

Human Resources

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Personnel Action Request PARS/ E-PARS

E-PARs are completed for resignations and terminations only and are completed by Administration.

Paper PARS are done for supplemental pay, work, overtime approval, and leave of absences.

Contact:

Christina Carlos

Website Resource:

Intranet

- Departments

- Human Resources

- Forms

- Personnel Action Request



Personnel Action Request

Absence Job Number:
(Professional Day(s) / LOA)

Date: _____ Social Security Number (Last five digits): X X X - X - _____

Employee Name: _____
Last First Middle

Position Title: _____ School / Dept: _____

If Teacher, Grade and/or Subject: _____

☐ Classified ☐ Certified ☐ Administration ☐ Other: _____

REQUEST FOR

☐ Leave of Absence (LOA) ☐ Professional Day(s) ☐ Resignation ☐ Return from LOA ☐ Termination
☐ Position Change ☐ New Hire ☐ Retirement ☐ Supplemental / Addendum ☐ Other: _____

REQUEST FOR TRAVEL

CHECK MODE OF TRANSPORTATION – CHECK ALL THAT APPLY: ☐ Personal Car ☐ District Vehicle ☐ Rental Car ☐ Air

Estimated Cost of Travel – Itemize Each Category Below:

Registration Fee: \$ _____ Transportation: \$ _____ Substitute (\$120/day) \$ _____
Lodging: \$ _____ Meals: \$ _____

Total Estimate: \$ _____ Dollar Amount Approved: \$ _____
(Superintendent completes the dollar amount approved)

Superintendent Approval: _____ Date Approved: _____
(Superintendent Signature)

DETAILS OF REQUEST: *Specify in detail the reason(s) for the request. If requesting travel, the PAR must be submitted at least four weeks in advance • Failure to submit this request in time may result in disapproval • All conference requests must have attached conference information (info. on registration, host hotel, etc.) • All requests for airline travel must include attachment of a price quote.*

Date(s) of Absence: _____

Substitute Required? ☐ Yes ☐ No

Person Originating Request Signature: _____

HUMAN RESOURCES DEPARTMENT USE ONLY*: VISIONS Item: ☐ Yes ☐ No Date Entered into VISIONS: _____

Date Received: _____ Board Item: ☐ Yes ☐ No Board Meeting Date: _____

Effective Starting Date of Employment: _____ Employee to Receive: ☐ State Retirement ☐ Insurance ☐ Sick Leave ☐ Vacation

Degrees / Certificates: _____ Hours / Week: _____ Column: _____ Step: _____

Term of Contract: _____ Salary: _____ Replacing (if applicable): _____

*(Supervisor recommending hire should complete this section)

Funding Code(s) and Percent(s):				
Approved		Signature	Date	Remarks
Yes	No			
		Principal / Dept. Head		
		District Administrator Signature (for coding)		
		Human Resources		
		Business Office		Time Trak
		Payroll Office		

AESOP/Frontline

AESOP/ Frontline is the online absence, substitute system.

Guest Teachers and/or Employees may need support in logging in to report an absence or pick-up an assignment.

Contact:

Christina Carlos

Website Resource:

<https://app.frontlineeducation.com>

1-800-942-3767

District Website

-Staff

-AESOP



GUEST TEACHERS

Approved February 8, 2018

2018-2019 Pay Schedule:

1-20 days of service per academic year	\$90/day
21+ days of service per academic year	\$100/day
Long-term*	\$120/day
LESD retired teachers starting day 1 (also eligible to receive long-term* pay)	\$100/day

For half-day release school days, Guest Teachers receive half of their daily rate of pay.

* 10 consecutive days in the same assignment, retroactive to day one

Requirements:

- Fingerprint Clearance Card
- Arizona Substitute Teaching Certificate **or** Arizona
Emergency Substitute Teaching Certificate

Note: The salary of employees who have retired with the Arizona State Retirement System (ASRS) will be reduced from the applicable amount shown on the salary schedule by an amount that will allow the District to offset the costs associated with paying an alternative contribution rate paid to ASRS pursuant to A.R.S. Section 38-766.02.

Leadership Performance Pay Forms (SS)

Employees can complete up to 60 hours of extracurricular activities and be paid \$28 per hour.

