



HR TALK

A Newsletter from Human Resources



We are pleased to welcome two new faces to our District Office staff!

Erin Bosch is our new Payroll Specialist. Erin handles all payroll functions and can be reached at ext. 1015 or by email at ebosch@pgsd.org.

Tara Mossman is our new Benefits Specialist and Secretary to the Business Administrator. Tara handles all benefit issues and Workers Compensation. She can be reached at ext. 1014 or by email at tmossman@pgsd.org.

Stop by and introduce yourselves at our next HR Roadshow!

Speaking of the HR Roadshow...

We will once again be visiting each building over the next few months. Our team will be in the faculty room during lunch to visit and answer your questions. Last year, we enjoyed meeting everyone in the buildings and received great input from all of you. Watch for the date and time to stop by and say hello when we are in your building.

OH THOSE HALF-DAY ABSENCES!

Many full time employees have been confused by the times for half-day absences.

When do I leave? When do I come in?

Why is my sub here already? Why isn't my sub here?

Half-day absences are a bit confusing. The system must allow for a 30 minute unpaid lunch for all employees when calculating the absence time. AESOP is set to have the sub report at the correct time according to the employees scheduled hours.

For example, a full time elementary staff member is scheduled 8:20 am – 3:50 pm. The mid-point of the day, which is the time used for the unpaid 30 minute break, is 11:50 am – 12:20 pm. An elementary staff person working in the morning and taking the afternoon off would work 8:20 am – 11:50 am. The absence time in AESOP will show as 12:20 pm – 3:50 pm, but the sub report time will be 11:50 am.

Totally confused by now? Don't worry! We have you covered!

HIGH SCHOOL

Staff working AM leaves at 10:53 am

Staff working PM reports at 11:23 am

MIDDLE SCHOOL

Staff working AM leaves at 11:15 am

Staff working PM reports at 11:45 am

ELEMENTARY

Staff working AM leaves at 11:50 am

Staff working PM reports at 12:20 pm



EMPLOYEE ASSISTANCE PROGRAM

Just a reminder that our Employee Assistance Program is now available to all employees and their families.

Visit the website at HealthAdvocate.com/members or call: **866-799-2728** for more information.