

# RUN of the MILL

## HUMAN RESOURCES

**We are here for you...** I hope everyone had a tremendous fall break and enjoyed some time away. While the majority of our district employees work off of what would be considered a "school calendar," ESC (as well as other various positions) does not operate in that manner. Throughout a calendar year, ESC is open for approximately 245 days depending on how the calendar falls. There are only 15 week days throughout the entire year where our front doors are not scheduled to be open. Those days include:

New Years' Eve (Sunday this year so observed on Jan. 2<sup>nd</sup>)  
New Years' Day  
Martin Luther King Day  
Presidents' Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Break (Wed - Fri)  
Christmas Eve (Sunday this year so observed on Dec. 26<sup>th</sup>)  
Christmas Day  
Additionally, on December 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup> ESC will also be closed.  
Otherwise we are open Monday to Friday from 7:30 to 4:30.

Lastly, one person from each department should always be available or working in collaboration with another department to help serve the needs of our employees and community. If you ever need to meet with a member of the Human Resources Department, please feel free to reach out, and we will accommodate your request in order to assist with questions you may have. We strive to provide the best assistance possible a time convenient for you. ~ Dave Mundy x10210

**If you are on the District Life Insurance** policy you have access to an **Employee Assistance Program (EAP)**. This program offers the following resources free of charge to eligible employees:

- Confidential Counseling (3 sessions)
- Financial Information/Resources
- Legal Support/Resources
- Work-Life Solutions
- Free Online Will Preparation
- Guidance Resources

CALL: [855-387-9727](tel:855-387-9727)  
TDD: [800-697-0353](tel:800-697-0353)

Online: [guidanceresources.com](http://guidanceresources.com)

COMPANY WEB ID: ONEAMERICA3

~ Kim Boston x10203

**We know that life happens and** there may be a time when a classified staff member may run out of paid time off and will be forced to take an unpaid day due to an unforeseen emergency or illness. Please know that if this happens to you, you **must** notify Dr. Mundy and/or Mrs. Barber via phone or email as soon as you are able. If it is due to illness and you visit the doctor, please forward a doctor's note to our attention. Any unapproved, unpaid days could impact your opportunity to receive a salary increase in the upcoming year. If you have any questions, please let us know.

~ Paula Barber x10200



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.

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

Mrs. Haney is great with all grades, very flexible when her assignment needs to change and as you can tell from the picture, she is always smiling and positive. Thank you, Chandy for serving the students & staff of Noblesville Schools!



Mrs. Carter, Mrs. Haney

### **Work Permits – Did You Know...**

Are you aware that students can obtain work permits from ESC at any time? We started issuing work permits approximately 3 years ago and have found this to be especially helpful when the schools are closed. During fall break, nearly a dozen permits were issued. This provides students the opportunity to find employment during breaks. ~ Donna Hess/Jackie Chatterton x10100



November, 2017