

# **R**esource **G**uide

**for New Classified Employees  
in Poudre School District**



POUDRE  
SCHOOL  
DISTRICT

*Educate...  
Every Child, Every Day*



# Welcome to Poudre School District!

As a member of the PSD team, you are part of an outstanding school district considered a leader in public education at both state and national levels. In Poudre School District, we believe classified employees, administrators, and teachers form a partnership to provide students with the finest education available. Our classified staff extends expertise, time and caring to increase the academic achievement of each student and assists in maintaining a healthy and supportive environment for a quality education.

To ensure that our children meet the challenges of the 21st Century, employees in Poudre School District have adopted the following vision:

***“Poudre School District exists to support and inspire every child to think, to learn, and to graduate prepared to be successful in a changing world.”***

This resource guide will help you understand our district’s organization and expectations. Should you have any questions, please ask your supervisor or any member of the Human Resources Department.

## **Welcome to the PSD team!**

The information provided in this resource guide is subject to change, interpretation and termination by the District without notice as conditions and needs change. Nothing in this resource guide creates an expressed or implied contract of employment or employment conditions between the District and an employee. Poudre School District may be referenced as PSD or as the District throughout this publication.

# Index

Association of Classified Employees (ACE).....	18
Badges (Proximity Card Reader).....	21
Benefits .....	11
Break Periods .....	8
Coaches, Sponsors & Advisors.....	12
Comp Time.....	9
Customer Support Center .....	25
Dental Plan.....	11
Department or School.....	18
District Profile.....	6
Document Library .....	6
Employee Agreement .....	11
Employee Assistance Services (EAS).....	12
Facility Services .....	20
Fair Labor Standards Act (FLSA) .....	9
Financial Services.....	21
Health Plan .....	11
Human Resources (HR) .....	7
Injuries .....	13
IT Support Center.....	24
Leave & Earnings Statement .....	16
Lunch .....	8
Mileage Reimbursement.....	22
90-Day Trial Employment Period .....	7
Overtime .....	9
Pay Day.....	13
Pay Definitions and Options .....	14
Performance Evaluation .....	8
Policies & Regulations.....	7
Professional Development .....	19
Professional Growth .....	19
Purchasing Department .....	23
Records .....	11
Risk Management .....	13
Salaries & Wages.....	10
School Safety & Security .....	21
Timecards .....	15
Training .....	19
Volunteerism .....	10
Warehouse .....	23
Wellness.....	12
Workers Compensation.....	13
Work Week .....	10

# Who's Who at Poudre School District?

## **Poudre School District Board of Education**

Cathy Kipp, President

Nate Donovan

Susan Gutowsky

Carolyn Reed

David Trask, Vice President

Christophe Febvre

Rob Petterson

## **Superintendent of Schools**

Sandra Smyser, Ph.D.

## **Superintendent's Cabinet**

Jinger Haberer

*Assistant Superintendent of Student Achievement*

Tom Crabb

*Legal & Policy Counsel*

Vicki Thompson

*Executive Director of Human Resources*

Todd Lambert

*Assistant Superintendent of Elementary Schools*

Scott Nielsen

*Assistant Superintendent of Secondary Schools*

Danielle Clark

*Executive Director of Communications*

Dave Montoya

*Executive Director of Finance*

Dustin Reintsma

*Executive Director of Information Technology*

Pete Hall

*Executive Director of Operations*

## **Employee Association Presidents**

Tom List

*Poudre Education Association (PEA)*

Amy Smith

*Poudre Association of School Executives (PASE)*

Tony Rowland

*Association of Classified Employees (ACE)*

## Who Else?

For more information about our schools, visit the Poudre School District home page and click **Schools** then click **Find Your Neighborhood School**.

For district departments and organizations other than schools, go to the PSD home page and highlight **Your District** then click **Department Directory**.

For interesting information about PSD's history, size, number of students and staff, and general profile visit the PSD home page and highlight **Your District**, then click **About Poudre School District** and finally click **Demographics**.

