

Ashdown School District Procedure and Information Book 2018 – 2019



www.ashdownschools.org

Revised 8/1/18

Picture ID must be worn at all times and will be used as your pass to all school activities.

We are so glad that you are working in the Ashdown School District this school year. On the following pages you will find information on procedures required by the Administration Office. This manual has information for all personnel. There are many rules and policies we have to follow and we hope this information will be helpful to you. As rules, regulations and technology change so will our procedures. As always, if you have any questions do not hesitate to call or e-mail one of us and ask questions.

Casey Nichols, Superintendent
cnichols@ashdownschools.org
898-3208 extension 1601

kelli.parson@dmesc.org
870-584-8657 or 898-3208 extension
1606

Annie Turner, Supt. Secretary
aturner@ashdownschools.org
898-3208 extension 1601

Lorie Thrash, Special Ed/Fed Secretary
lthrash@ashdownschools.org
898-3208 extension 1605

Patti Baldwin, Secretary
pbaldwin@ashdownschools.org
898-3208 extension 1600

Teri Lynn Day, Curriculum Director
tday@ashdownschools.org
898-3208 extension 1608

Ruby Rosenbaum, Secretary
rosenbaum@ashdownschools.org
898-3208 extension 1604

Debbie Greathouse, Federal Programs
dgreathouse@ashdownschools.org
898-3208 extension 1609

Beth Provence, Business Manager
bethp@ashdownschools.org
898-3208 extension 1602

Ronda Pounds, Public Relations Coord.
pounds@ipa.net
(903) 826-4434

Kim Joyce, Bookkeeper
kjoyce@ashdownschools.org
898-3208 extension 1603

Kelli Parson, Special Ed Director

E-Mail

Please use the school e-mail to contact Central Office for questions whenever possible. This should save all of us considerable time. The e-mail addresses for Central Office is under the introduction in this manual. If you do not have a complete e-mail list in your address book, contact the Technology Department at **898-4485 extension 1504**. The e-mail address is usually the first letter of your first name followed by your last name @ashdownschools.org.

Exceptions: David Billingsley, Tech Director is davidb & Beth Provence, Business Manager is bethp to name a few. If you have a question regarding an employee's email address, contact Patti @ **898-3208 extension 1600**.

Contact **Annie Turner @ Administration Office – 898-3208 extension 1601** if you need information regarding the following:

- Ⓜ Appointment to see the Superintendent
- Ⓜ Copy of your In-Service travel forms
- Ⓜ District credit cards & receipts
- Ⓜ To report Administrator absentees, vacation days & off campus time
- Ⓜ District calendar events
- Ⓜ Advertising for job vacancies
- Ⓜ School Board policy books
- Ⓜ District bid files
- Ⓜ Personnel info & files
- Ⓜ Information regarding School Board meetings or members
- Ⓜ Employee job descriptions and evaluation forms
- Ⓜ Paraprofessional testing
- Ⓜ Salary schedules & indexes
- Ⓜ **Alert** notifications

Contact **Patti Baldwin @ Administration Office – 898-3208 extension 1600** if you need information regarding the following:

- Ⓜ Employee files
- Ⓜ Employee Attendance & **Balance**
- Ⓜ New Employee Data
- Ⓜ Forms for changes in personal information (name, address, phone number, W-4, emergency contact and emergency phone number)
- Ⓜ Background Checks
- Ⓜ Child Maltreatment Registry
- Ⓜ Ashdown High School Scholarship
- Ⓜ Insurance
- Ⓜ PCMI – Willsub
- Ⓜ Substitute Information
- Ⓜ Elections
- Ⓜ Home Schooling
- Ⓜ Athletic Passes
- Ⓜ Financial Disclosures
- Ⓜ Time Clock

Contact **Ruby Lee Rosenbaum @ Administration Office – 898-3208 extension 1604** if you need information regarding the following:

- Ⓜ Information regarding account payable invoices
- Ⓜ Checks written for account payables
- Ⓜ Reimbursement checks processed
- Ⓜ Inventory records and ID tags
- Ⓜ Process Clearing Accounts
- Ⓜ Balance all insurance payments with amounts withheld from employee checks

Contact **Kim Joyce @ Administration Office** – 898-3208 extension 1603 if you need information regarding the following:

