

**SAINT PAUL FEDERATION OF EDUCATORS
PROPOSAL #20
DECEMBER 2, 2021**

ONBOARDING NEW EMPLOYEES

**LICENSED STAFF CONTRACT
EDUCATIONAL ASSISTANT CONTRACT
SCHOOL AND COMMUNITY SERVICE PROFESSIONAL CONTRACT**

LICENSED STAFF CONTRACT

Article 20, Section 6 New Teacher Onboarding [New Section]

No later than five (5) days after a new teacher's start date, the District will provide the following to new teachers:

- An official offer letter/contract,
- An employee number,
- An Active Directory account,
- Technology needed for their job such as a laptop, iPad, and Cisco phone,
- SPPS photo ID badge,
- PeopleSoft Login information and navigation training,
- Frontline (formerly AESOP) login,
- Initial Schoology/Seesaw/Learning System training,
- Campus training,
- ED Plan training (if use is required),
- Enroll employees in required Schoology/PowerSchool courses (SPED EAs; NVCI, bus training, third party billing), and
- Any other items necessary to start working.

No later than fifteen days (15) after a teacher start date, the District will provide new teachers with the following:

- An interactive session with a human resources representative to review district benefits and the enrollment process, how to read a pay stub, how to fill out a timecard and supplemental timecards, mileage policy and reimbursement process, and other district policies, and
- Powerschool training.

During the "Probationary Teacher In-Service Days" (Article 14, Subd. 4) and any other onboarding meetings for new hires after the start of the school year, the District will

work with the Federation to schedule a minimum of one hour for Federation leadership to meet with new teachers. Within one month of starting, new teachers will have a mentor identified and assigned to them. All new teachers will be granted an extended deadline to November 1 for any Opening Week required courses.

EDUCATIONAL ASSISTANT CONTRACT

Article 16 PROBATION

16.4 New employee onboarding [New Section]. No later than five (5) days after a new employee's start date, the District will provide the following to new employees:

- An official offer letter/contract,
- An employee number,
- An Active Directory account,
- Technology needed for their job such as a laptop, iPad, and Cisco phone,
- SPPS photo ID badge,
- PeopleSoft Login information and navigation training,
- Initial Schoology/Seesaw/Learning System training,
- Campus training,
- ED Plan training (if use is required),
- Automatic enrollment for new employees in required Schoology/PowerSchool courses. For EAs in special education, automatic enrollment in courses such as NVCI, bus training, and third party billing, and
- Any other items necessary to start working.

No later than fifteen days (15) after an employee start date, the District will provide new employees with the following:

- An interactive session with a human resources representative to review district benefits and the enrollment process, how to read a pay stub, how to fill out a timecard and supplemental timecards, mileage policy and reimbursement process, and other district policies, and
- Powerschool training.

During any onboarding meetings for new hires before and after the start of the school year, the District will work with the Federation to schedule a minimum of one hour for Federation leadership to meet with new employees.

SCHOOL AND COMMUNITY SERVICE PROFESSIONAL CONTRACT

Article 9 PROBATION

Section 3. New employee onboarding [New Section]. No later than five (5) days after an a new employee's start date, the District will provide the following to new employees:

- An official offer letter/contract,
- An employee number,
- An Active Directory account,
- Technology needed for their job such as a laptop, iPad, and Cisco phone,
- SPPS photo ID badge,
- PeopleSoft Login information and navigation training,
- Initial Schoology/Seesaw/Learning System training,
- Campus training,
- ED Plan training (if use is required),
- Automatic enrollment for new employees in required Schoology/PowerSchool courses. For SCSPs in special education, automatic enrollment in courses such as NVCI, bus training, and third party billing, and
- Any other items necessary to start working.

No later than fifteen days (15) after an employee start date, the District will provide new employees with the following:

- An interactive session with a human resources representative to review district benefits and the enrollment process, how to read a pay stub, how to fill out a timecard and supplemental timecards, mileage policy and reimbursement process, and other district policies, and
- Powerschool training.

During any onboarding meetings for new hires before and after the start of the school year, the District will work with the Federation to schedule a minimum of one hour for Federation leadership to meet with new employees.