## What Else?

It's easy to find the information you need to be an effective, satisfied employee of Poudre School District. You can refer to this resource manual or these other sources for information for assistance:

- Poudre School District website ([www.psdschools.org](http://www.psdschools.org))
- Poudre School District intranet (for staff only)

**1** From PSD home page, click **Staff**

**2** Login with your email username & password

**3** Resources for PSD staff are located on this page

- Human Resources Department
- Your own department / school
- Association of Classified Employees (ACE)
- Employee Agreement
- District Policies
- Health and Dental Benefits Plan Summary
- Employee Directory
- School Calendar & Schedules
- PSD Document Library (forms and specific department documents)

# Human Resources

The Human Resources Department, located in the Johannsen Support Services Center, advertises jobs, recruits applicants, provides orientation for new employees, sets salaries, administers benefits, provides performance evaluation administration and oversees compliance with federal, state, local, and district employment regulations. Human Resources can be reached at 490-3488 or visit the Human Resources website by going to:

- 1 Highlight *Your District*
- 2 Click *Department Directory*
- 3 Click *Departments E-L*
- 4 Scroll down to *Human Resources* and click it
- 5 Find what you are looking for and click it

## 90-Day Employment Trial Period

Classified employees serve performance trial periods of ninety (90) calendar days for each new position in the district. If at anytime during the trial period the employee, in the judgment of the supervisor, fails to demonstrate his/her ability to perform the work assigned, or is otherwise unsuited for the position, his/her employment may be dismissed, transferred to another position within the District, or have their performance trial extended with or without cause or notice. Please refer to District Policy *GDQD - Classified Employee Performance Trial Periods, Discipline and Dismissal*.

## District Policies

As a new employee with Poudre School District it is important for you to become familiar with District policies and regulations, particularly those that guide our behavior and protect us, our students, visitors and vendors from discrimination and harassment. Our district policies and regulations are found on the PSD website.

- 1 Highlight *Your District*
- 2 Click *District Policies*

## Performance Evaluation

Classified employees receive an annual performance evaluation after the first year of employment. Evaluations are required every three years thereafter. The evaluation process includes the use of multi-source input. There is one evaluation form used for all classified positions. This form can be found on the PSD website. Click **Staff** and log in.

- 1 Click **Document Library**
- 2 Reconfirm your log in credentials
- 3 Click **Human Resources** (on left side of page)
- 4 Click **Evaluations**
- 5 Click **Classified Evaluations**
- 6 Click **Classified Evaluation Tools**

## Break Periods

Employees are encouraged to take one 10-15 minute paid break for every four hours of work. Eight-hour employees may take two 10-15 minute paid breaks per day - one during the first four hours and one during the last four hours. Employees may not save unused break time to take later in the week or month, or save their break time to take off early at the end of their workday.

Work should be reduced or reassigned to prevent frequently missed breaks if an employee has to routinely work through break(s) to get work completed at the request of his/her manager/building administrator.

## Lunch

A minimum of a 30-minute unpaid duty free lunch period is required for nonexempt Classified employees if their workday is 6 or more hours per day.

Lunch periods longer than 30 minutes, and lunch periods provided to employees working fewer than 6 hours per day, are at the discretion of the manager/building administrator.

Lunch periods cannot be waived in favor of leaving work early.



## Overtime and Compensatory Time

The U.S. Department of Labor's Fair Labor Standards Act (FLSA) defines classified employees as either **exempt** or **nonexempt**. Exempt employees are not subject to the minimum wage and overtime provisions of the FLSA. Exempt employees have a fixed salary and do not receive additional wages for additional hours worked beyond their scheduled hours. If you are an exempt employee you do not earn overtime or compensatory time and your job title and pay range is found on the Classified Exempt Salary Schedule (Y).

Nonexempt employees are subject to the minimum wage and overtime provisions of the FLSA and are paid an hourly rate of pay for all hours worked. If you are a nonexempt employee your job title and pay range is found on the Classified Hourly Salary Schedule (H). Nonexempt employees are also eligible to earn overtime. Overtime, at time-and-one-half, results when a nonexempt employee works in excess of forty (40) hours in any designated workweek. Additional work hours that do not cause the employee to exceed 40 hours for the workweek are paid at the employee's regular hourly rate of pay.

The exempt and nonexempt salary schedules can be found online on the PSD website.

- 1 Highlight *Careers*
- 2 Click *Working at PSD*
- 3 Under *Quicklinks*, Click *Salary Schedules*
- 4 Click on the salary schedule you wish to view

Compensatory time off (comp time) is a popular option for nonexempt school district employees. If you are nonexempt and have permission from your supervisor to work extra time beyond your normally scheduled hours, you can record the additional time on a Comp Time Authorization Form as earned comp time and then take time off later as if it were vacation. If the additional time you work causes you to exceed 40 hours for a given week, the comp time you earn is treated just like overtime and earned at time-and-one-half.

