

RUN of the MILL

HUMAN RESOURCES



Can we use the building? Yes, we can!!! However....

One of the luxuries of working for our school district is the ability to access the facilities and we're happy to offer this to our employees. Please note we charge a small custodial fee for any group/team who uses the facilities on the weekends.

We don't staff custodians on the weekend; therefore, any usage requires one of our outstanding custodians to open the building and follow the proper procedures to close down the building. When they work on a weekend they are paid for giving up their time, thus the fee.

There are new district procedures and policies in which we have to adhere. Even if the custodian is not present the entire time a team is in the building, there is still a "cost" to the district for this usage, i.e. cleaning the restrooms, restroom supplies, cleaning the gym areas, wear and tear, etc. In order to be consistent, we charge any group using the buildings a \$30.00/hour custodial fee for weekend usage.

If you ever have a question regarding facilities usage or scheduling, please feel free to contact Joan Lawrence at x10703 or me. We will do what we can to meet your requests. ~ Dave Mundy x10210

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.

Family Medical Leave Act – FMLA

The Family Medical Leave Act was established to allow employees to balance work and family life by taking reasonable unpaid leave for certain family and medical reasons. It provides eligible employees with up to 12 workweeks of unpaid, job protected leave in a rolling year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Please visit the website <https://www.dol.gov/whd/fmla/employeeeguide.htm> to view the Employee's Guide to the Family Medical Leave Act. Please contact Kim Boston, Benefits Coordinator. kim_boston@nobl.k12.in.us or x10203

Do you have a change of name, address or phone number?

Please be sure to let our office know if there have been changes to your contact information, as W2s will be mailed out in January. The "change of address/name" form can be found on the website under the Staff tab-forms. You will need to login using your email address and password. Each building secretary also has this form. Please note - if you have a name change, you will need to provide a new social security card and driver's license, update State and Federal tax forms and possibly schedule a benefits meeting with Kim Boston. It may be best to call ESC to make sure you have everything with you to save time and effort. Donna Hess/Jackie Chatterton x10100.

Substitute Teacher of the Month

Aimee has been called numerous times to fill in at the last minute and she is willing to do so with no complaint. Whatever the need, Aimee is eager to serve. She is flexible and does what is best for our students. Her smile is genuine and contagious. Thank you, Aimee, for serving the students and staff of Noblesville Schools!

Jack Lawrence,
Aimee Jackson



Cold Weather season is here!

Our crews do a great job clearing the sidewalks and parking lots. However, we can implement some easy practices to help ensure a safe environment.

- Wear substantial footwear; no dress shoes, high heels or smooth sole footwear with insufficient contact surface.
- Walk slowly and deliberately. Take small, slow steps. Be aware of wet floors inside, as well.

Be safe! Cindy Hartline x10204



December, 2017