Contact:

Christina Carlos

Website Resource:

<https://drive.google.com/file/d/1VBknafxG16gXFEJNhWCUSlwFLaFbsNHHK/view?ths=true>

Evaluations (SS)

Classified Evaluations are completed after 90 days of employment as well as annually in March.

Certified Employees receive two formal observations each year.

Administrative Evaluations completed annually in March.

Contacts:

Elizabeth Jimenez – all classified employees

Holly King – all certified and administrator employees

Important HR dates

Item	Date
Certified Contracts	Late Feb/March
Annual Evaluations	Completed in March
Open Enrollment	April/May
Notice of Appointments	May

HR Team Contacts/Areas of Responsibility

Dr. Jeff Sprout, Assistant Superintendent of H.R.	
Christina Carlos Administrative Assistant	<ul style="list-style-type: none">• AESOP• Processing of Pars• Guest Teachers• Department Purchase Orders• Application status updates, questions, assistance• ID badge requests
Elizabeth Jimenez Classified Specialist	<ul style="list-style-type: none">• Onboarding of all classified employees• Intramurals• Verification of employment forms for classified staff
Holly King Certified Specialist	<ul style="list-style-type: none">• Onboarding of all certified employees• Verification of employment forms for certified staff• Teaching Certificates
Bianca Altamirano Benefit Specialist	<ul style="list-style-type: none">• Workman Comp claims/injuries• Open enrollment• All benefit-related questions• Enrollment of benefits for new employees• Leave of Absence and Family Medical Leave Act requests
Stephanie Niehus Recruiting & Retention Specialist	<ul style="list-style-type: none">• Job Fairs• District Events• Student Teacher/Intern Placements

Injuries

On the job injuries, which do not require immediate medical attention must be reported to your supervisor or site nurse.

The Alliance, Laveen's Workers' Comp insurance carrier, must also be notified.

Alliance on-call triage nurse 1-888-CLAIM-89 (1-888-252-4689)

Press 2 for triage nurse

Press 4 for Member Services

Contact: Bianca Altamirano

Intramurals

All schools in the Laveen Elementary School District participate in the Intramural Sports Program.

Contact:

Todd Morgan – Athletic Director, tmorgan@laveeneld.org

Website Resource:

<http://www.laveeneld.org/intramural-sports>

Programs and Services

-Intramurals

Employee Assistance Plan

Optum/ United Healthcare serves Laveen employees and their household when life happens.

This is a confidential service at no cost to you and these benefits are designed to help you manage daily responsibilities, major events, work stresses or any issue affecting your quality of life.

All benefits can be accessed by calling 1-866-248-4094. Available 24 hours a day, 7 days a week.

Contact: Bianca Altamirano

Web Resource:

Staff

- Intranet

- Benefits

- Employee Assistance Program

As part of your benefits, EAP services are available at no extra cost. This includes referrals, seeing in-network clinicians and initial consultations with mediators or financial and legal experts

Want to retain a lawyer after your consultation? You'll get a 25 percent discount.

Access to liveandworkwell.com is always free. For more information, please refer to your employer-provided benefit information.

24-hour online access is also available at liveandworkwell.com.

You and your family can also go online any time to:

- Check benefit information
- Submit online service requests
- Search the online clinician directory
- Use our virtual help centers to find information and resources for hundreds of everyday work and life issues
- Participate in interactive, customizable self-improvement programs

All records are kept confidential in accordance with federal and state laws.

Find a better balance between your work life and your home life — so you can enjoy life.

Real people. Real life. Real solutions.

Your Employee Assistance Program

(866)248-4094

Or log on to liveandworkwell.com

Access code: Laveen

This program should not be used for emergency or urgent care needs. In an emergency, call 911 or go to the nearest emergency room. This program is not a substitute for a doctor's or professional's care. This program and its components may not be available in all states and coverage exclusions may apply.

Application Process

All applicants applying for a certified, classified, administrative, guest teacher, or student teaching position with Laveen Elementary School District must apply online in order to be considered for employment.

Job openings may be viewed from the district website.

Applicants should review the “How to Apply” steps on the district website.

Contact: Christina Carlos

Web Resource

Employment

-How to apply

-Job Openings

Confidentiality

Please send all calls for information/verification of employment for employees to Christina Carlos.

Process Server

Employees are not permitted to be served while at work.