The Comp Time Authorization Form can be found online on the PSD staff intranet page.

- 1** Click **Staff** and log in
- 2** Highlight **Staff Support and Technical Resources**
- 3** Click **S.A.F.E.**
- 4** Click **S.A.F.E. (School Accounting Financial E-Tools)**
- 5** Reconfirm your log in credentials
- 6** Click **"P"** within the **S.A.F.E. Index**
- 7** Click **Comp Time Authorization Form**

## **Workweek**

The workweek is defined as beginning at 12:01 a.m. Sunday and ending at 12:00 midnight the following Saturday. At PSD hours taken as paid vacation, sick or holiday are counted as hours worked for the purpose of overtime calculations.

## **Salaries and Wages**

New employees to the District are placed at the minimum of the salary range on the classified hourly or exempt salary schedule. Employees hired with qualifications, skills, abilities, and directly related experience which significantly exceed the minimum requirements for the vacant position may be placed no more than ten percent above the minimum rate of the current pay grade for the position. Such salary schedule placement is made based upon consideration of internal salary equity and budgetary limitations, as well as the qualifications, skills, abilities and experience of the newly hired employee. Placement of classified employees on the salary schedule is determined by the Executive Director of Human Resources or his/her designee.

## **Volunteerism**

Nonexempt Classified Employees of Poudre School District are prohibited to volunteer time or services to the school district without compensation. As a PSD employee, you are only allowed to volunteer without pay if you have a child participating in a PSD program, activity, or classroom and your volunteer activity is restricted to direct involvement in your child's program, activity, or classroom. All other volunteer activity for the District is considered work and must be compensated, per the Federal Fair Labor Standards Act.

## Employee Agreement

The Employee Agreement is the mutual agreement made between the three employee groups (ACE, PASE & PEA) and the Board of Education and is governed and construed according to the constitution, laws, and regulations of the State of Colorado and Poudre School District's policies. More than any other publication, the Employee Agreement contains important information for you about every aspect of your employment with PSD. You can find the Employee Agreement on the PSD intranet.

- 1 Click **Staff** and log in
- 1 Highlight **Employee Resources**
- 2 Click **Employee Groups** from the menu
- 3 Click **Employee Agreement** (in the green box on the right side)

## Your Employee Records

Although the Records Center maintains all personnel files, you and your supervisor may review your file at any time. Please contact Human Resources to make an appointment (490-3488). A Human Resources staff member will temporarily remove restricted documents from your file before you look at it. State law defines restricted documents as college placement papers marked "confidential," reference letters, telephone reference summaries, personnel action log and screening notes, and district interview summaries.

## Benefits

The Benefits Department is part of the Human Resources organization and manages the District's health and dental insurance programs as well as life insurance, vision insurance, flexible spending accounts, disability, financial investments including 401(k), 457(b), and 403(b) plans, leaves of absence, retirements and more. You can find benefit information, including the Health and Dental Benefit Plan Document and Plan Summary on the PSD intranet.

- 1 Click **Staff** and log in
- 2 Highlight **Employee Resources**
- 3 Click **Benefits**
- 4 Click on the desired Benefits option

You may also call the Benefits Department directly at 970-490-3499

## Wellness

PSD is committed to creating a culture of health & wellness for all employees by creating a comprehensive employee wellness program, which integrates health & wellness into PSD's culture. The Wellness program offers an Employee Health Clinic and Integrative Health Management System, Employee Wellness Advisory Council (EWAC) and a large variety of Health & Wellness classes, as well as Employee Assistance Services. To find wellness program information, go to the PSD intranet.

- 1 Click **Staff** and log in
- 2 Highlight **Employee Resources**
- 3 Click **Employee Health and Wellness**
- 4 Click on the desired Wellness option

## Employee Assistance Services (EAS)

EAS is a confidential problem-solving consultation service available to help employees and their immediate family members solve personal issues before they may affect family or work relationships, health or job performance. EAS services are available regardless of your enrollment in a district health plan. Services are part of the district's overall benefit package and are offered at no additional charge. If you are interested in knowing more about EAS, you can call directly at (970) 488-4925 or visit the EAS website on the PSD intranet.

