

# Sweetwater

Independent School District

New Teacher Orientation



Welcome to Sweetwater I.S.D.

**Note: Be sure to empty your email trash can often.**

# School Email

For Online Access:

<http://resc14mail.esc14.net>

## Email Best Practices

### Do:

- Read your message before you send it
- Make your subject descriptive and action-oriented
- If action is required, state what you want on the Subject line
- Keep all messages short and to the point
- Put action items or questions on separate lines so they stand out
- If you want an immediate response, don't send e-mail.

### Don't:

- Don't let your deleted email take all your available storage space
- Don't send a message when you are angry
- Don't expect a quick response when sending long messages
- Don't use ALL CAPS
- Don't use sarcasm. Your humor may be misunderstood
- Don't write something you wouldn't want everyone to read
- Don't use cursive or "funny" fonts that are hard to read

<http://www.sweetwaterisd.net>

Our Website Provides:

District & Campus

News

SISD Intranet Files

Systems Log In

Event Calendar

Journals

Food Service Menus

Photostream & Videos

Superintendent's

Corner

Athletic Schedules

District Information

Send items you would like to see on our website to:

[mmarlett@sweetwaterisd.net](mailto:mmarlett@sweetwaterisd.net)

**Action Items:**

**Skyward Web Portal for Educators**

**Skyward Employee Access**

**SISD Intranet Files**

**Employee Handbook**

**Eduphoria!**

**CScope**

**Project Share**

**PDAS Training**

**Learning Management System**

# Business Office

## Be sure to double-check your first paycheck

- Look at all line items on the check stub
- Call Connie (ext. 118) for clarifications on items
- Check Federal Tax Withholding and adjust if needed

## Health Insurance forms due within 30 days

- Time clock begins on the first day of employment
- This includes decisions on “supplemental” policies too

## Sick Leave Bank Decision

- Cost – Employees donate 3 days into the bank
- Benefit – Receive up to 50 days in a calendar year
- Maximum Lifetime Benefit from the Bank is 75 days
- Use of Bank days must meet approval guidelines
- Employees must re-enroll after using the Bank

## SISD Cafeteria Plan

- A representative from First Financial will meet with you
- Money used in this plan can be deducted “pre-tax”
- Pre-tax options are required to be in place for 1 year

## Medical Reimbursement Plan

- Pre-tax money is used to pay for medical expenses
- The full yearly amount is available up front
- Money not used during the year may be forfeited

## Accounts Payable

- Sabrina (103) & Jackie (105)
- Requests for checks are due by noon on Tuesday
- Checks are issued on Friday

## Insurance / Extra Duty Pay

- Debra (110)
- Handles questions about Health Insurance
- Also handles extra duty time sheets (tutoring etc.)

## Accounts Receivable

- D.J. (106)
- Roscoe State Bank, 209 Cedar, is our depositor
- Be sure to turn deposit slips into DJ in a timely manner
- Be sure to write district account code on the deposit

## Payroll / Workers Comp

- Connie (118)
- Be sure to report all accidents and injuries