supplies, equipment, etc., remember to lift with your knees, not your back.
3. Do not stand on boxes, chairs or shelves to reach high objects.
4. Do not place heavy items on shelves higher than shoulder level.
5. Appropriate clothing and safety wear must be used at all times when operating equipment.
6. Do not attempt to operate any equipment unless you have been trained and understand all safety requirements.
7. Be considerate of fellow employees; keep their safety in mind when working together.
8. Attend all training sessions on first-aid, follow safety procedures at all times.
9. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
10. When in doubt of the safety requirements for a task, it is always better to ask than risk injury.

Safety Violations

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.

Monte Vista School District
Transportation Staff General Safety Rules

It is the responsibility of the transportation department to ensure the safety of transportation equipment and operations for all students and staff members. The following general safety rules will be followed by all transportation staff members.

1. Attend all training sessions on the handling of body fluids, and follow safety procedures at all times.
2. Keep work area clean and orderly. Clean up any tools and equipment properly when a job is finished.
3. Maintain a schedule for inspection of vehicles and equipment to ensure all safety requirements are met.
4. Attend all training sessions on evacuation of transportation vehicles and follow the safety procedures at all times.
5. Keep walkways and fire exits clear from obstructions.
6. When lifting boxes, equipment, etc., remember to lift with your knees and not your back.
7. Do not permit horseplay, practical jokes, fighting or other disorderly conduct which may endanger any employee or student.
8. Be considerate of fellow employees; keep their safety in mind when working together.
9. Be conscious of any safety hazards around the transportation vehicles and campuses and report them immediately to the supervisor.
10. Follow safety rules for each specific duty or job required. When in doubt of safety procedures when doing any task it is always better to ask than risk injury.

Safety Violations

Benefits can be reduced by 50% if a safety violation is the cause of the injury, if the following elements are present:

1. The rule existed and/or a safety device was provided.
2. The employee was aware of the rule or requirements to use a safety device.
3. The rule or requirements were enforced.
4. The violation was willful.

MONTE VISTA SCHOOL DISTRICT
Request for Health Leave of Absence
Family Medical Leave Act (FMLA)
 (To be completed by employee)

Name: _____ Date of Request: _____
 Home Address: _____ City: _____ Zip: _____
 Home Phone: _____ School/Dept: _____
 Position: _____

Instructions:

1. Complete form.
2. Notify principal/supervisor of your requested leave.
3. Send completed form to the Administration Office.
4. The Admin office will give you the appropriate Medical Certification Form. Take the Medical Certification Form to your health care provider for completion. You must furnish certification within fifteen (15) days from the date of the notification.

I request the following health leave of absence for:

- Personal Illness
- Family Illness
- Maternity/Paternity
- Military Family Leave (may require additional verification)

Beginning date or anticipated start of leave: _____

Ending date or expected end of leave: _____

Paid Benefits Requested (check any leave you wish to use and how much) Current balances are shown on your most recent pay stub.

_____ Personal Illness _____ days & _____

_____ Family Illness _____ days & _____

_____ Maternity/Paternity _____ days & _____
**requires additional application form*

Employee Signature: _____ Date: _____

Principal/Supervisor Signature: _____ Date: _____

Administration Office	
Date request received: _____	Date Medical Certification Received: _____

FMLA Eligibility Notice Sent: _____	FMLA Designation Notice Send: _____
Approved _____	Denied _____

AESOP

There is a new link and look for AESOP.

<https://aesoponline.com/login2.asp>

The AESOP link on the Monte Vista School District Website has been updated.

Absence Management
Formerly Aesop

Sign In


ID:

Pin:

[Pin Reminder](#)
[Login Problems](#)

Welcome To Absence Management

You are about to enter Frontline Absence Management!
Please enter your ID and PIN to login to your account, or
click the button below to learn more about Frontline's
growing impact on education.

 **frontline**
education.

[Privacy Policy](#)
© Frontline Technologies Group LLC <>
All rights reserved. Protected under US Patents 6,334,133, 6,675,151, 7,430,519, 7,945,468 and 8,140,366 with additional patents pending.

PAYROLL DIRECT DEPOSIT VOUCHER

Your direct deposit voucher will be emailed to you through the secure SDS system. To access the system use the following line: <http://ww2.monte.k12.co.us/>. This site is password protected and only individuals with assigned rights can access it. You can also access the site from the Monte Vista School District website, as shown below.



