

*WELCOME*

*TO*

*Oglala Lakota County  
School District*

***Orientation***

# Human Resource Department Staff

- Annette Eagle Bull, Human Resource Director  
605-455-6721
- Ann Red Owl, Human Resource Facilitator  
605-455-6711
- Sherrie Has No Horse, Human Resource Specialist  
605-455-6680
- Calsee Has No Horse, Receptionist  
605-455-6700

## New Hire Packet

### Documents to be signed and turned in to the Human Resource Department

- ❖ Employee Confidentiality Agreement
- ❖ Supplemental Employment Agreement
- ❖ Personnel Record Form
- ❖ Direct Deposit Form
- ❖ Employee Certification of Health (must be returned within 10 working days. This is at your expense)
- ❖ Release of Information
- ❖ Insurance Plan B Service Form
- ❖ W4 Form please make sure SS# is legible
- ❖ Handbook Acknowledgement Form
- ❖ South Dakota Retirement Forms/Copy if ID
- ❖ Teacher Signing Bonus Form

- ❖ Staff Confidentiality
- ❖ Alcohol & Drug Testing Policy
- ❖ Staff Dress Code
- ❖ Reporting Child Abuse
- ❖ Workplace Bullying/Harassment
- ❖ Staff Conduct Policy
- ❖ Employee use of networking sites and Social Media
- ❖ Mental Health, Suicide Prevention & Suicide/Trauma
- ❖ Organizational Chart
- ❖ Personnel Record From
- ❖ Direct Deposit Form
- ❖ Employee Certificate of Health Form
- ❖ Authorization for Employer to Release information
- ❖ Insurance Plan B service Form
- ❖ W4 (Fill out again for any address changes)
- ❖ Handbook Acknowledgement Form
- ❖ South Dakota Retirement Forms/ Copy of ID
- ❖ Teacher Signing Bonus
- ❖ Payroll Schedule
- ❖ School Calendar

~CONTINUED~

# Information that is reminders for the New Hires

- ✓ ID card – Your picture will be taken and you will be issued one. If you lose the ID you need to contact us immediately to deactivate.
- ✓ If you need a replacement ID cost is \$5.00
- ✓ Teacher SD Certification, sub pay until certified (LAW) \$125.00 a day until certified.
- ✓ Para's in the teacher role, hourly plus \$75.00
- ✓ Official transcripts for your file.

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# Information that is reminders for the New Hires

- ✓ Workmen's comp-workplace injury– Notify building Principal and get forms from building secretaries you will have three (3) days to report and send form to me.
- ✓ Keep address and Phone numbers (School Reach) current and to give contact number to their building computer tech.
- ✓ Name change requires legal documents and new W4 (check your paystub your address prints at the bottom also your leave balances at the top)

**~NEW HIRES (CONTINUED)~**

- ✓ Employee Physical - for your file Note: this is different than a drivers physical.
- ✓ Check School Mail Box (Contracts, letters, important information)
- ✓ If you eat at the School it's \$4.25 per day without a meal ticket or purchase a meal ticket at \$40.00 for 10 or \$80.00 for 20 meals. (pay daily or sign deduction form to deduct out of check)
- ✓ Leave policy – The building secretaries tracks leave you can check on leave through out the year you can also check with the payroll department.
- ✓ Timekeepers – Mary Wilson/WC, Mary Belt/RS, Dawn Dugan/RF, Torey Yankton/BS and Crynthia Clifford/LTHS.
- ✓ Transporting Children – Must have valid drivers license and will be required to take a 4hr inservice, NO DUI's in the past 10 years.  
(Call me for drivers physical forms/or check with building secretary)  
If you have any questions or concerns –NOTE: physicals for suburban expire every year.

~Continued~

(Call me for drivers physical forms/or check with building secretary)  
If you have any questions or concerns –NOTE: physicals for suburban expire every year.

## **TEACHERS**

- Not certified - \$125.00 a day (New graduates not certified)
- Certified – \$150.00 a day

## ➤ **LEAVE**

- Certified – 14 days
- Classified – 14 days year round staff over 210 contract/ 15 days of leave
- New Classified Employees – As a probationary classified staff member, you must complete a 60 workday probationary period.
- During this 60 day probation employee will have no leave.
- Employee will be eligible for health benefits after 45 days

~CONTINUED~

- If and when you are approved for a permanent position, you will receive a contract if there are enough days left in the school year to contract you. If not, you will be an hourly paid employee until the end of the school year and be contracted for the following school year with no summer pay.
- Taking leave – Classified if you can't make it to work or need to be absent, you must call your immediate supervisor and notify them at least 5 days in advance unless you are ill, at your earliest convenience. If you don't notify your supervisor before taking leave, you will be subject to disciplinary action up to and including termination.