- 1 Click **Staff** and log in
- 2 Highlight **Employee Resources**
- 3 Click **Employee Health and Wellness**
- 4 Click on **Employee Mental Health Services**

## Coaches, Sponsors and Advisors

If you are a nonexempt classified employee, coaching, sponsoring or advising an activity outside of your regular work assignment is not permitted. This is due to economic factors and compliance with FLSA. The salary costs associated with these activities is great because of the many hours involved in performing these activities. Coaching, sponsoring and advising often involve before and after school hours and weekend activity that must be tracked and recorded accurately. Failure to track, record and pay for hours worked accurately and fully can result in government audits and severe fines.

It is also a FLSA violation to allow nonexempt classified employees to volunteer for activities that the Department of Labor (DOL) defines as work. Coaching, sponsoring and advising are considered by the DOL to be work and therefore require that the district pay an hourly rate of pay for all work performed. By law, the DOL does not allow nonexempt classified employees to waive their right to be paid for work performed as coaches, sponsors or advisors.

## Risk Management

The Risk Management Department manages the district's Workers Compensation program, workers compensation claims, reports, modified duty, post offer physicals, and safety in the workplace.

If you have a work related injury you are required to report the injury to your supervisor immediately and to submit the Employee's Report of a Work Related Injury to Risk Management within four (4) working days. Work related injury forms and other Risk Management information can be found on the PSD intranet.

- 1 Click **Staff** and log in
- 2 Highlight **Staff Support and Technical Resources**
- 3 Click on **Risk Management**
- 4 Click the desired Risk Management resource

## Payroll

The district's Payroll Department is located in the lower level of the JSSC building next to Human Resources. Your total compensation package is a combination of your salary and benefits. Employee salary increases are determined during the annual negotiations process and must be approved by the Board of Education. District wide pay increases are based on funds available and allocated to each employee group.

## Payday

Poudre School District employees are paid once per month. Payday is the last business day of the month.

## Pay Definitions and Options

**Classified Salaried Employee** - An employee who normally works 260 days and is paid a consistent monthly rate based on an annual salary schedule. These employees are not eligible for overtime pay (exempt). The salary is paid over a 12-month period (August – July).

**Classified Prorated Employee** - An employee who is paid an hourly or salaried rate from a salary schedule. If pay is based on an hourly rate, the annual salary is calculated based on total days worked times hours per day times hourly rate and paid over a 12-month period (August – July).

**Classified Hourly Employee** - An employee who is paid an hourly wage from a salary schedule. These employees are eligible for overtime pay (non-exempt). See explanations below for different types of hourly pay.

### **Less than 12-month employees (174-230 working days) have the following pay options:**

An employee must be prorated if any voluntary payroll deductions are elected, not including federal tax, state tax, PERA, PERA 401(k), and tax sheltered annuities. Voluntary deductions include dependent health or dental insurance, vision insurance, dues, flexible spending accounts, etc.

A **prorated employee** working all scheduled contract days in the year will receive one-twelfth of the annual salary amount on the monthly payday. The monthly amount received includes scheduled pay amounts, but does not reflect amounts earned as of the pay date. It also includes any exceptions (leave time taken, non-paid absences, additional time) from the 16th of the previous month through the 15th of the current month.

Annual salary for employees based on an hourly rate is determined by multiplying the scheduled number of days to work, times the scheduled hours per day, times the hourly rate. For example, 185 days X 6 hours per day X \$9.67 per hour = \$10,733.70. This amount is divided by 12 months to arrive at gross pay of \$894.48 per month.

A **scheduled hourly employee** will have regularly scheduled work hours and will receive pay for the scheduled work hours for that month (hours from the 1st of the month through the end of the month) and any exceptions from normal scheduled hours (leave time taken, non-paid absences and additional time) between the 16th of the previous month and the 15th of the current month.

NOTE: Employees should plan accordingly for the June and July pay periods. Most hourly (non-prorated) employees will not receive a paycheck in June and July due to the fact the May paycheck will cover hours from May 1 through May 31. The only hours that may be owed are additional/overtime hours from the last two weeks in May.

A **timecard hourly (varied hours) employee** will have no regularly scheduled work hours and will receive pay only for hours reported on a timecard from the 16th of the previous month through the 15th of the current month.

### **12-month employees (260 working days) fall under one of the following pay options:**

A **prorated employee** working all scheduled contract days in the year will receive one-twelfth of the annual salary amount on the monthly payday. The monthly amount received is based on an hourly rate and includes scheduled pay amounts, but does not reflect amounts earned as of the pay date. It also includes any exceptions (leave time taken, non-paid absences, additional time) from the 16th of the previous month through the 15th of the current month.