You can click on "SDS Web Office" on the drop down or you can click on page below.



Your Login ID is the first part of your school email address. For example – myname@monte.k12.co.us, the login would be myname. The Password is the last 4 digits of

your social security number. The following instructions will walk you through the SDS system login and Employee Portal access.

MONTE VISTA SCHOOL DISTRICT
SDS Web Office

Administrative System Login

User ID:

Password:

[Forgot or Change Password?](#)

Support

[SDS Support \(X-Connect\)](#)
[Click here to learn about X-Connect](#)
[Update News](#)
[Contact Us](#)
Phone 800-323-1605
Fax 630-955-1599



Services

[W2 and 1099](#)
[Free User Video \(Release\)](#)
[State Quarterly User Web](#)
[Training Order Form](#)
[Check Order Form](#)
[Envelope Order](#)

SDS Resources Online
Monday, August 10, 2015
10:16:42 AM
Version 150809
.Net Framework 3.5



MONTE VISTA SCHOOL DISTRICT
SDS Web Office

  [Logout](#)

- Financial Office
- Look and Browse
- Employee Portal
 - View Your Information
 - Project Your Pay If You Change
 - Message Center
- Purchasing
- Reports
- Finance Help

Launch report menu in a new window

Support

[SDS Support \(X-Connect\)](#)
[Click here to learn about X-Connect](#)
[Update News](#)
[Contact Us](#)
Phone 800-323-1605
Fax 630-955-1599

Services

[Free User Video \(Release\)](#)
[State Quarterly User Web](#)
[Training Order Form](#)







SDS Resources Online
Monday, August 10, 2015
10:17:14 AM

Click on Message Center

Log

tion
You

Refresh Del Mark as Read

		From	Subject	Date/Time
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	7/22/2015 11:00:00 PM
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	6/24/2015 11:00:00 PM
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	5/20/2015 11:00:00 PM
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	4/22/2015 11:00:00 PM
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	3/18/2015 11:00:00 PM
Read		BRILES, CANDACE	Attachment: Direct Deposit Voucher	2/24/2015 11:00:00 PM

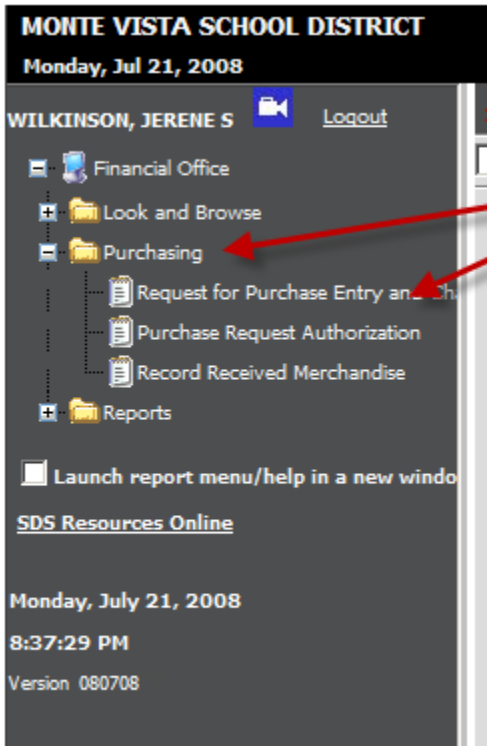
To get a copy of your voucher, click on the paper clip icon. The voucher will open in another window.

Browse...

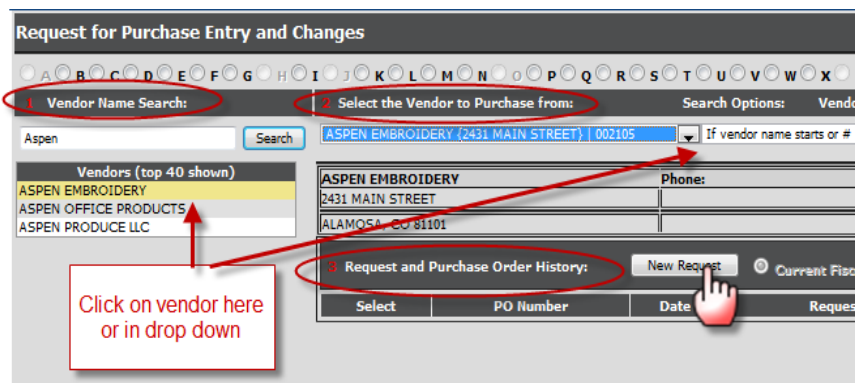
Purchasing Requisition Procedures

The SDS Purchase Order system contains a complete encumbrance system that updates the budget time of creating a requisition. Once an invoice is entered in Accounts Payable, the system will automatically relieve the encumbrance and budget balance on each account affected. Purchase orders may be maintained

Request for Purchase Entry and Changes



Locate Purchasing on the menu tree and select Request for Purchase Entry and Changes.



