



# HR Connections

Quarterly Newsletter of the Human Resources Department

Fall 2019

## QUICK LINKS



[Contact Information](#)



[Collective Bargaining Agreements](#)



[Forms for Staff](#)



[School Committee Policies](#)

## Welcome to Our New Administrators

Please join us in welcoming the new administrators in the district:

Dr. Tony Laing, METCO Director  
Jenna Cramer, Happy Hollow Principal  
Laura Cole, Wayland High School Assistant Principal  
Sean Gass, Wayland High School Assistant Principal  
Rachel Scott, Claypit Hill School Assistant Principal  
Caroline Han, Coordinator of Diversity and Equity



In addition to the new administrators, 55 new faculty and staff members have joined the district (with hiring continuing...). We are excited to welcome them and to welcome back all returning faculty and staff.

## Mandated Trainings

Every fall, all school district employees are required to complete [mandated trainings](#). Please look for an email with information on the training modules and verifying completion from the Assistant Superintendent, Parry Graham. It is important that you take the time to read and understand the information contained in the training modules since these trainings will help provide you with some of the tools you will need to do your job and to ensure compliance with state and federal laws governing municipal employees. One example that comes to mind is the state ethics law on gift acceptance, something many staff members will deal with at various times of the year. If you have any questions regarding any of the mandated training modules, please contact Parry Graham at [Parry\\_Graham@wayland.k12.ma.us](mailto:Parry_Graham@wayland.k12.ma.us) or 508.358.3772.



## Transporting Students in Your Car or a School-Owned Vehicle

If you anticipate there may be a time when you will need to transport students in your car or in a school-owned vehicle, please be aware that you must first be cleared through a driver background check conducted by the Registry of Motor Vehicles. This can be done by submitting the Driver Approval Form, available on the Forms for Staff webpage of the school district's website (see [Quick Links](#)), and a copy of your current driver's license to Parry Graham, Assistant Superintendent. You should allow at least three weeks for the approval process to be completed. Please note that as a general rule, however, staff members are strongly discouraged from transporting students in their own vehicle.

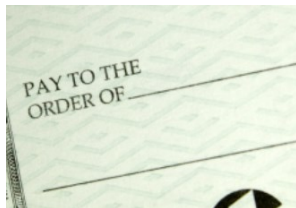


## Important Dates and Deadlines



- ◆ October 1, 2019—**All employees** complete mandated training and submit Survey of Completion
- ◆ October 1, 2019—**Educator** completes self-assessment and submits draft goals to Evaluator
- ◆ October 1, 2019—Last day for **WTA** members to submit notification of anticipated lane change in the 2020-2021 school year
- ◆ October 1, 2019—Last day for **WESA** members to submit notification of anticipated step change in the 2020-2021 school year
- ◆ October 1, 2019—Last day for **WESA** members to request sick leave buyback, if eligible, if anticipating retiring during or at the end of the 2020-2021 school year
- ◆ October 1, 2019—Last day for **Custodians and Maintenance Workers** to request sick leave buyback, if eligible, if anticipating resigning or retiring during or at the end of the 2020-2021 school year
- ◆ January 1, 2020—Last day for **WTA** members to request severance payments due to the intent to retire. This is only applicable for those WTA members hired prior to July 1, 2013, who opted for severance in lieu of longevity

## Check Your Check



When you receive your first paycheck this year, please check to make sure your name and address are correct. If not—or if there are any changes to this information during the school year—please be sure to complete and submit the Employee Profile Update Form available on the Forms for Staff webpage of the school district's website (see *Quick Links*).

Paychecks are issued biweekly. Please note that if you have deductions taken for benefits, e.g., health insurance, this will only occur in the first two paychecks of any month in which three paychecks are issued; therefore, benefits will not be deducted in your August 29, 2019, paycheck. If you have any questions about your paycheck and any anticipated deductions, please contact Susan Bottan, Director of Finance and Operations, at 508.358.3750 or [Susan\\_Bottan@wayland.k12.ma.us](mailto:Susan_Bottan@wayland.k12.ma.us) as soon as possible.

## If You're Requesting Reimbursement ...



There are many instances where you will incur expenses for which you may be reimbursed by the district. Some examples are course reimbursement, expenses incurred to attend a workshop or conference, mileage, educator license renewal. In addition to any required forms and/or approvals that should be submitted prior to incurring the expense, there are specific requirements as to the documentation that must be provided for your reimbursement to be processed. Please refer to the Reimbursement Checklist and Employee Expenses and Mileage Reimbursement Form and Instructions available on the Forms for Staff webpage of the school district's website (see *Quick Links*). By submitting the correct documentation initially, you will avoid unnecessary delays in receiving your reimbursement. It should also be noted that reimbursement checks are live checks and are mailed to your home address.

We welcome your feedback and your suggestions as to topics you would like us to include in future newsletters. Please send your feedback and suggestions to Linda Lavenda in the Human Resources Department at [linda\\_lavenda@wayland.k12.ma.us](mailto:linda_lavenda@wayland.k12.ma.us) or 508.358.3773.

