STAFF REMINDERS

1. Please utilize the district website for insurance benefit information (health, dental, vision, negotiated agreements and financial forms and procedures.

2. The open enrollment period to make changes or additions to your insurance (other than qualifying events) is December (January 1 effective date).

3. You have 30 days after a qualifying event to make changes to your insurance benefits. Examples: new baby, marriage, divorce or legal separation, status of dependents change, beneficiary changes or loss of coverage. Please do not assume that we will automatically add or delete individuals from your insurance benefits. We must have your written direction.

4. If you are going to be absent for an extended period of time, your absence may qualify as Family Medical Leave. Please communicate with your supervisor and the treasurer's department.

5. Please notify us in writing (email acceptable) of any change in address, telephone number or bank account information as soon as possible.

6. If you are an employee who qualifies to receive personal leave days, please note that the 3 days awarded are for a contract year. If you do not complete a full contract year, these days are prorated and may have to be deducted from your final pay if you took all 3 days and did not complete your full contract.

7. Please remember to complete leave requests (sick, personal, vacation, professional) on the Kiosk and follow your specific building policy for additional notifications to district personnel. Timely submission is important for payroll processing.

8. Reimbursements for professional leave, including mileage, are not automatic based on data in the kiosk. A completed professional leave reimbursement form must be submitted. A form may be printed directly from the kiosk or employees may use a printed district form.

9. Mileage reimbursement forms must be received by the treasurer's department before the last day of the following month. For example, mileage to be reimbursed for August must be received by the treasurer's department before September 30. Otherwise, reimbursement is forfeited. Please see #8 above regarding mileage for professional leave.

10. Tuition reimbursement forms are recommended to be completed prior to taking classes. Your course may not be approved or there may not be funds available, if you wait. Forms can be obtained by contacting the treasurer's department.

11. Meal reimbursements may be permitted for professional leave. However, please note that due to IRS requirements, some reimbursement amounts may have to be added to your W-2 as a taxable fringe benefit, if required.

12. All employee reimbursements, i.e., mileage and tuition, will be direct deposited into employee bank accounts. Please allow 2-3 business days for the funds to be deposited. An email notice with direct deposit information will be emailed to employees.

13. Retirement savings vendors for 403b and 457 tax sheltered annuities are not permitted in the district buildings to solicit business or meet with staff during the regular work day. This includes planning/free periods. Meetings must be conducted before or after school or on staff members' personal time. Vendors will have an opportunity to solicit business during district-organized events.

14. Kroger, Sam's Club and Wal-Mart credit cards are available in the treasurer's department for approved employees to utilize. Only those employees who have been approved by the principal/supervisor, superintendent and treasurer and have signed a use agreement are permitted to use the cards.

15. Purchases cannot be made without a purchase order. Please submit a requisition, have your supervisor approve it and forward it to the central office. Purchase order copies will be emailed to staff members. Paper copies will not be issued.

16. Completed supplemental and pupil activity contracts are paid after the fall, winter and spring seasons once approval is received from supervisors. Employees must complete all required duties and documentation before payment will be made.

17. All types of fundraising and sales require prior approval and form completion.

18. All fees (consumable supplies, uniform, equipment, dues, camp, field trips, etc.) charged to students require board approval prior to collection and form completion for accountability. Fee collection forms will be provided after board approval.

19. All monies collected and received by MT personnel should be deposited with the building cashier or treasurer's department on a daily basis.

20. All contracts require board approval prior to execution. Please forward contracts to the superintendent. If deemed appropriate, the contracts will be added to the board agenda for consideration, and if approved, will be executed by the board president and/or treasurer.

Board Policies (Please see the district's website for ALL board policies. Website lists as NEOLA Policies.)

21. Staff members are generally prohibited from using their official positions for their own personal benefit or the benefit of their family members or business associates. The law prohibits a school district employee from selling goods or services to the school district unless a 4-part exception can be met. Please contact the treasurer regarding the exceptions. Staff members are also generally prohibited from accepting any form of compensation or gifts from vendors seeking to do business with or doing business with the district.

Financial Reports

22. The district's financial reports are available to all staff through Fisc Web. The instructions for accessing are as follows:
    1. Go to MVECA's website. (http://www.mveca.org)
    2. Select "Fiscal" on the left.
    3. Select "Fisc Web" from the drop down menu.
    4. Select "Miami Trace."
    5. Select the building/department you wish to view.
    6. Input the username mt_panthers and the password mt_panthers.

    Reports are run first thing every morning and can change daily. So, if any transactions occur during the day, the new amounts will not be reflected until the next day. If you print the reports, remember to choose only the pages of your fund or all funds will be printed (a very large report).

    To view/print a month end report for budsum (budget summary) or budled (budget ledger), you must view/print it on the first day of the new month. Example: July report should be viewed/printed August 1st in order to view the entire month of transactions.

    The findet (financial detail) reports are available around the 5th of the month and can be viewed at any time because a file history is maintained for one year. The report (ex: MSFINDET0716) is listed by the building, month and year.

If you have any questions or need assistance, please contact the treasurer's department. Thank you.

Debbie L. Black, Treasurer/CFO
Karen Streitenberger, Fiscal Services Specialist I
Teresa Streitenberger, Fiscal Services Specialist I
Cari Wilson, Fiscal Services Specialist III

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