1. Enter the first few letters of the vendor name, select search (or click on a letter above for a list of vendors that start with that letter).
2. Select the vendor from the dropdown from the list at the left.
3. Select New Request.

1 Order For: Jerene Wilkinson | 5002 for the Current Fiscal Year. Order From: ASPEN EMBROIDERY (2431 MAIN STREET) | 3717

2 Ship to Information: Request Number: 000000880 Dated: 7/21/2008

3 Enter the required information below Account, Qty... 4 Save, Total & Add Line 5 Request is Complete, Exit

Automatically fills in based on Order for selection

Can use last 4 digits of account code

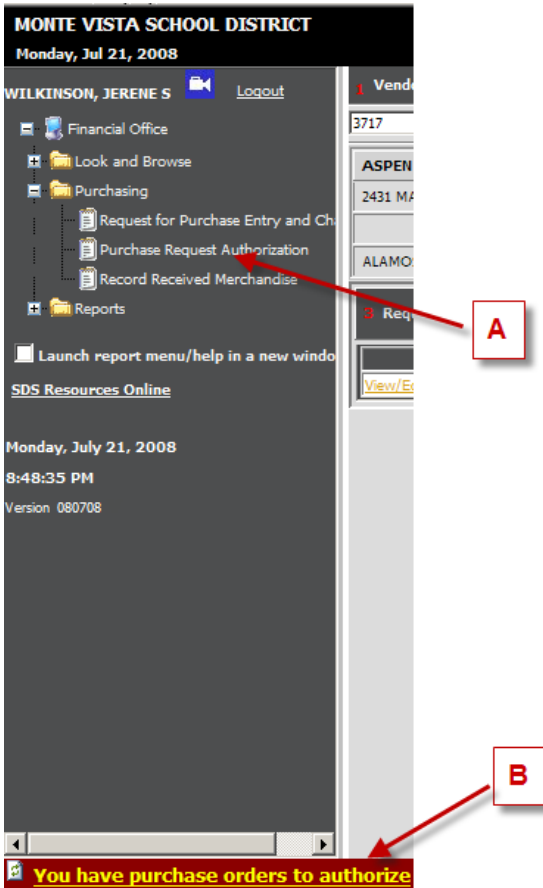
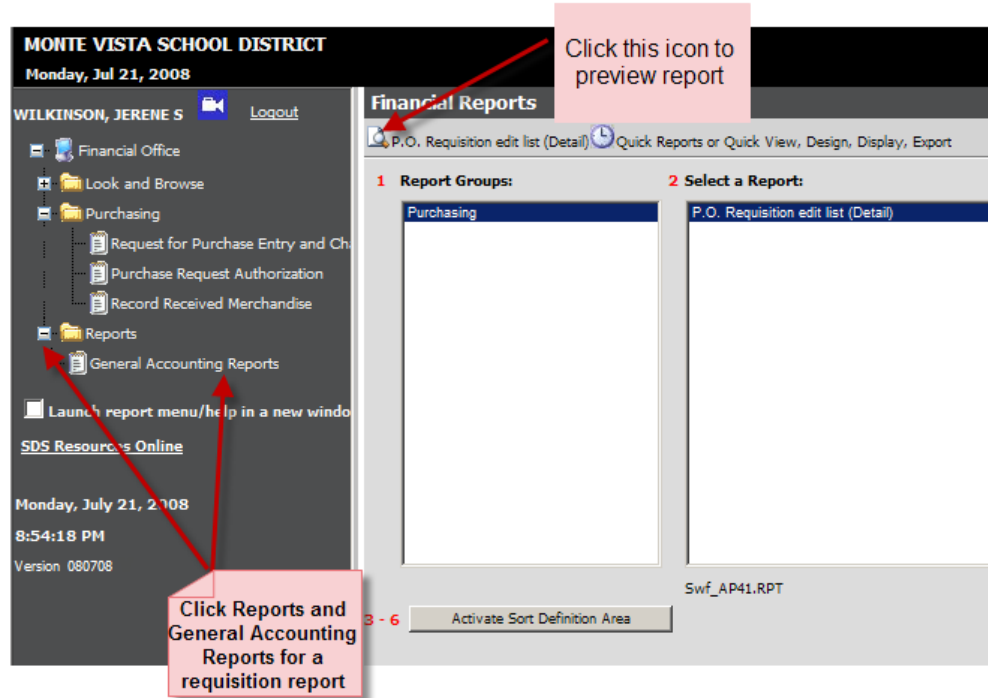
Del?	Qty	Price	Total	U of M	Item	Item Description	Account Number
<input type="checkbox"/>	1	2	\$2.00	ea	24242	watchamacalits	10-600-5017 ?
<input type="checkbox"/>	0	0.0000	\$0.00				? ?
			\$2.00				

