

HR Bulletin

May 2007

Our goal is to provide the best customer service possible by ensuring that all employees have up-to-date information on critical events within the Human Resources department.

HRIS Payroll Cutoff

May 11th

HOW WILL I LEARN TO USE THE NEW SAP SYSTEM?

Central Office Manager will attend training at the Stanford Center during June, July, or August. Each session will have hands on instruction in time approval, recruiting processes and personnel change requests.

Time Keepers (those employees who take care of payroll functions in your department) **must** attend a training class at the Stanford Center to learn to validate time entered by employees in their area before sending it on to the Manager for approval. These classes will be available in June, July, and August.

Remaining Central Office Employees must attend one of the scheduled presentations in the Auditorium during June or July which will guide them through the "Employee Self Service" functions to learn how to enter time and make other needed changes to personal and financial information. Please plan to have your staff attend one of these ninety minute sessions.

You will receive information on class dates and times with registration instructions soon.

[WISE Project website.](http://inside.seattleschools.org/area/wise/index.dxml)

<http://inside.seattleschools.org/area/wise/index.dxml>

Important Dates to Remember

Certificated

- May 4 End modified Phase I hiring process. (Last day to submit hiring recommendations to HR)
- May 8 - 9 Employees with approved 504 accommodation. Select positions in seniority order.
- May 10 - 15 Displaced employees from school closure/consolidation with super seniority select from remaining vacancies.
** Remaining displaced employees review remaining Vacancies and submit preferences to HR.
** Principals/Program Managers submit recommendations for placement of displaced staff to their buildings to HR.
- May 16 - June 15 Phase II hiring for Certificated Staff (for currently displaced only)
- May 21 - 25 Certificated contracts for 2007-08 school year will be sent out.
- May 25 Certificated Non-Supervisory Evaluations due.
- June 18 - 25 Education Directors assign remaining certificated displaced staff to remaining vacancies.
** Continue to assign displaced staff as new vacancies occur until all displaced are assigned.
- ### *Classified*
- April 30 RIF and Displacement letters are mailed to Principals/Program Managers and to employees' homes.
- May 1 - 22 Phase I of Classified Hiring Process.
- May 8 Joint SPS/SEA Interview Training (Lawton Elementary)
- May 17 RIF Resource Program for RIF'd employees (JSCEE, Auditorium)
- June 1 Classified Mini Job Fair (JSCEE - Room 2750, 4:00 - 6:00 p.m.)

Certificated Contracts

Contracts are scheduled to be mailed the week of May 21.

Supplemental Assignment Removal

Don't forget to send in your form for anyone removing their stipend for the 2007-08 school year. It is due to the Human Resources office by June 4.

Link to form: <http://inside.seattleschools.org/area/hr/forms/index.dxml>

EVALUATIONS

Certificated evaluations are due in the Human Resources office by May 30.

SAEOP/ParaPro evaluations should already have been turned in to the HR office.

PASS evaluations will be due on:
June 30.

EXPIRED CERTIFICATES

Don't forget to update your teaching certificate if it expires this year!

If you have questions about renewal of your certificate - contact Pat Petredis at 252-0098 or Evelyn Lutz at 252-252-0099.

SALARY LANE CHANGES FOR THE 2007-08 SCHOOL YEAR

All coursework must be completed by August 31, 2007.

Documentation of credits and clock hours must be submitted to Classification and Compensation by **October 31, 2007**. Only sealed, official transcripts can document academic credits. (**Grade reports and registration forms are not acceptable.**) An official clock hour transcript or copies of in-service (clock hour) registration forms will be accepted for clock hours.

Credits and clock hours must be submitted with a **College and Clock Hour Application Form**. Documentation submitted without this form will delay a possible salary lane change. This form is available on-line at inside.seattleschools.org>Forms>Human Resources Forms>General Human Resources Forms>College & Clock Hour Credits Application Form.

