



INSIGHTS

October 2005 Edition
News & Information
from Human Resources
206.433.2281

Calendar of Events October 2005



Time is Short! ParaEducator Assessment Testing

ParaEducators Assessment Testing

November 16 and December 7, 2005

ERAC—Computer Lab

Maximum—13

Call to Register: **Marcia Julson**—206-988-7282

E-mail: julsonmn@hsd401.org

(Please check the Staff Development Website at <http://www.hsd401.org/StaffDevelopment/index.htm> for more information)



WAIVER DAY/EARLY RELEASE TRAINING CLASSIFIED STAFF

November 2

8:30 – 11:30

Health Services Software (Secondary only)
Computer Lab - ERAC

12:30 – 3:30

Health Services Software (Secondary only)
Computer Lab - ERAC

2:00 – 4:00

Playground Supervision (Mandatory for those unable to attend 8/29/05 training)

Multi-purpose Room – North Hill

ELEMENTARY CONFERENCING DAYS TRAINING CLASSIFIED STAFF

The staff in the Human Resources department has arranged in-service, and other options for those classified employees impacted by elementary school conferencing on Monday, Tuesday & Wednesday, November 21-23, 2005.

Some of you have already planned in-building activities, meetings and work for your staff for all or part of the three day period. However, with assistance from district colleagues and staff from our Employee Assistance Program, the following options are available to subsidize schedules for these days

Upon supervisor approval, the classified staff has three options for the remainder two days. They may take vacation, leave without pay or take a variety of trainings provided to them by Human Resources. If trainings are your choice, please register through **Marcia Julson** in Human Resources. Phone Number (206) 988-7282 or e-mail, julsonmn@hsd401.org. The following is a list of trainings available.

November 22

8:00 – 4:00

CPR/FA

North Classroom

9:00 – 10:30

Balancing Home/Work

South Classroom

10:30 – Noon

Stress Management

South Classroom

12:30 – 2:30

True Colors

South Classroom

2:30 – 4:30

Career Pathing

South Classroom



F Y I

FLEXIBLE SPENDING ACCOUNTS

STRETCH YOUR PAYCHECK

Sponsored by: Highline School District #401
Administered by: Flex-Plan Services, Inc.

OPEN ENROLLMENT NOVEMBER 1, 2005
THROUGH DECEMBER 15, 2005.

For Plan Year of January 1, 2006 to December 31, 2006

GET MORE spendable income!
PAY LESS federal income tax AND Social Security
tax!
ENROLL TODAY!

GET MORE - PAY LESS

Did you know there is a great way to stretch your paycheck? By taking advantage of a **tax-free** flexible spending account, you can use before-tax dollars to help pay for certain expenses you would normally pay with after-tax dollars. This means **MORE** spendable income for **YOU!** With a little planning, flexible spending accounts can be a great aid in stretching your spendable income.

BRIEFLY

Set aside **tax-exempt** dollars in special accounts from which you can be reimbursed for certain **health care** and **dependent care** expenses. With flexible spending accounts, you get the most out of your money because you **pay no taxes** on what you deposit or on what is paid out to you for reimbursement.

QUESTIONS?

Call Flex-Plan Services (8:00 a.m. to 5:00 p.m.)

Local Area: (425) 452-3500

Out-of-Area: 1 (800) 669-3539

Visit their web site at: www.flex-plan.com

ENROLL TODAY

Pick up your information/enrollment packet in the ERAC lobby. (Please keep in mind the "use it or lose it" provision.)

MINI BENEFITS FAIR

A Mini Benefits Fair was held on Thursday, October 6, 2005. The purpose of the fair was for employees to be able to talk to the district's insurance providers if they were unable to attend the main Benefits Fair at the end of August or to have another chance to gain further information before the cut off date of October 10.

Door Prizes were again awarded and the lucky benefactors were:

Diane Chavez	Beverly Park
Lora Giboney	ERAC/Research & Evaluation
Bonnie Paasche	Madrona
Candy Peterson	ERAC/Human Resources

CLASSIFIED STAFF PROFESSIONAL GROWTH

The district and union are working together to develop an easier process and form for the classified staff professional growth.

Until the form is updated, from this date forward, please use the current form and send, along with original receipts (keeping a copy for yourself) directly to your Professional Growth Committee Chairperson:

Carol Schaub – Evergreen (Clerical and Instructional)

Deb Pierson – Transportation (TFNS)

Information regarding the new form and process will be forthcoming.

SAFETY FIRST

Back injuries are a leading safety problem both on and off the job. Use of some simple tips will protect your back. There are 5 steps to safe lifting:

1) Clear the path:

Make sure you have plenty of room to lift the object properly.

- Check to see that nothing blocks the path to your destination;
- Prop doors open or ask someone to hold them;
- Avoid slippery or uneven surfaces. Find a different route.

Stay tuned for Step 2 to safe lifting techniques in the next issue of *Insights*.

On two occasions you should learn to keep your mouth shut – when swimming and when angry.

Smiles