- Ⓞ Activity accounts
- Ⓞ Coding for expenditures
- Ⓞ Help with expenditures and revenue
- Ⓞ Worker's compensation (accidents, doctor appointments, claims, etc.)
- Ⓞ Arkansas Teacher Retirement & APERS
- Ⓞ AEA/NEA/CTA membership and deductions from payroll
- Ⓞ All taxes: State & Federal
- Ⓞ W2's, tax exemptions & 1099s
- Ⓞ New Pay Rate Info
- Ⓞ Contracts (rates, experience & levels)
- Ⓞ Hotel reservations
- Ⓞ Help with purchase orders/requisitions
- Ⓞ Reimbursements
- Ⓞ Salary schedules & indexes

Contact **Beth Provence @ Administration Office**- 898-3208 extension 1602 if you need information regarding the following:

- Ⓞ All financial accounting
- Ⓞ Revenue and expenditures of all school district funds
- Ⓞ Financial reports and statements for the district
- Ⓞ Budget administration
- Ⓞ Payroll, Cafeteria Plan, 403b Plan, garnishments, etc.
- Ⓞ Time Clock Export
- Ⓞ Wage and hour procedures and reports
- Ⓞ HIPAA
- Ⓞ Audit requirements
- Ⓞ Training campus office personnel in required district, state and eFinance procedures
- Ⓞ Ashdown High School Scholarship Program

Contact **Lorie Thrash @ Administration Office** - 898-3208 extension 1605 if you need information regarding the following:

- Ⓞ Requisition/purchase order processing of State/Categorical, Federal Accounts, GT, Homeless, AR Game & Fish, Shooting Sports
- Ⓞ Hotel reservations
- Ⓞ Reimbursements for travel, classroom expenses
- Ⓞ Tuition reimbursement request
- Ⓞ P-Cards
- Ⓞ ARMAC training coordinator
- Ⓞ Amazon, Wal-Mart, credit card purchases
- Ⓞ Parapro Exam administrator

Contact **Debbie Greathouse @ Administration Office** – 898-3208 extension 1609 for information on:

- Ⓞ Teacher Licensure, renewal, changes or updates

Contact **Kerrie Hallett @ District Service** – 898-4485 extension 1501 if you need to reserve a school van or a bus.

New Employees

New employees must have all paperwork-*application, original transcripts, personnel data sheet from prior district, teacher certificate, teacher retirement form, I-9 form, copy of driver license, copy of social security card, W-4, drug free workplace form, criminal background check, fingerprints, Child Maltreatment*

Registry and new employee information form-into Patti Baldwin no later than August 31st.

New employees must have their contract signed and returned to Kim Joyce before the first day of school.

Employee Changes and Updates

Additional education hours and/or degrees-staff members who have additional college credit hours and/or degrees that will move you up on the salary schedule for the new school year must have original transcripts sent to Kim Joyce at Central Office by August 31st. Be sure to attach a note or e-mail both Kim Joyce and Patti Baldwin stating that the transcript relates to your current or new school year contracted salary.

Any changes to name, address, telephone number or emergency contact needs to be sent to Patti Baldwin via change form or e-mail pbaldwin@ashdownschools.org immediately or aturner@ashdownschools.org

Employees leaving the district should update new addresses for sending out W2 forms and any other necessary communication.

Any changes on the teacher certificate needs to be addressed immediately. See Debbie Greathouse for the application to add licensure and information on what to do.

Teachers who have a Master's Degree, the certificate must reflect Masters and all certifications that go with the Master's.

Time Clock

ALL classified employees are required to use the time clocks. You are required to clock in and out for **breaks** and **lunch** each day. If you do not get to take your breaks, notify your Principal/Director in writing or through e-mail. If the problem is not solved, notify the Business Manager.

Certified employees must use the time clock for any extra hours worked. If you forget to clock in or out, the secretary can make the correction from your Time Clock Change Request Form. Central Office will make changes to the Secretary's and Attendance Clerk's time if necessary. These forms will be kept at each location. If corrections are requested on a regular basis, a report should be sent to the Business Manager. Disciplinary action may be necessary. Correction forms must be turned in the same day, no later than the following day.

Each employee must approve their time sheet online when they clock out each day. Supervisors will also approve online daily. **If you do not approve your time sheet online, the export to payroll will not reflect any hours worked for that week.**

Payroll

Our payroll weeks are Sunday through Saturday regardless of beginning or ending of the month.