Special Order Handling Instructions:

Complete the PO entry screen by following the red numbers and filling in the appropriate information.

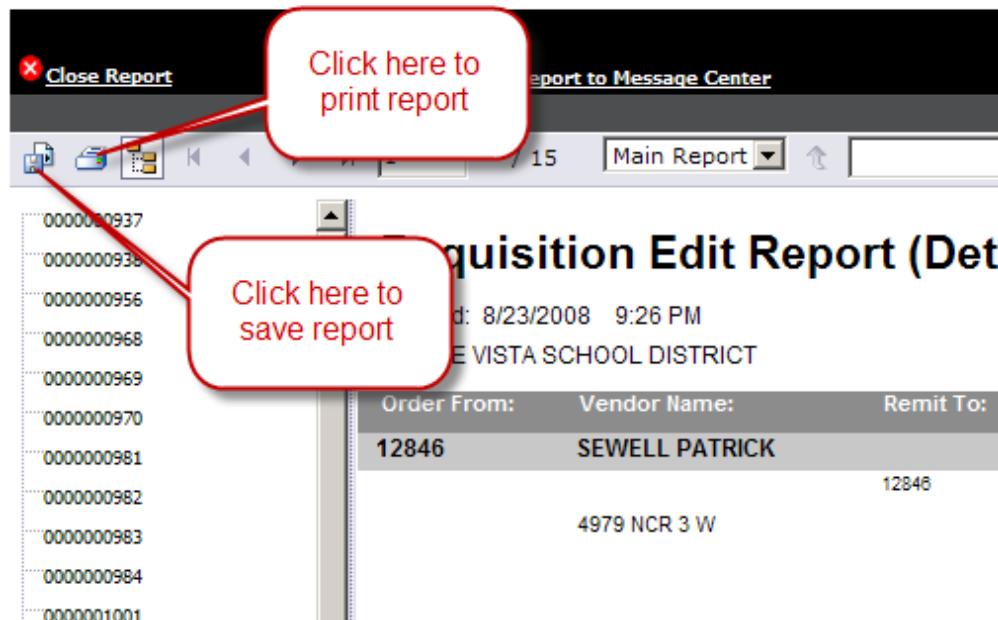
1. From the drop down, select who you are ordering for (usually yourself).
2. k o u this, unless it is being sent to a different location than that shown.
3. Enter the required information as needed. This information is similar to what you have put on purchase orders.
 - a. To handle a purchase order where one or more items are being sent different account codes, please fill out a copy of a paper purchase order with the item names and amounts. also type up the items being ordered on a separate piece of paper and attach it to the requisition.
 - b. Then on the computer requisition, in the total column type the amount to be taken from the first number column. Continue this process until the purchase requisition is complete.
4. To add another line to the requisition, click this button.
5. When requisition is complete, click here. Authorization of the requisition can be done by checking next to button.

When Purchase Order entry is complete; select General Financial Reporting Reports from the menu tree.



Select Purchasing from Group # and P.O. Requisition Edit List from Group #.

Click on the report preview icon to see the report. The report opens in a new window. (If the report does not open, check to see if pop-ups are being blocked.)



Verify your entry information.

To make any corrections to the requisitions, locate Purchase Order Request Authorization on the requisition page. You can click **A** or **B**. This will take you to the Requisition Authorization page.