Annual salary for employees based on an hourly rate is determined by multiplying the scheduled number of days to work, times the scheduled hours per day, times the hourly rate. For example, 260 days X 8 hours per day X \$9.67 per hour = \$20,113.60. This amount is divided by 12 months to arrive at gross pay of \$1,676.13 per month.

A **salaried, exempt employee** is an employee who is not eligible for overtime pay. This includes administrative employees and classified employees paid from the "Y" salary schedule.

The monthly pay for salaried, exempt employees is based on an annual rate from an annual salary schedule and paid over twelve months.

## **Timecards**

All timecards should be completed from the 16th of the previous month through the 15th of the current month.

Employees who are required to complete a timecard are responsible for ensuring that a properly completed timecard (including the supervisor's signature) is turned in to the Payroll Department by the 15th of the month.

All Child Nutrition, Custodial and Transportation employees must complete a timecard monthly using Kronos.

All other prorated, salaried, and scheduled hourly employees turn in a timecard only when needed to report a deviation from normally scheduled hours.

Classified substitutes and hourly employees with no scheduled hours are responsible for ensuring that a properly completed timecard is turned in to Payroll by the 15th of the month. Time reported should include hours worked from the 16th of the previous month through the 15th of the current month and must have the signature of a supervisor.

When the 15th falls on a weekend, timecards are due the previous Friday.

*Late timecards (received after the 15th) will be accepted, but payment will not be issued until the following payday.*

Pay advances are not available.

## Leave and Earnings Statement

Please refer to a sample of a Leave and Earnings Statement that can be located in the S.A.F.E. on the PSD intranet. Go to the district's website, click **Staff** and log in.

- 1 Click **Staff** and log in
- 2 Highlight **Staff Support and Technical Resources**
- 3 Click **S.A.F.E.**
- 4 Click **S.A.F.E. (School Accounting Financial E-Tools)**
- 5 Reconfirm your log in credentials
- 6 Click **"P"** within the **S.A.F.E. Index**
- 5 Click **Payroll Forms**
- 6 Click **Leave & Earnings Statement Sample**

Each month, normally two to five days prior to payday, every employee to be paid will receive an email at his or her PSD email address with their Leave and Earnings Statement as an attachment. Save this attachment and open it to view your Leave and Earnings Statement. This statement includes the following information: current gross and net pay, deductions from pay, changes to leave time, current pay assignments and current name and address.



*Employees are responsible for reviewing all information on their Leave and Earnings Statement each month for accuracy and for promptly informing Payroll of any errors or discrepancies.*

## **General Payroll Questions?**

490-3485 • [collila@psdschools.org](mailto:collila@psdschools.org)

## Your Department or School

Your own department or school, via your immediate supervisor, determines your work schedule, when breaks and lunch occur, specific tasks and duties that may not be detailed on your job description, and site performance and safety standards. Your supervisor is responsible for providing you the tools, training and resources to enable you to do your job well. He or she is there to answer your questions, evaluate your progress, and ensure that you work in a safe environment. If your supervisor does not have a copy of your job description, you can find it in the PSD Document Library.

- 1 Click **Staff** and log in
- 2 Click **Document Library**
- 3 Reconfirm your Log in credentials
- 4 Click **Human Resources** (on left side of page)
- 5 Click **Job Descriptions**
- 6 Click **Classified Job Descriptions**
- 7 Click on the applicable job family
- 8 Click your job title

## ACE

The Association of Classified Employees (ACE) was established in 1991 and is recognized by Poudre School District's Board of Education as the exclusive representative of all classified personnel employed by PSD. Membership is available to all classified employees who elect to pay monthly dues. For more information, go to the PSD website:

- 1 Click **Staff** and log in
- 2 Highlight **Employee Resources**
- 3 Click **Employee Groups**
- 4 Click **Association of Classified Employees (ACE)**

## Professional Development

The district has a comprehensive Professional Development and Training program for all employees. A catalog of course offerings is available online throughout the year. Classified employees are welcome to attend these courses and most are at no cost. The Professional Development Department also works with schools and other sites to provide training relevant to that particular site's needs. All classified employees are invited to attend the classified professional development training days, held two times each year. Call the Professional Development Office at 970-490-3623 or check out the Professional Development website by going to the PSD intranet.