Payday is on the 15th of each month. If the 15th falls on a weekend or holiday, payday will be the last working day prior to the 15th. Checks cannot be issued early. The checks will be sent to the campuses/buildings.

At the end of each school year, everyone will receive all remaining compensation on the 15th of June. Employees who participate in direct deposit will have all three summer checks deposited in June. Employees who receive paper checks will receive all summer payroll checks in June. The District will not hold any payroll checks for any employees.

If there are any stipend checks not tied to a contract, they will be issued on the last school day of each semester.

Insurance

All changes in Payroll Deductions are due in the Central Office no later than August 31st.

Health Insurance changes can be done at open enrollment in October with effective date of January 1st. Supplemental Insurance open enrollment is in December with effective date of January 1st.

No changes can be made after these dates until the next year unless you have a qualifying event. All requests must be done through EBD. If no changes are received at EBD by the deadlines, you will assume any new rates for insurance that you are participating in.

We offer Direct Deposit and most banks offer ATM cards and accounts with no service charge. You can have your check direct deposited and withdraw your money from the bank with an ATM card. You will still receive a check stub with all your check information. This is an option, not a requirement.

Absences

All absences, except bus drivers, **maintenance and technology**, must go through Will Sub. If you have a technical problem, call **Patti Baldwin or WillSub Tech Support**. **Employee signature sheets must be turned in to Patti Baldwin at Central Office and school business/professional development forms must be turned in to Annie Turner** by noon Tuesday following the end of the pay period (last Saturday of the month) unless otherwise specified.

All absences **MUST** be signed on **THE DAY THAT YOU RETURN TO WORK**. Your signature on the sheet will verify that the information is correct. **IT IS YOUR RESPONSIBILITY TO KEEP UP WITH HOW MANY DAYS YOU HAVE**

AVAILABLE AND HOW YOU CLAIM YOUR DAYS. If you have any questions or need to verify, either e-mail or call Central Office. Always call to verify when you have a question.

If you do not sign the form, your leave will be entered as sick leave.

NO CHANGES CAN BE MADE AFTER THE LEAVE IS POSTED!!! Be sure to check how the leave is charged. If you make changes, be sure to initial where you changed the type of leave.

If there is a change before the paperwork comes to Central Office, notify the attendance clerk as soon as possible to make the correction. She will be able to change it if it has NOT been sent to Central Office.

All personal and vacation days MUST be requested at least 24 hours in advance.

Donation of Leave

The Donation of Leave form must be filled out and turned into the building's office. The building's office will send it to Patti Baldwin at Central Office. The donated days will automatically come off of your leave balance. If the employee doesn't use your days that were donated, the days will be returned to your leave bank.

The employee that is receiving the donated days must use all of their leave first before they can use the donated time. If the donated time hasn't been used before the end of the year, the days will be returned to the person that donated the days. The days won't show in your leave bank until you need the days.

Jury Duty

Employees called for Jury Duty must notify their supervisor as soon as letter is received for Jury Duty. Employees may claim School Business if the original letter is presented to the supervisor and a copy attached to your leave form. If you do not present your letter, a day will be used from your leave bank. Policy 3.14/8.10

FMLA

If you need to take family medical leave, the forms MUST be filled out completely and turned in to Annie Turner or Patti Baldwin at Central Office.

Insurance

We offer health, dental, vision, life and supplemental insurance.

All new employees must apply for or decline health insurance within 30 days from date of hire. Changes can be made at open enrollment in October with effective

date of January 1st. Qualifying event changes can be made within 30 days by contacting EBD.

If you do not apply for insurance coverage you must sign the EBD form to decline insurance.

You will receive information from EBD (Employee Benefits Division) concerning any changes or additions in the Public School Insurance.

Necessary forms for any and all medical insurance changes and/or additions must be submitted to EBD by mail, fax or online. They will notify us of changes to your deduction.

Employees already participating in the medical insurance program do not need to do anything to continue your current coverage. By no response from you, you are accepting the new rates for the new school year.

Any employee who resigns or transfers to another school at the end of the school year will be carried on our insurance through August 31st. Premiums will be withheld from your final check for insurance premiums through August.

If you have questions concerning your coverage, please call EBD or your supplemental insurance company.

