

June 11, 2009

Dear Senior Employee:

As we begin another school year, I hope this letter finds you ready, willing and able to continue your valuable work with Douglas County School District. We value your dedication and look forward to our partnership with you during the 09-10 school year. **Several items to review:**

- **Employee Evaluation:** Please take a minute to fill out the enclosed evaluation and return to me. If, for whatever reason, you do not plan to continue in the Senior Employee Program, please indicate as such on the evaluation. *It is important I hear from you, so I can be sure of the total number of seniors participating in the program.*
- **Timesheet Submission Changes:** Beginning the 09-10 school year, timesheets must be signed off by your supervisor at the school where you are working before submission to the School District. This supervisor could be the school secretary, volunteer coordinator, teacher whose classroom you work in - whoever is able to validate the hours you work each month. Please also remember that you are required to sign in and out at the front desk whenever you are in the school. This requirement is two-fold: one, that in the case of any type of emergency security knows who is in the building; and secondly, that your supervisor is always able to verify your hours at the end of each month if necessary. *Timesheets that do not have a "Supervisor's Signature" under your signature will be returned to you and/or the school.*
- **09-10 school calendar:** The year-round schools will begin on July 6 and the conventional schools will begin on August 10. Most teachers appreciate some time to get their class organized before volunteers arrive. *If you intend to continue at the same location as last school year, simply contact your volunteer coordinator or the staff person you worked with at your school or location, and develop a schedule for the new school year.*
- **Maximum Hours:** Effective July 1, 2009, the hourly rate is **\$7.45 per hour**, and the maximum number of hours you can work is **170, which should be dedicated to classroom and/or school-based work**. Additional hours *may* be granted, if available, at the request of your school but will be considered on a case-by-case basis. As in the past, your timesheets must be submitted by the 3rd of each month. Any delays could cause the delay of your payment until the following month. Timesheets can be sent via Interdepartmental mail to: Stacey Neith – Wilcox/Comm. Should you need blank timesheets, your school should have some to provide to you. *Please remember: The School District no longer puts social security numbers on timesheets, but rather your Douglas County School District identification number (which is on your paycheck).*
- **Photo IDs:** If you do not currently have a photo ID badge or need a new one, you can get one by coming to the Wilcox Admin Building any Wednesday from 3 – 5 p.m. and there will be a security officer available at the front desk area to take your photo. The badge will then be sent to your school within a week. In the meantime, always wear your magnetic nametag, and whatever additional identification your school requires.

If at any time during the year you have questions or concerns, please do not hesitate to contact me!

Sincerely,



Stacey Neith
SEP Program Liaison
303.387.0032 stacey.neith@dcsdk12.org

SENIOR EMPLOYMENT PROGRAM
Employee's Evaluation
2008-09

Name: _____ School you are assigned to: _____

Person(s) you have worked for or with: _____

Description of assignment(s): _____

Please tell me briefly about your experience in the Senior Employment Program: _____

Does the school staff provide you guidance and direction as needed?	YES	NO
Does the faculty and staff seem to appreciate your efforts?	YES	NO
Do you feel your time and skills are being utilized effectively?	YES	NO
Do you know the volunteer coordinator in your building?	YES	NO
Are you planning to be an active participant in the program for 2009-10?	YES	NO

Any additional comments? _____

Signature: _____ Date: _____

If at any time during the year you have questions or concerns, please do not hesitate to contact me!

Sincerely,

Stacey Neith
SEP Program Coordinator
303.387.0032
stacey.neith@dcsdk12.org