Administrative Group: Authorize Level From: 0 Authorize Level To: 3 Current Year Next Year

Check All Lines Uncheck All **Authorize if Checked** Not Authorized if Checked Refresh

Show Requests if They are : Not Authorized Authorized Authorized or Not Authorized

Authorize	Total	For	Vendor	Date	Request	Auth Code
<input type="checkbox"/>	\$2.00	Jerene Wilkinson	ASPEN EMBROIDERY	7/21/2008	0000000880	0

1

2

Click on the blue Request number to make changes

Locate the Request that needs to be corrected and make corrections.

If the requisition is okay you can now authorize it. Click on the **Authorize** button. Then click on the **Next** button to move to the next person in the authorization level.

If you want to have a copy of the requisition, be sure to print or save it prior to completing the authorization process.

To save the report click on the save icon.

Close Report Report to Message Center

15 Main Report 100%

Requisition Edit Report (Detail)

Printed: 8/23/2008 9:26 PM

WESLEY VISTA SCHOOL DISTRICT

Order From:	Vendor Name:	Remit To:	Vendor Name:
12846	SEWELL PATRICK	12846	SEWELL PATRICK
	4979 NCR 3 W		

0000000937

0000000938

0000000956

0000000968

0000000969

0000000970

0000000981

0000000982

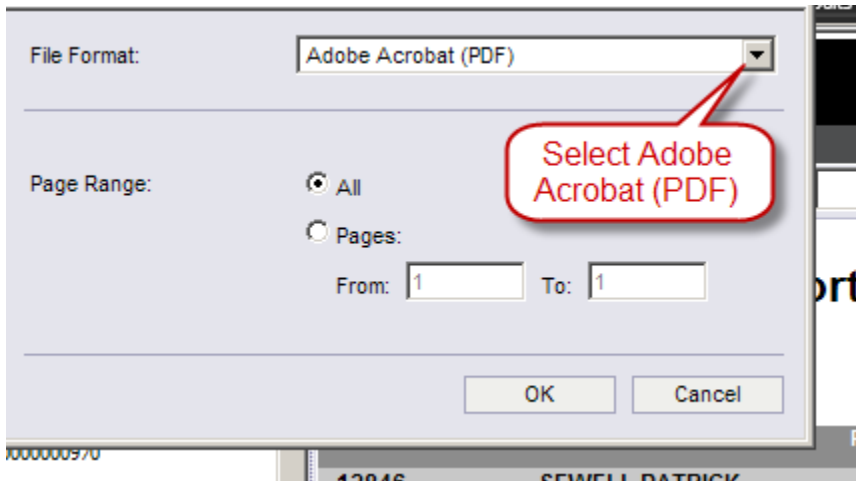
0000000983

0000000984

0000001001

Click here to print report

Click here to save report



You will see this window. Click on the dropdown and select Adobe Acrobat (PDF). Then click OK. This will open the document as a PDF which you can then save to your file on the server.

If you need a rush on a purchase requisition, please email or notify the next person in the authorization level so they can authorize it.

Once the requisition has gone through the approval process a purchase order number will be assigned. The purchase order will be sent by email to the building secretary. At that time the purchase order can be mailed, emailed, or faxed to the vendor. If you have an attachment (for multiple account numbers for one item) be sure to send that copy with it. If the secretary has not sent the PO on to you, you can access a copy of it as shown below.

Account Number	Description	Year to Date	Open Bal	Year to Date	Budget	Budget Balance	Funds Account Number	Next Year's Budget	NYB Processed	NYB Approved	NYB Adjustments	NY Budget
10-300-3058	HS PURCH PROF/TECH SER SCIENCE	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0300	0.00	0.00	0.00	0.00	0.00
10-300-3058	HS REPAIR/MAINT	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0430	0.00	0.00	0.00	0.00	0.00
10-300-3108	HS OTH PUR SER	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0500	0.00	0.00	0.00	0.00	0.00
10-300-3122	HS STUDENT TR	0.00	0.00	2,200.00	2,200.00	2,200.00	10-300-10-1300-0580	0.00	2,200.00	2,200.00	0.00	0.00
10-300-3135	HS SUPPLIES SCIENCE	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0560	0.00	0.00	0.00	0.00	0.00
10-300-3145	HS SUPPLIES SCIENCE	0.00	0.00	1,400.00	1,400.00	1,400.00	10-300-10-1300-0610	0.00	1,400.00	1,400.00	0.00	0.00
10-300-3188	HS BKS/PERIOD SCIENCE	0.00	0.00	0.00	200.00	200.00	10-300-10-1300-0640	0.00	200.00	200.00	0.00	0.00
10-300-3208	HS ELECT MED NAT SCIENCE	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0650	0.00	0.00	0.00	0.00	0.00
10-300-3228	HS EQUIP SCIENCE	0.00	0.00	0.00	500.00	500.00	10-300-10-1300-0730	0.00	500.00	500.00	0.00	0.00
10-300-3248	HS OTHER SCIENCE	0.00	0.00	0.00	0.00	0.00	10-300-10-1300-0800	0.00	0.00	0.00	0.00	0.00

