

August 29, 2011

ATTENTION - ALL CCISD EMPLOYEES

IMPORTANT - PLEASE READ!

TRAVEL REQUEST FORMS FOR OUT-OF-DISTRICT TRAVEL:

Must be filled out prior to travel outside the CCISD service area of Baraga, Houghton and Keweenaw Counties and turned in to your departmental supervisor for approval. In the case of REMC 1 employees, it must be filled out for travel outside Baraga, Houghton, Keweenaw, Gogebic and Ontonagon Counties. If travel is outside the Upper Peninsula, it must also be approved by the Board of Education.

TRAVEL VOUCHERS:

Vouchers are used to request reimbursement for routine travel within the CCISD (Baraga, Houghton and Keweenaw Counties) or REMC 1 (Baraga, Houghton, Keweenaw, Gogebic and Ontonagon Counties). They must be filled out completely and turned in to your supervisor by the 1st of each month. Only travel for the previous month is to be included.

APPROVED MILEAGE SHEET: *(Included in your packet.)*

Please use approved mileage sheet for calculating mileage from CCISD Office to the constituent school districts. Current approved mileage rate is **55.5 cents per mile**.

LEAVE SLIPS: *(Available in the Business Office or Learning Center Office.)*

Personal Days/Other: An application for leave must be presented to your supervisor for approval prior to the day(s) requested.

Sick Days: An application for leave must be completed when you return from your absence and turned in to the Learning Center Secretary or to your supervisor in the main office.

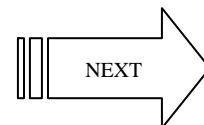
SUBSTITUTE TEACHERS AND AIDES:

Substitute teachers and aides for special education programs will be acquired through the Learning Center office. Subs for Career Tech programs will be acquired through the Career Tech Director's office at the Service Center. A substitute teacher work report form or aide time sheet must be completed and turned in to the appropriate office at the end of the workday.

If a special education teacher/aide is unable to report to work due to illness, etc., please be sure to call the Learning Center Supervisor before 7:00 a.m., or the Learning Center Secretary after 7:00 a.m. Career Tech teachers/aides should contact the Career Tech Director. This procedure is essential in preparing for the day's schedule.

EXEMPTION FORMS:

Exemption forms must be completed and turned in to the Business Office as soon as possible, if you are a new hire or if changes to your existing withholding amounts are needed. If you have an address change, please be sure to make changes on your W-4 forms.



HOSPITALIZATION:

Remember to enroll for your MESSA Health and Vision, and SET Dental and Life Insurance Coverage early if you plan to be a member of our group policy.

<u>Deductible Year:</u>	Health:	January 1 - December 31
	Vision:	September 1 - August 31
	Dental:	January 1 - December 31

Any added options on your health insurance become effective November 1, 2010.

Please sign the insurance forms that you receive at the start of the school year, check to be sure your address is correct, and return to the Business Office, even if you do not make any changes.

IMMIGRATION FORMS (I-9):

Immigration forms are required to be filled out within 3 days of the first day of work for new employees and the first day for substitutes.

DIRECT DEPOSIT:

Employees are **urged** to take advantage of direct deposit of their pay checks. Please provide a voided check for your account to the Business Office if you would like to participate.

DEFERRED INCOME ANNUITY PLAN:

If you desire to have payroll deductions made for deferred annuity, the request must be submitted to the Superintendent.

If you wish to have MESSA options or participate in the CCISD Cafeteria Plan in lieu of health insurance, you should make arrangements during the open enrollment period in September.

Before you make any changes in either type of annuity, please contact the Business Office for additional information. These are not automatically updated.