

Mercer County School District #404
Staff Orientation
August 8, 2024

CONTACT THE DISTRICT OFFICE

Leanne McDermott, District Secretary
HR manager/ Webmaster/ Food Service Coordinator
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mcdermottl@mercerschools.org

Jennifer Mohror, Accounts Payable
Sub Caller/ Payroll Asst.
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Stefanie Carey, District Bookkeeper
Payroll Mgr. / P-card
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PERSONNEL FILES

We need the following items for employee personnel files. Please get these into the District Office as soon as possible, if you haven't already done so.

- **Official** Transcripts (Teachers and Paraprofessionals)
- Application/ Resume/ Teacher's certificate etc.
- Employee Packet
- Copy of Driver's License for I9
- Copy of Social Security Card for I9
- Physical (within the last year)
- Fingerprinting (Fingerprinting is done at the ROE #33, 105 North E St., Suite #1, Monmouth IL. Appointments can be scheduled on Thursdays in Monmouth or on Wednesdays in Galesburg from 8:30AM-4:00 PM.

Please call the ROE#33 at (309)-734-6822 or schedule your appointment online at this link

<https://www.roe33.net/fingerprintingbackgroundchecks>

Bring a picture ID and Form D (included in employee packet) with you to your appointment. No payment is necessary. MCSD#404 will be billed.

FACULTY FORMS

www.mercerschools.org ->“Staff Tools” -> Staff Forms & Info

Faculty Forms are available on the school Website and are kept up to date there. Most forms are fillable and include the following:

Personal Leave	Reimbursement Request
Maternity Leave	Amazon Expense Form
FMLA Info	Pcard Expense Form
Bereavement Leave	Imprest Form
Dock Leave	Tuition Reimbursement
Jury Duty	Accident Report Form
Professional Leave	Application for Facilities Use
Field Trip / Activity Request	403b Information
Resignation Form	Health Insurance Rates/Forms
Mileage	Dental Insurance Rates/Forms

**if changing banking information, please contact the district office

INSURANCE

Full time faculty and staff have single health insurance and life insurance available to them. There are two plans available – PPO and HSA (Health Savings Account).

If the Health Savings plan is chosen, you must go to Bank Orion to open a Health Savings Account with the School District. This account needs to be active before your first paycheck is deposited. The district office will need you to fill out an HSA benefit form found on the website that will include your account number.

The Life Insurance policy (\$35,000) is of no cost to the employee. Dental Insurance is also available at the expense of the employee. Open Enrollment will be in August with an effective date of September 1st. Changes and additions can be made then. Enrollment forms will be given to you with employee packet. New Employee insurance is effective on the first day of employment **August 13, 2024.**

PAYROLL

Our payroll/ accounting system enables online login to view payroll and edit personnel demographics.

<https://ssl.schooloffice.com/mercer/sdsweboffice/>

To login to SDS Web Office, you will use your **employee number previously distributed as your user name**. (You will be given a login and password after your account is created) This number will remain as your user name.

Your password is temporarily the last 4 digits of your Social Security Number. You will have to change your password upon login, and it must be at least 6 digits, containing letters, number, and a symbol.

Once you're in, you will see an information tree on the left hand side of the screen where you can access your information. Your pay stubs are located under the "Message Center." This opens looking like an email screen. Each payroll date is a separate message. Click on the paperclip attachment for your pay voucher.

Direct Deposit is required.

ABSENCES

In the event that you are ill and need a substitute, call Jennifer Mohror at 309-574-9232. If you plan to be gone in the near future, you can reach her at mohrorj@mercerschools.org or by texting/calling 309-574-9232. Professional and Personal leave forms should be filled out in advance if they apply and turned into the school office for approval. The office will ***email them to Jennifer once approved.***

Professional Leave- Fill out the Professional Leave form completely. You would notify the District Office later of the exact mileage on a mileage form after the trip. If registration is required for a conference, you may use the building credit card. If a check **needs** to be sent, please attach the documentation and note on the form directing us to do that. A copy of the form will be sent back to you after approval from the office secretary. If pre-approved expenses are paid at a conference by the employee, a **"reimbursement" form** should be submitted afterwards with receipts.

Personal Leave – self-explanatory. A copy will be sent back to you from the office secretary after approval.

Bereavement – notify the sub caller of the absence, but fill out the form after you come back to work.

MILEAGE REIMBURSEMENT

Mileage Forms should be turned in at the *end of each month* to the district office for those of you who travel between the buildings. Checks will be issued after they are approved at the monthly board meeting.

TUITION REIMBURSEMENT

Tuition Reimbursement forms need to be submitted to the Superintendent for approval. A copy will be returned to you with his signature after approval. The form is kept in a District Office file until a transcript is submitted showing completion of the class and a receipt of payment. This will initiate movement on the salary scale and or reimbursement. **Tuition Reimbursement is determined by the MCEA labor agreement and is subject to change.** ****contracts can be found on the district website>District>Reports on Contract>MCEA Labor Agreement*

FIELD TRIP FORMS

Field Trips forms need to be submitted to the district office. *A list of students who will be attending needs to accompany the form. This is imperative for the school transportation report.*

P-CARD

All buildings have Procurement Cards for recurring expenses that can be checked out by faculty if needed with building principal approval. Receipts must be submitted to the District Office with a P-Card Form ASAP, signed by the principal, after the card has been used. If the expense is to be reimbursed by an activity account or the boosters, that should be noted on the form and a check sent in attached **ON TOP** of the P-card slip. All purchases are to be tax exempt.

AMAZON CORPORATE

The District has an Amazon Corporate account to use for purchases with principal approval. If you need to purchase from Amazon, please ask your building secretary to process this through the Corporate account. There is an expense record sheet to accompany the receipt just like with the credit card. All purchases are to be tax exempt.

Note from the office: Amazon purchases all come from different places, and shipping can get separated, making these transactions higher maintenance. Other purchasing methods are preferred.

PURCHASE ORDERS

Purchase Orders are a way for vendors to be assured that an order placed by the school has had pre-approval and will be paid in a timely manner. Purchase Orders are completed on our accounting software by the building secretaries or principals. Please note that Purchase Orders should not be used for Amazon, Credit Card purchases, or any other vendor in which we have a credit account. Due to the complicated nature of the process, POs should be created sparingly. All purchases are to be tax exempt.

WORKMAN'S COMP.

If any employee has an accident while completing their job duties, an Accident Form should be filled out and submitted, first to the school nurse, and then to the Superintendent. If medical treatment is necessary, the District Office should be notified to initiate a Workman's Comp Claim.

SCHOOL CALENDAR / NEWS BULLETIN/ WEBSITE/ FACEBOOK POSTINGS

If you need a date added to the web calendar or website and Facebook, or an article put in the monthly news bulletin, email the information to Leanne McDermott, mcdermottl@mercerschools.org. Picture submissions are always welcome also.

*include salary statements in folder – if available (Stef will send with work calendar and timesheets)

*employee packet- sent out ahead of time

*keycards- sent to building admins

*calendar dates form

*insurance rate sheets

*SDS instructions/log in information (after information in sds) – if available

****Mention YMCA membership deduction from payroll.....10% discount for employees