The Purchase Order will open in a new window. You can then print the PO.

Additional Information

1. Purchase Order for locally purchased items. If you did not get a purchase order prior to purchase at a local vendor, please complete the above procedure for a purchase requisition. Once you receive the copy of the purchase order, attach the receipts from the local vendor to the purchase order and return to the Administration Office. **Purchases over \$50 must have a purchase order prior to making the purchase.**
2. Procedure for requesting a check. If you need a check, i.e. hotels, conference fees, etc., you can use either the SDS purchase requisition procedure above or a paper purchase order. Use the purple travel/reimbursement form for mileage and meals for adults and students. Be sure to include the purpose of the trip, i.e. GT training, football game, CASE Conference, etc.

Monte Vista School District C-8
Non-Eligible Personal Leave Exception Request

For District Use Only: Date this request was received: _____ Initials: _____

Staff member name: _____

Please use this form to file an exception on non-eligible leave days. Use of p

This form must be received in the MVSD Administration office no later than *fourteen calendars days* after the first school day following the absence. Please place an "X" in the box that

- Family Medical Leave Act eligible*
- Jury Duty*
- Medical event involving employee or immediate family member
- Bereavement leave eligible event
- Other

In the space below please provide all the information you believe necessary to help the Appeals Team fully understand the circumstances for this exception request. (If space is inadequate please attach additional pages.)

Date(s) of the absence: _____ Did supervisor have prior notice: Yes No
Description of rationale for submitting exception application: _____

Team recommendation: Approve: _____ Deny: _____ Date: _____

*If this application is for FMLA or Jury Duty please attach the notice of approved FMLA Leave or the jury summons verification. If for other reasons provide whatever documentation feel supports your application.

Employee Acknowledgment Statement and Signature

Employee Name: _____

I acknowledge that I have received an electronic copy of the 2017/2018 Monte Vista School District Personnel Handbook. I have read and understand the contents of the handbook and agree to familiarize myself with the material in the handbook and understand that I am governed by its contents. I further understand that the district may change, rescind or add to any policies, benefits or practices described in the handbook, from time to time, and I accept responsibility for abiding by these changes. The Personnel Handbook is also available on the Monte Vista School District website.

Employee Signature: _____ **Date:** _____

Notice

As an additional condition of employment, the district provides medical treatment of work-related injuries and illnesses from physicians located at one of the following providers:

All employees must obtain medical treatment for work-related injuries and illnesses from physicians located at one of the following medical providers.

- | | |
|--|---|
| 1. SAN LUIS VALLEY HEALTH OCCUPATIONAL MEDICINE
2115 STUART STREET
ALAMOSA, CO 81101
Phone # 719.589.8110 | 2. MONTE VISTA MEDICAL CLINIC
1033 2 nd Avenue
MONTE VISTA, CO 81144
Phone # 719.852.8827 |
| 3. Rio Grande Hospital Clinic
310 County RD 14 Unit C
Del Norte, CO 81132
Phone # 719-657-2418 | 4. SAGUACHE CLINIC
405 N DENVER AVENUE
SAGUACHE, CO 81149
Phone# 719 -655-2531 |

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of a non-emergency, after-hours injury (after 4:00 p.m. or before 8:00 a.m. on weekdays or during weekends), the employee should go to the emergency room at the SLV Regional Medical Center or the Rio Grande Hospital. Again, follow-up care must be provided by one of the medical providers designated above.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of the treatment.

Please sign below acknowledging this district procedure. Thanks!

I have read and am fully aware of this district procedure regarding medical treatment for work-related injuries and illnesses.

Employee Signature: _____ **Date:** _____