Workers Compensation

If you are injured on the job:

1. Report or have a witness report the injury to your supervisor.
2. Call Kim Joyce at **898-3208 extension 1603** or **Patti Baldwin at 898-3208 extension 1600** to report the injury verbally. If you are unable to make the call yourself, have someone on your campus call. Kim will send you to the appropriate physician and/or hospital emergency room.
3. Report to Kim Joyce's office to complete necessary paperwork as soon as possible.
4. Do **NOT** go to the doctor (unless it is the emergency room) without contacting Kim. If you do not follow procedures, Workers Compensation may not pay and you will be responsible for any charges incurred.

If you do not follow proper procedure for Workers Compensation, benefits MAY be denied by the Workers Compensation Insurance Company.

Workers Compensation for Substitutes (PCMI WillSub)

1. Report or have a witness report the injury to your supervisor.
2. Call Patti Baldwin at **898-3208 extension 1600** to report the injury verbally. If you are unable to make the call yourself, have someone on your campus

- call. Patti will send you to the appropriate physician and/or hospital emergency room.
3. Report to Patti Baldwin's office to complete necessary paperwork as soon as possible.
 4. Do **NOT** go to the doctor (unless it is the emergency room) without contacting Patti. If you do not follow procedures, Workers Compensation may not pay and you will be responsible for any charges incurred.

If you do not follow proper procedure for Workers Compensation, benefits MAY be denied by the Workers Compensation Insurance Company.

Requisitions, Purchase Orders and Invoices

All purchases, including Activity Accounts, require a purchase order number. If purchase is over \$250 it must be entered in eFinance.

You must keep copies of all paperwork, including attachments, receipts, etc.

REQUISITIONS: Requisitions must be turned into the campus secretaries for Administrator approval and processing. Requisitions must also be sent to the Administrator of the funds, if someone other than your administrator, prior to sending to the Superintendent for approval.

We are ordering supplies from the Office Depot-Business Solutions, or DeQueen-Mena Educational Cooperative unless notice is given about other vendors. If you can't find the item you are looking for, then you can order from other places.

Once the requisition and purchase order is complete, the secretaries will be able to print it from eFinance and place the order.

You will be personally liable for any expenses incurred if procedures are not followed.

INVOICES: Secretaries and Principals or Directors must sign each invoice and indicate it is ok to pay. **If all of your paperwork is not complete, signed and copied, it will be returned.**

Please make sure all of your items are received. If you sign for something, it is **YOUR** responsibility to make sure you are signing for what is actually delivered. If any items are not received or additional items included in the order, make notes on shipping document.

Invoices from a previous fiscal year CANNOT be paid with school funds in the current fiscal year including Activity Funds. The only exceptions are invoices dated the last week of June.

BUDGET: It is the responsibility of the Principal/Director to keep up with their budgets. Each secretary can print eFinance reports at any time which will give a current remaining budget balance.

ACCOUNTS PAYABLE CHECK RUNS:

Wednesday – Activity

Thursday – District

Plan Ahead – if required paperwork is not turned in on time, you may have to pay & request reimbursement with proper documentation.

There may be a change in the check run schedule during the first week of the month. You will be notified if a change is necessary. There will not be any checks processed during the first week of July.

We cannot issue manual checks. You must plan ahead or pay for expenses and request reimbursement.

There are certain vendors we no longer use. Check with the office at your location or Central Office. If you wish to purchase from these vendors, you may do so and request reimbursement but the purchases must still be approved in advance.

P – Cards

Pay Cards may be checked out at Central Office for purchases. There is a new line on the Requisition Form to check if you need to use a pay card. Receipts are due within five (5) working days or you will be responsible for the charges. If you have not paid those charges, they will be deducted from your next payroll check.

Travel

All travel MUST be approved by the Superintendent.

If you plan to travel for school business, you must follow these procedures.

1. Complete a Travel/In-service Request Form, and obtain all required signatures and turn in to your campus secretary who will forward to the appropriate office for approval.
2. When you receive your copy of the approved Travel Request Form you can begin to make travel arrangements and registration. You will need a separate P.O. for each.
3. Contact Kim Joyce or Lorie Thrash at Central Office for hotel reservations. CHANGES OR CANCELLATIONS MUST ALSO BE MADE BY THEM. You will be responsible for reimbursing the district for any charges if procedures are not followed.
4. You will receive an email confirmation from Kim or Lorie for your hotel reservation.

