

# RUN of the MILL

## HUMAN RESOURCES

**I have heard from several of our** teachers regarding the inability to contact parents who have a non-317 area code directly from the classroom. I completely understand the urgency of reaching a parent on occasion and how frustrating it can be to find a good time to go to the lounge, front office, or work room in order to make these calls. Thanks to the efforts of Mr. Swickheimer and his department, you are now able to call all area codes from your desk phone. Please recognize this option is for school related calls only, focusing primarily on urgent parent calls regarding student topics. We hope this will be an added benefit for our teachers, and we look forward to continuing to find ways to assist you with the wonderful and important job you are doing. Thanks for all you do to make Noblesville Schools GREAT!!!  
~ Dave Mundy x10210

**As Fall Break approaches we** want to remind you that the ESC office remains open throughout the two-week break. That means that all of the phone calls that normally come to you will come to us! Please make us aware of any event at your building that will occur over the break - meetings, interviews, sites for childcare, etc. Keeping us informed helps us provide better customer service to the district.  
Donna Hess/Jackie Chatterton x10100

**Did you know that NS offers the** CPR blended course (online course + hands-on skills test) from the American Heart Association? This is particularly beneficial to those individuals who are renewing a teacher's license or CDL license. For further information, please see the attached handout or click [HR/CPR](#).  
~ Paula Barber x10200



**It's time to enroll** in your voluntary benefits with American Fidelity for the upcoming plan year 1/1/18-12/31/18. Employees working 17.5 hours/week qualify for these benefits. Many qualified benefit premiums under the plan can be paid on a pre-tax basis.

If you would like to continue your previously elected benefits, term any benefits for 2018, or elect new benefits, please schedule an appointment to review all benefit options available to you. **The enrollment period is: 9/1/17-12/31/17**

Sign up for your enrollment appointment and learn more about available benefits at <https://benefits.americanfidelity.com/noblesville-schools>.

~ Kim Boston x10203

### **Substitute Teacher of the Month**

Congratulations go to Lori Conner! "Mrs. Conner is always positive and dependable. She works closely with the team she subs with and adds to the classroom with her manner and efficiency." Thank you, Lori, for your dedication to Noblesville Schools and the outstanding qualities you exhibit!



Mr. Blackburn, Lori Conner, Mrs. Treinen



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.



**As we are approaching the end** of the year, please utilize your employee access account to check leave balances. The balance is accurate through the previous pay period. You may also check or change the W4, WH4 and direct deposit information. Pay information, including pay stubs, can be accessed. If you have forgotten your log in or password, you may contact the ESC receptionists or HR department and we will assist you!  
Cindy Hartline x10204

October, 2017