

# RUN of the MILL

## HUMAN RESOURCES



### Human Resources Staff

Mrs. Jackie Chatterton, Dr. Dave Mundy, Mrs. Donna Hess, Mrs. Paula Barber, Mrs. Cindy Hartline, Mrs. Kim Boston

**Welcome back!** We are ready for another great year. As a friendly reminder to our classified staff, you receive your full allotment of sick, personal, and vacation days, (if eligible) in January. These days are good through December. Unused sick days will carry over to the next year and unused personal days roll into sick days. Vacation days do not carry over so please use them! ~ Paula Barber x10200

**Badges, badges, badges...** So far this year we have processed almost 3,000 badges, for full time, part time and sub staff, lay coaches, PTO officers, student teachers, interns, police officers, vendors, and others who come into NS on a regular basis. We appreciate each of you for your support in making sure everyone coming into our buildings has a current badge, and if not, sending them over to ESC. KEEP UP THE GOOD WORK! (BTW, don't forget to notify us when you have an employee leave so they can be removed from the badge system.) HAVE A GREAT YEAR! ~ Donna Hess/Jackie Chatterton x10100

### Substitute Teacher of the Month

We would like to recognize **Tricia Hart** for her dedication and outstanding service to Noblesville Schools! Nominated by Vicki Rardin, here are a few of the many positive comments about Tricia: Seeks to interact positively with students - always! Reliable; Willing to work wherever needed; Persistently pleasant to all; Provides detailed follow up to teachers; Capable and willing to deliver instruction, not just supervision.... Thank you, Tricia!



It has been a **GREAT** start to the school year. I truly appreciate everyone's hard work and planning in making everything run so smoothly. I have worked as diligently as possible to make my rounds to each building and to meet as many of you as possible. I have been able to hear so many great stories and been able to reconnect with several of you of whom I knew from my first employment opportunity in Noblesville over 16 years ago.

One of the many items we are going to take on is our new HR newsletter, which we will be sending out at the start of each month. We hope to help each of you with questions you may have or situations you have been pondering. If there is a specific topic you would like us to add to the newsletter, please just let me know.

I look forward to continuing to build my relationships with everyone. Please let me know if I or the Human Resource Department can help you with anything. THANK YOU FOR ALL YOU DO! I hope you have a great month of September. ~ D. Mundy x10210

**Worker's Compensation** If you are injured on the job, you are **required** to immediately notify your supervisor. Our desire is to protect you from further complications and others from a potentially hazardous situation. A timely report helps us accomplish this. You may visit WorkMed, our occupational health care provider. They have two locations that are in close proximity to the entire district. They accept appointments or walk ins. Any questions can be directed to Cindy Hartline x10204. Stay Safe!

The Human Resources staff values and respects our employees. We work diligently to be responsive to staff members' needs and are committed to their success. Our goal is to promote a positive, caring work environment in which employees feel comfortable seeking support on personnel-related issues and questions.

Did you miss **open enrollment** for the 2017-18 health care year effective 9/1/2017? If so, there may be another opportunity to enroll, change or drop coverage. Did you know that the following events would be considered a life changing event and once eligibility is verified allows you to make those changes within 30 days of the event? Examples of those events:

- Birth/adoption
- Marriage/Divorce
- Loss of coverage through spouse's plan due to: termination of employment, open enrollment, spousal carve-out, spousal reduction of hours
- Involuntary loss of Medicaid or Indiana state sponsored plan (60 days to enroll)
- Loss of coverage due to age limitation of parent's plan
- Death of spouse

If you have any questions, please contact Kim Boston at x10203.

September, 2017