5. After In-service travel has been approved, complete registration forms and submit with requisition for fees if applicable.
6. Complete requisition for a check to take with you to pay for the hotel if it is not direct billed.
7. Call District Services – (870) 898-4485 **extension 1501** to request a van.
8. The eFinance Code must be on the form & it must be signed by your administrator & the administrator of those funds. **Kerrie Hallett or Lorie Thrash must verify that a van was not available before mileage will be paid.**

If you wait until the last minute or the last day to request a check, you may be required to pay the costs and request reimbursement.

*****IF YOU FAIL TO ATTEND YOU WILL BE RESPONSIBLE FOR REIMBURSING THE DISTRICT FOR ANY COSTS INCURRED.*****

Travel and Purchase Reimbursement

Please refer to the policy for more information.

The Reimbursement Request Form is online or available from your Campus Secretary. Expenses will only be reimbursed when the proper receipts and documentation are turned in within **TEN days**. The required documentation is listed on the form.

1. The district will reimburse up to **\$36.00** maximum per day for meals **in state and \$50.00 out of state**. This does not include alcoholic beverages. Valet services may be reimbursed under certain circumstances such as no other parking available or other parking is not feasible or safe. Tips may be reimbursed up to 15% of the meal with itemized, **signed receipt**. All receipts must be itemized, dated and have the name and location of the establishment. If charged on a credit card, charges **MUST** be itemized. We cannot accept credit card authorization slips or credit card bills. We **CANNOT** accept hand written receipts unless stamped, signed and dated by the establishment.
2. **A copy of the agenda or your itinerary is required.**
3. **A copy of your In-Service Approval Form is required.**
4. **You MUST request a school van or mileage will not be paid. If a van is not available, mileage will be reimbursed at .43 cents per mile. All out of district mileage reimbursements MUST be accompanied by a Map Quest printout.** Gas credit card receipts **MUST** be signed by the person who used the card & turned in with the card. If you lose a receipt, you have 10 days to obtain a copy & turn in to central office or you will be responsible for the charge.

Mileage, parking and other incurred expenses will not be reimbursed if you refuse a school van when one is available.

You must keep copies of all paperwork, including attachments, receipts, etc.

Receipts must be submitted within ten (10) days. If a late charge or finance charge results in receipts turned in late for any items charged to the district, you will be responsible for reimbursing the district for these charges. All expenditures in June must be turned in and paid in June. We cannot pay these after the end of the fiscal year. The only exception to this is travel the last week of June.

If you do not go through the proper procedures, you will be required to pay the charges. In most cases you will be reimbursed but it is not guaranteed if procedure is not followed.

Activity Fund Guidelines/Sponsors

ALL ACTIVITY CHECKS WILL BE PROCESSED ON WEDNESDAYS.

All fund raisers **MUST** be approved in writing by your administrator. This may be done through email. Keep a copy of the approval.

ALL funds generated by student activities will be deposited in the appropriate accounts daily. This includes monies from students, clubs, vending machines and other sources that are coming into the schools.

ALL funds should be receipted immediately by the Sponsor or on a class roster by classroom teachers and turned into the office daily. **DO NOT RETURN MONEY TO STUDENTS. DO NOT LEAVE MONEY IN YOUR CLASSROOM OVERNIGHT - YOU CAN TURN IT IN TO THE PRINCIPAL OR SECRETARY AND PICK IT UP THE NEXT DAY IF NECESSARY.** (Refer to Board Policy 7.7)

Make sure all funds are taken care of on a timely basis. Voided receipts **must** be marked voided and **all three copies** stapled together in the receipt book.

If you collect money during the weekend, such as at ballgames, make arrangements to have the funds locked up at that campus and pick up on Monday. You can always make arrangements with the secretary to use the lock box at the bank and pick up on Monday. **DO NOT EVER TAKE MONEY HOME WITH YOU!!!**

A back-up system for the primary person responsible must be in place on each campus. Administrators are responsible to assign a back-up person to handle funds in case the primary person is absent. If you have any questions, contact Kim Joyce at Central Office. (A form will be provided to administrators to list primary and back-up persons for activity funds).

There will be no set aside funds such as discretionary and/or slush funds of un-receipted money.

