



INSIGHTS

April 2006 Edition
News & Information
from Human Resources
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Classified Employee of the Year



The Classified Employee of the Year nominations for 2005–2006 have been received in Human Resources. The recipient of the annual award will be announced at the school board meeting on Wednesday, May 24, 2006 at 5:30 p.m., Shorewood Elementary School. Along with the Classified Employee of the Year recipient, the following awards will also be announced: Point of Light, Integrity, Legend, Edison and Extra Mile.

Congratulations to all nominees!

TEACHER CERTIFICATES

Is your teaching certificate expiring this year?

Expiring certificate notices have been mailed to buildings. Teaching certificate numbers have been included on the memo for your convenience.

The Experience Verification Form that accompanies most renewal applications needs to be submitted in advance to Human Resources and will be completed and returned to your building. Please allow lead time for this process.

Summer school teaching applicants must have completed this process **before they will be considered for a position.**

Transcripts to accompany your renewal application need to be requested from your higher education institution.

If you need something copied from your personnel file, please call and make an appointment **24 hours in advance** to view your file.

Do You Need Leave Share?

Leave share is a benefit for employees, who meets certain criteria, to accept another employee's sick days or vacation days in the event they would be depleting their own sick leave prior to being able to return to work.

In order to request this benefit, you must contact Teresa Barron in the Human Resources Department at [\(206\) 988-4720](tel:2069884720) prior to depleting your sick leave. She will be able to determine if you are eligible and give you the next steps needed to apply. Once she has received the necessary information, she will send an e-mail to all computer users stating that an employee is in need of leave share. The timekeepers in the buildings should also post this notice in an appropriate place for all employees to see.

To maintain confidentiality, no names are used when making the request – the employee requesting sick leave may notify co-workers of their need.

Any questions pertaining to leave share or other types of leaves, please contact **Teresa Barron** in Human Resources.

For the things we have to learn before we can do them, we learn by doing them.

–Aristotle

Mark Your Calendars

Highline Public Schools Benefits Fair 2006



Thursday, August 31, 2006
11:00 a.m.—4:00 p.m.
ERAC Boardroom

Obtain “up-to-the-minute” information concerning your insurance benefits, advantages, and other services available to you and your family.

Will your medical or other insurance plans be changing ?

Are you taking advantage of all benefit options available ?

Find the answers to these and other important questions you may have.

Open Enrollment for Medical, Dental, and Salary Insurance changes is **September 1 to October 10, 2006.**

Representatives available

APS HealthCare
Group Health Coop.
Pemco
Premiera Blue Cross
Regence
Columbia Dental
Mutual of Omaha
Eberlie Vivian (Workers' Comp.)

Retirement Information
Payroll Information
Bargaining Groups
HEA
Teamsters Local 763—I, II and III
School Employees Credit Union of Washington
American Fidelity Disability Insurance NBN Vision
VEBA

(Additional information about The Wellness Fair portion participants will be sent at a later date.)



Insights will be published monthly and sent in paper form to all departments/buildings on or around payday. The newsletter will also be included on a monthly basis in *District News*, the electronic newsletter distributed via the District's Communication Office. Additional and time sensitive news may be included in the *District News* between monthly publication dates.

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