Transcripts can be mailed to:

Classification & Compensation, MS 33-385
Seattle Public Schools
P. O. Box 34165
Seattle WA 98124-1165

If you have any questions or would like to request a transcript report, please contact:

Last Name Alphabet **A – J**
Julia Okada 252-0036 or jokada@seattleschools.org

Last Name Alphabet **K – Z**
Paula Evans 252-0035 or pevans@seattleschools.org

Meet the Staff:

Group	Name	Position	Phone	E-Mail	Mail Stop
Administration					
	Laurie Taylor	HR Director	252-0027	lataylor	33-157
	Penny Peters	HR Manager	252-0315	pspeters	33-391
	Doug Pierce	HR Manager	252-0024	dapierce	33-157
	Beverly Booker	Personnel Specialist	252-0033	bbooker	33-157
	Starla Smith	SR Admin. Assistant	252-0025	smsmith	33-157
Classification and Compensation					
	Pat Covich	Supervisor, Class. & Comp	252-0038	pcovich	33-381
	Paula Evans	HR Support Analyst	252-0035	pevans	33-385
	Julia Okada	Personnel Specialist	252-0036	jokada	33-385
Employee Assistance Program					
	Catherine Erickson	Employee Assistance Supervisor	252-4802	cerickson	AD-393
	Donna Handly	Employee Assistance Specialist	252-4800	dhandly	AD-393
Employment Services					
	Margo Holland	Manager - Employment Services	252-0369	mholland	33-381
	Wanda Banta	Sr. HR Analyst	252-0379	wbanta	33-381
	Carmen Chan	Senior Human Resource Analyst	252-0614	cchan	33-381
	Fran Dauelsberg	.5 Personnel Specialist	252-0215	fedauelsberg	33-381
	Dana DeJarnatt	Sr. HR Analyst	252-0372	ddejarnatt	33-381
	Harvey Deutsch	Recruiter	252-0383	hdeutsch	33-381
	John Dilworth	Sr. HR Analyst	252-0518	jdilworth	33-381
	Sue Durant	Substitute Svcs. Coord.	252-0389	sdurant	33-192
	Paul Garcia	Sr. HR Analyst	252-0294	pmgarcia	33-381
	Beverly Johnson	.5 HR Analyst; .5 Lead Personnel Specialist	252-0368	bjohnson	33-381
	Robin C. Jones	Personnel Specialist	252-0377	rcjones	33-381
	Leslyn Jones-Petitt	Sr. HR Analyst	252-0370	ljones	33-381
	Chris Marshall	Lead Substitute Svcs. Coordinator	252-0386	cmarshall	33-192
	Patricia Miller	Personnel Specialist	252-0032	pamiller	33-381
	Margaret Porter	.5 HR Analyst; .5 Lead Personnel Specialist	252-0365	mporter	33-381
	Susan Schumaker	Sr. HR Analyst	252-0376	sschumaker	33-381
	Amy Valenti	Sr. HR Analyst	252-0374	avalenti	33-381
HRIS					
	Laurel Moody	Lead, HRIS	252-0216	lwmoody	33-391
	Rose Brown	HR Analyst	252-0037	rbrown	33-391
	Karen Greene	Personnel Specialist	252-0029	klgreene	33-391
	Evelyn Lutz	Personnel Specialist	252-0099	evlutz	33-391
	Patrice Perkins	Personnel Specialist	252-0034	paperkins	33-391
	Pat Petredis	Personnel Specialist	252-0098	ppetredis	33-391
SEA Certificated HR Employee Relations & Labor Relations					
	Gloria Morris	HR Manager	252-0385	gmorris	33-157
	Eva Edwards	HR Analyst	252-0390	emedwards	33-157
SEA Classified Employee Relations & Labor Relations					
	Misa Garmoe	HR Manager	252-0023	smgarmoe	33-180
	Sue Means	HR Analyst	252-0028	sumeans	33-180
Local 609 & Trades HR Manager & Equity & Compliance Officer					
	Cathy Birdsong	HR Manager	252-0020	clbirdsong	33-180
	Serena Gregerson	HR Analyst	252-0371	segregerson	33-180

Human Resources fax number: 252-0375 or 252-0366