All receipts are to be made out to a company, a vendor, or a person. It cannot be made out to an inanimate object, club or organization. An example of a correct receipt should read "Jane Doe/Beta Club". Please state the description or purpose

line, the purpose of the receipt-sales, book order, etc. Also, remember to check on the receipt if it is cash/check/money order and the breakdown of each. At the end of each run of receipts you should draw a line and total all the receipts to get a total for your deposit slip. Writing this total under the line drawn on your receipt books makes it easier for the auditors to follow deposits and receipts. When you fill out your deposit slip, be sure to include the range of receipts that are included on this deposit on your deposit slip. This is one thing that auditors insist on. If it makes their job easier it helps us - if the auditors are happy - we are happy!!!!

Sponsors should be supplied with receipt books (we have them at Central Office). The original copy is to be given to the person turning in the funds; the second copy is to be turned in to the school secretary for processing; the third remains in their receipt book for audit purposes. These books should be turned in at the end of each school year as part of the checkout list for teachers/sponsors. They should be returned to the sponsors at the beginning of the school year.

Secretaries will not accept funds that have not been receipted by the sponsor. This is for your protection. **ALL RECEIPT BOOKS ARE CONSIDERED AUDITABLE ITEMS-PLEASE KEEP YOUR RECORDS UP TO DATE AND EASILY ACCESSIBLE BY THE OFFICE AND THE AUDITORS.** Sponsors are not allowed to keep money overnight. The sooner it is turned in for the deposit the less chance of theft. Sponsors are responsible parties until the funds are received in the office.

Club Sponsors or Classroom Teachers who do not turn in money and receipts on a daily basis will not be allowed to collect money.

You must turn in your receipt book to the secretary at the end of the school year. It will be given back to you at the start of the next year.

Any employee involved with volunteer activities such as the PTO may NOT handle money or place orders for that organization at any time.

Returned Checks

All checks received must have a phone number. All of our returned checks go through a third party. They will pay us immediately if there is phone number on the check. Otherwise, we have to wait until they collect the money.

Please notify anyone receiving money to make sure there is a phone number on all checks received.

Inventory

If an item is transferred to a different location at your campus, you must notify your campus Secretary. If it is an ID Tag item, an Inventory Transfer Form must be completed and sent to Central Office to be changed in eFinance.

If an ID Tag item is transferred to another campus, an Inventory Transfer Form must be filled out and sent to that campus Secretary who will complete the form and send to Central Office.

The forms cannot be processed without all information on the form being completed. Forms will be returned to your location unless form is complete.

At the end of the school year, all forms received, transferred in, transferred out, new equipment, deleted equipment and location codes **must** balance with records in eFinance.

VERY IMPORTANT - EMPLOYEES MOVING EQUIPMENT FROM ONE ROOM TO ANOTHER **MUST** TURN IN A FORM TO THE CAMPUS SECRETARY. This does not include a temporary move that will be returned the same day.

You must use the updated forms (date on bottom of form) for any information sent to central office.

Make sure you use the correct room#, sign and date the form.

Tuition Reimbursement

The District will reimburse tuition up to six hours per fiscal year with prior approval.

1. Complete the Tuition Reimbursement Form, obtain required signature from principal and then forward to Lorie Thrash. These **MUST** be approved in advance before your class begins. You will receive an email copy of the approval.
2. When classes are completed, send the form, itemized tuition receipt and official transcript to Lorie Thrash for reimbursement.
3. Reimbursement is limited to the following:
 - A. Six (6) semester hours per fiscal year
 - B. Out of pocket actual tuition costs (no dues, fees, etc.)
 - C. Maximum reimbursement is \$500.00 per three hour course
Grades A or B – 100% with a maximum of \$500.00
Grade C – 80% with a maximum of \$400.00
Below C – no reimbursement
Pass - \$500.00
Fail – None
 - D. Courses may be for undergraduate if working on additional certification or for graduate level work.
 - E. **The additional area of licensure must be added to your teaching license.**
4. In order to receive professional development credit towards the required 36 hours, the college course must meet the requirements that are identified by the State of Arkansas.
5. This is NOT applicable to any coursework required as a condition of initial employment with the District.

Please refer to Board Policy 3.20.2

Leave Bank

Sick leave will be accrued in your first check of the new school year.

Personal leave will be accrued in your first check of the new school year.

Vacation leave will be accrued in your first check of the new school year.

All sick days accumulated over 90 and Retiree leave will be paid at the end of June.

Manual Procedures in Event of Disaster

During a period of displacement or interruption of normal operations our financial office will do our best to keep operations as normal as possible. In the event our computers or other systems are inoperable, we will use manual receipts and access APSCN from a nearby school to continue operating.