- 1 Click **Staff** and log in
- 2 Highlight **Professional Learning**
- 3 Click **PSD Professional Development**
- 4 Click **Professional Development Course Catalog** (under Quick Links)
- 5 Reconfirm your log in credentials

## Classified Professional Growth

The Classified Professional Growth program rewards learning and acquiring new skills while fostering career development and performance improvement. Classified employees who participate in this program receive a monetary stipend and are automatically eligible for the program after completing one year of employment with PSD. Employees may begin taking classes upon initial hiring. Eligible classified employees may receive one stipend per school year. The stipend is a gross amount of \$400 for 40 hours of class/training time. Applications are available online in the Document Library. A completed application must be submitted by October 1st for payment on the November payroll check, or by April 1st for payment on the May check. To view the specific guidelines for the Classified Professional Growth Program go to the ACE (Association of Classified Employees) webpage. Log in instructions are located on page 18.

## Required Training

All new employees must take several online required trainings including modules on:

- Child Abuse Reporting
- Crisis Response
- Equity and Diversity in the Workplace
- School Health and Blood-Borne Pathogens
- Sexual Harassment Awareness
- Suicide Prevention Refresher
- Time Out, Seclusion and Restraint
- Other trainings specific to their position

Some trainings are required on an annual basis. New classified employees are also required to attend the New Classified Employee Welcome.

## Facility Services

Facility Services coordinates PSD's facilities maintenance program and is comprised of Building Maintenance, Custodial Services, Customer Support Center, Outdoor Services and Utilities & Resource Management. Facility Services operates at an optimal level of efficiency and effectiveness so that all school and support sites are maintained at a functional, comfortable level, providing a safe and healthy environment for staff and students.

Wherever you are located in the district, it is important for you to know from whom and where to seek assistance if confronted with facility-related problems or concerns. Please call the Customer Support Center at 490-3333. The Customer Support Center (CSC) is the central phone contact for PSD; they also coordinate the booking of sites for district and community events, schedule maintenance requests, and serve as the emergency contact "hub" for the district. To learn more about this important and diverse department, go to the PSD website

- 1 Highlight *Your District*
- 2 Click *Department Directory*
- 3 Click on *Departments E-L*
- 4 Scroll down to and click *Facility Services*

## School Safety & Security

The safety and well being of our students, staff and parent community are of the utmost importance to the District. Your employment with the District should be free of physical harm, threatening behavior, harassment, and intimidation. To insure your safety and the safety of those you work with, PSD has a Security Department that oversees a variety of safety and security systems, including an employee identification badge system that provides access to your work location and alarm systems that protect buildings against illegal entry and vandalism. These badge access and alarm systems have been installed at schools and work sites throughout the district.

A proximity card will be issued to you that will provide you keyless entry to your building and/or your work area within a building. This is a plastic credit-card-sized card issued by PSD's security department that, when presented in front of a proximity reader, allows the user to enter designated buildings and areas within buildings and acts as an I.D. badge. Staff members are required to wear their I.D. badge at all times, and must not be loaned to anyone for any reason. If you lose your badge, please report it immediately.

For additional information about the Security Department, crisis response procedures, threat assessments, bomb threats, the School Resource Officer (SRO) program, and safety precautions, call Security at 490-3608 or go the District website.

- 1 Highlight *Your District*
- 2 Click *Department Directory*
- Click *Departments R-Z*
- 3 Scroll down to and click *School Safety and Security*

## Financial Services (Accounting and Budget)

The district's accounting and budgeting services are located in the lower level of the JSSC building next to Human Resources. Staff is available to provide meaningful support related to all aspects of financial transactions that occur within your school or site.

Office managers and bookkeepers in schools and other locations are able to perform many financial transactions at their sites and also have responsibilities related to these transactions. The Financial Assistance and Support

Team (FAST) is a dedicated group of Finance Department team members established to provide assistance and support to the schools, sites and departments that process financial transactions throughout the District.

## Questions?

For general questions related to how to handle a financial transaction, start with your site's office manager or bookkeeper.

The Financial Assistance and Support Team at 490-3403 or fast@psdschools.org is available to assist you.!

## Mileage Reimbursement

It is PSD's policy to reimburse all employees for mileage claimed in the course of conducting necessary and legitimate district business. If you use your personal car for district business, you will be reimbursed for the use of your personal car, with the exclusion of any home-to-work mileage, at a rate established annually during the budget process.