## BUSINESS OFFICE STAFF

- **Sophia Conroy, Business Manager**  
**605-455-6709**
- **Nora Blue Bird, Payroll/Assistant Business Manager**  
**605-455-6708**
- **Joseph Black Crow, Accounting Assistant**  
**605-455-6698**
- **Annette Red Owl, Accounts Payable/Purchasing**  
**605-455-6706**
- **Daverine Elk, Benefits**  
**605-455-6710**

## CONTRACTS

How your contract is calculated:

- ❖ 248 possible days to work
- ❖ The agreement states which days each classification must work.
- ❖ How your pay is calculated:

**Pay rate X hourly = Daily rate**

**Daily rate X # of days = Annual**

**Annual Amount divided by 27 or 21 pay periods**

Please contact Nora or Joseph in the Business Office

If you have questions on the computation of your pay.

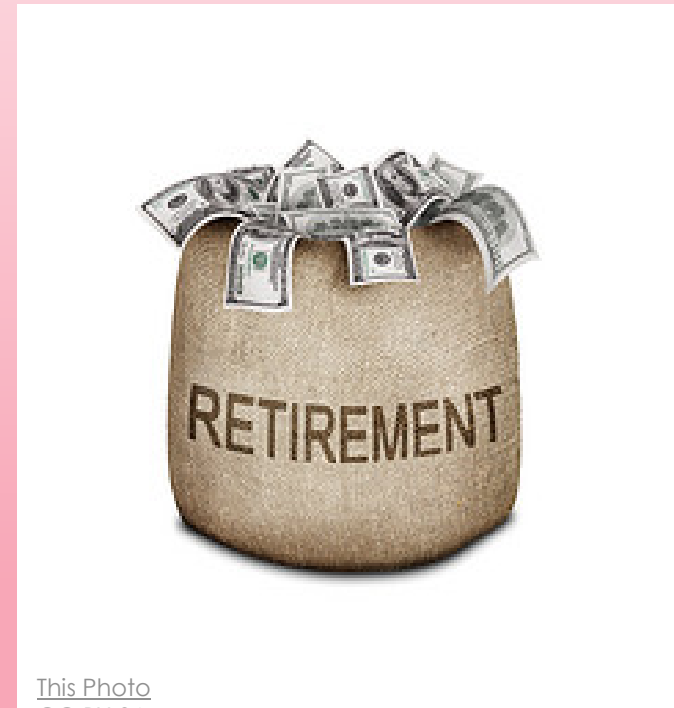
## ***TEACHER SIGNING BONUS***

- Employee acknowledges that they have signed to accept the Teacher sign on bonus clause.
- Effective July 1, 2019, a teacher newly hired shall be granted a Three Thousand Dollars (\$3,000.00) signing bonus.
- The bonus shall be paid in two (2) equal installments of One Thousand Five Hundred Dollars (\$1,500.00).
- The first installment will be paid at the time of the first regular pay period following the teachers hiring.
- The second installment will be paid at the time of the regular pay period following the expiration of the first nine (9) weeks of school.
- If the teacher resigns during the school year, the signing bonus will be deducted from the teacher's salary. A signing bonus will be prorated to days actually worked if a teacher begins after the start of the year. Teacher please sign the understanding and return to HR

# ***SOUTH DAKOTA RETIREMENT***

**The Oglala Lakota County School District  
Is a participating member of the South  
Dakota Retirement, so all employees are  
Required to fill out and submit the forms to  
the payroll department.**

**The School district pays a matching 6%**



This Photo  
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# BENEFITS

DAVERINE ELK

FISCAL ASSISTANT-BENEFITS

605-455-6710

[Daверine.elk@k12.sd.us](mailto:Daверine.elk@k12.sd.us)

Lila Kaspers insurance would like to request 30 – 45 Minutes of time to complete benefits enrollment with The new employees during new employee orientation.

1. Lila and Daverine will give a presentation to employees to explain the enrollment process for benefits.
2. Will pass the packets out for employees to review.
3. Will assist the employees in choosing which benefits are best suited for them and their families.
4. Will answer any questions that they may have.
5. Will review paperwork and explain when their benefits will start and any deductions that they may have to pay for.
6. Will answer more questions and give out contact information.

# IN CONCLUSION

- ❖ *TEACHER HANDBOOK IN NEGOTIATIONS, FOLLOW NEW HANDBOOK*
- ❖ *CLASSIFIED HANDBOOK IN NEGOTIATIONS, FOLLOW NEW HANDBOOK*
- ❖ *AT DISTRICT WIDE INSERVICE (USUALLY MID AUGUST) YOU WILL RECEIVE POLICY BOOK AND SIGNATURE PAGE TO RETURN FOR YOUR FILE VISIT THE HR TABLE AT THE INSERVICE.*

*Welcome Aboard*