All employees shall receive their regular mileage reimbursement from either the Accounting Department or their site. To claim regular mileage reimbursement, follow these instructions:

Use actual odometer miles, or use the mileage amounts on the current PSD Mileage Chart. The chart is provided as an aid only; it is not used to verify mileage amounts. This chart can be found on the PSD intranet.

- 1** Click *Staff* and log in
- 2** Highlight *Staff Support and Resources*
- 3** Click *S.A.F.E.*
- 4** Click *S.A.F.E. (School Accounting Financial E-Tools)*
- 5** Reconfirm your log in credentials
- 6** Click "*M*" in the index
- 7** Click *Mileage/Travel*
- 8** Click *Mileage Chart - to and from PSD sites*

Submit an approved Mileage Reimbursement Form to your site for reimbursement, or, submit the completed form to the Accounting Department for processing.

The Mileage Reimbursement Form can be found online on the PSD on the PSD intranet.

- 1** Click ***Staff*** and log in
- 2** Highlight ***Staff Support and Resources***
- 3** Click ***S.A.F.E.***
- 4** Click ***S.A.F.E. (School Accounting Financial E-Tools)***
- 5** Reconfirm your log in credentials
- 6** Click ***"M"*** in the index
- 7** Click ***Mileage/Travel***
- 8** Click ***Mileage Reimbursement Form***

## Purchasing Department and Warehouse Operations

As liaison between your school/department and businesses, the Purchasing Department assists you in procuring the desired goods and services while getting you the best value for your dollar. In addition, we make sure that purchasing activities are performed in accordance with federal and state laws and afford equal opportunity to all vendors.

The district warehouse routinely stocks many of the office products and classroom consumables as well as the food that the school cafeterias require. The warehouse also is responsible for the internal and external mail distribution in the district.

For further information or assistance, ordering warehouse products, or viewing the warehouse catalog, go to the PSD website.

- 1** Highlight ***Your District***
- 2** Click ***Department Directory***
- 3** Click ***Departments M-P***
- 4** Scroll to and click ***Purchasing***

# Information Technology

Information Technology is the team that plans, builds, implements, and maintains all technology systems throughout PSD. The IT Department is located in the district Information Technology Center (ITC) building within the Support Services Center complex.

To learn more about the IT Department please visit their website. Go to:

- 1 Highlight *Your District*
- 2 Click *Department Directory*
- 3 Click *Departments E-L*
- 4 Scroll to and click *Information Technology*

For staff resources related to Information Technology, such as links to various PSD Internal Applications, "How to" videos and resource guides, visit the IT Intranet:

- 1 Click Staff and login
- 2 Highlight *Staff Support and Technical Resources*
- 3 Click *Technical Support*
- 4 Click *IT Intranet Staff Resources* right side navigation, under Staff IT Resources (or go to <https://it.psdschools.org>)

[facebook.com/psdinfotech](https://facebook.com/psdinfotech)    [twitter.com/psdtechnology](https://twitter.com/psdtechnology)



# Computer or Phone Problems?

## **Information Technology Support Center 490-3456 • [helpdesk@psdschools.org](mailto:helpdesk@psdschools.org)**

Information Technology Support Center technicians are available 7:30 am to 4:30 pm, Monday through Friday to answer questions.

- Computer hardware and software
- Printers
- Telephone and network problems
- Password changes
- Voice mail
- Student Information System
- PSD issued cell phones

Fill out a ticket through Information Technology Support Center Online at **[help.psdschools.org](http://help.psdschools.org)**. We'll track, notify, and fix issues in a timely manner.

## **Building Technology Coordinators (BTC)\***

BTC's at each school are available during regular school hours to provide these services in your building:

- Manage hardware and software
- License software
- Coordinate resolution of technical problems
- Guide the technology planning process

*\* Your BTC is designated by the site and may be the media technology specialist.*

## **Customer Support Center 490-3333**

Customer Support Specialists are available 7:00 am to 5:00 pm, Monday through Friday, to handle:

- Emergency calls
- Maintenance requests (including computer repairs)
- Estimates for new installations
- Security requests
- Facility rentals

A 24-hour answering service handles after-hour emergency calls.





## **Mission**

*Educate...*

*Every Child, Every Day*

## **Vision**

*Poudre School District  
exists to support and  
inspire every child to  
think, to learn, and  
to graduate prepared  
to be successful in a  
changing world.*



Poudre School District  
2407 LaPorte Avenue  
Fort Collins, CO 80521  
[www.psdschools.org](http://www.psdschools.org)